

Tennessee Wesleyan University

Fort Sanders Nursing Department

2016-2017 Student Handbook



Established 1999

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The Tennessee Wesleyan University Fort Sanders Nursing Department (TWU-FSN) Nursing Student Handbook is supplemental to the Tennessee Wesleyan University Catalog and Student Handbook. The Nursing Student Handbook contains policies and procedures to assist the student in the development of professional practice and to establish a learning community conducive to quality educational outcomes and a successful learning experience.

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TENNESSEE WESLEYAN UNIVERSITY

FORT SANDERS NURSING DEPARTMENT

The Tennessee Wesleyan University Fort Sanders Nursing Department (TWU-FSN) evolved in 1999 from a joint effort of two highly respected educational institutions in East Tennessee. The rich heritage in nursing education at Fort Sanders School of Nursing in Knoxville merged with the long tradition of Tennessee Wesleyan University of providing quality education to the community. This initiative created a baccalaureate degree nursing program for basic and registered nurse (RN) students.

Nursing Department Mission Statement

The mission of Tennessee Wesleyan University Fort Sanders Nursing is to prepare professional nurses for lives of significance, leadership and service through quality nursing education within the Christian tradition.

Nursing Department Philosophy

The faculty of the Tennessee Wesleyan University Fort Sanders Nursing Department believe people are unique, biological, emotional, social and spiritual beings with dignity, worth, and inherent rights of freedom and choice. Each person develops values and beliefs which are influenced by the social institutional forces of family, education, government, community and religion. People develop and change throughout the lifespan by interacting with the internal and external components of the environment which impact both human functioning and the state of health.

We believe health is a dynamic, multidimensional state of being, based on a wellness/illness continuum. People strive to attain, maintain, and promote a positive state of health by enhancing adaptation to environmental variables. We believe healthcare is a basic human right while the quality of health is an individual responsibility influenced by personal behaviors.

We believe nursing is a profession and an academic discipline based on a scientific body of knowledge requiring critical thinking, problem-solving, ethical reasoning, accountability, scholarship and a commitment to lifelong learning. The primary goals of nursing are to maintain, restore and promote optimum health, and to provide end-of-life care with diverse populations in a variety of settings. Safe quality patient care is implemented through the roles of the nurse as a provider of care, manager of care and active member in the profession of nursing.

We believe education is a dynamic, on-going process of growth and development that involves acquisition and application of knowledge and skills culminating in new patterns of behavior. The men and women who demonstrate an interest and commitment to nursing are unique individuals with diverse backgrounds and learning styles. Education must take place in a non-

threatening, open environment that fosters creativity, self-motivation, the spirit of scientific inquiry and effective communication. The responsibility for learning is shared by both student and faculty; thus, the curriculum is planned, implemented, and evaluated by the faculty with input from students and graduates to assist in meeting educational goals.

Nursing Department Program Objectives:

As a professional nurse embodying the roles of provider of care, manager of care, and member of the profession, the graduate will:

- 1) Coordinate the delivery of health and nursing care through the application of knowledge from the nursing discipline, humanities, and natural and behavioral sciences.
- 2) Synthesize a plan of care using a systematic problem solving process for the provision and management of care in a variety of settings for individuals, families, and communities from diverse cultures across the lifespan.
- 3) Utilize knowledge of the research process and research findings to enhance evidence-based nursing practice.
- 4) Collaborate effectively with individuals, groups, and members of the health team using various informatics to promote achievement of healthcare goals.
- 5) Demonstrate leadership in the provision and management of healthcare and in the advancement of professional nursing.
- 6) Integrate ethical and legal principles into nursing practice.
- 7) Participate in the social, political, and professional arena that influences the health and welfare of the community.
- 8) Assume responsibility for personal and professional growth and development through lifelong learning.
- 9) Minimize risk of harm to patients and providers through both system effectiveness and individual performance in the clinical experience.
- 10) Incorporate spirituality and a servant-leader perspective into holistic nursing care during the clinical experience.

Professional Standards

The Nursing Department's philosophy and objectives embody an identified set of professional nursing standards. The selected standards include:

- (1) *The Essentials of Baccalaureate Education for Professional Nursing* (American Association of Colleges of Nursing, 2008).
- (2) *Standards of Clinical Nursing Practice* (American Nurses Association, 2010).
- (3) Tennessee Nurse Practice Act (2010).

(4) *Quality and Safety Education in Nursing* (Case Western University, 2014, <http://qsen.org/competencies/pre-licensure-ksas/>)

Student Conduct

Code of Ethics

Consistent with the philosophy of TWU-FSN, faculty and students demonstrate exemplary ethical and professional standards and values. The TWU-FSN Code of Ethics subscribes to standards established in the American Nurses Association (ANA) *Code for Nurses* (2015), the National Student Nurses Association (NSNA) *Code of Academic and Clinical Conduct* (2009), and the *University Standards of Conduct* as stated in the TWU Student Handbook. These standards form the basis for acceptable behavior. Students and faculty are representatives of the Nursing Department, Tennessee Wesleyan University, and the nursing profession. This responsibility includes class and clinical experiences and also becomes a part of one's values, behavior, and expression of self.

Attendance Policy

Students are expected to attend all classroom and laboratory activities and remain until the end of the scheduled time. Any student who does not attend class, maintains responsibility for all announcements, directions, handouts, examination reviews, content explored, and examinations during that time. Individual courses require class and clinical attendance as a condition of passing the course.

Tardiness Policy

Chronic tardiness in the clinical setting exhibits unprofessional behavior and will not be tolerated. This policy is per semester, across all clinical courses within any given semester. Student attendance records are maintained for the purpose of work references and some financial aid programs.

Drug Screens and Substance Abuse

Students shall submit a drug screen report prior to admission as requested by the Nursing Department. The Nursing Department follows the University's Policy Statement on Drugs and Alcohol and adheres to clinical agencies' policy related to drugs and alcohol. NO alcohol/drug use 8 hours or less before clinical/classroom participation. A urine or blood screen may be requested at random for cause. Refusal to submit to the test constitutes cause for dismissal from the nursing program. Students with positive drug screens shall be dismissed from the program until appropriate treatment and rehabilitation occur. At that time a student may make application for readmission.

Smoking and Other Tobacco Products

Smoking and (other tobacco products-e.g. chewing tobacco, snuff, e-cigarettes, vaping, etc.) is considered a health risk and is prohibited in class, around facilities and clinical sites. Pg. 12, #6 re: smoke odor applies to classroom, lab and clinical.

Nursing Academic Honesty

Nursing has been recognized by employers and the public as a highly ethical and honest profession for many years. Personal integrity, honesty, and accountability of nursing practitioners are at the heart of this impression.

Integrity and academic honesty must be consistently witnessed in those that aspire to be Registered Nurses. Nursing is complex and involves care of individuals and families with complicated care needs in a variety of settings. Nursing professors and clinical instructors must be able to trust what is written and spoken by those being instructed. Written work shows preparedness to render effective and appropriate care. It must be your own work. What you speak must be true. There is no room for dishonesty. Ultimately, academic dishonesty (written or spoken) places the public, profession, and university at significant risk.

When an instructor suspects a student has violated the Honor Code the instructor must notify the student within five (5) business days of the alleged violation or within five (5) business days of the date upon which the instructor became aware of the alleged violation. The instructor also shall attempt to schedule a meeting with the student to present evidence of the alleged violation and to provide the student an opportunity to respond to the accusation. It is the student's responsibility to schedule this meeting within five (5) business days of the student's receipt of the instructor's request. If the student fails to respond the instructor may proceed as follows.

Plagiarism: If an instructor determines that a student has committed an act of plagiarism, including self-plagiarism, on a graded assignment the student shall receive a zero for the assignment.

The instructor will notify the student of the penalty in writing and copy his/her Department Chair and the Vice President for Academic Affairs (VPAA). The VPAA will then notify the student that he/she is required to complete a plagiarism tutorial and submit a Certificate of Completion to the VPAA within two weeks of the date of the VPAA's notification. Failure to do so will result in the student's final grade in the course being reduced by one full letter grade. Upon receipt of the Certificate of Completion the VPAA will forward this information to the instructor and the Department Chair.

If a student commits an act of plagiarism with less than two weeks left in the term the student will be given an incomplete and still must complete the plagiarism tutorial and submit a Certificate of Completion within two weeks of the VPAA's notification. Failure to do so will result in the student's final grade in the course being reduced by one full letter grade when the incomplete is subsequently changed to a final grade for the course.

If an instructor determines that a student has committed a second act of plagiarism in the course on a graded assignment the student shall receive a zero for the course.

Other Violations: If an instructor determines that a student has committed another type of Honor Code violation (e.g. cheating), the student shall receive a zero on the assignment in question for the first offense and a failing grade for the course upon the commission of a second offense. Upon making either determination the instructor must notify the student in writing of the penalty to be imposed and copy his/her Department Chair and the VPAA.

Suspension: The VPAA will maintain the institutional record of all Honor Code violations. When a student has committed three violations of the Honor Code the VPAA will notify the student, in writing, that he/she will be placed on academic suspension for one calendar year beginning at the end of the current term. During this time the student will not be permitted to attend classes at the College or apply credit earned at other institutions toward completion of his/her degree at Tennessee Wesleyan.

To be reinstated, the student must submit a letter to the VPAA formally requesting readmission to the College. The letter must be submitted at least 45 days prior to the end of the suspension period and must include an acknowledgment of the student's past Honor Code violations, a reaffirmation of his/her commitment to abide by the Honor Code if readmitted to the institution, and any other documentation which the student feels is pertinent to his/her case.

Criminal Background Checks and Criminal Behavior

Nursing Students shall submit a criminal background check prior to admission. Any criminal behavior during enrollment shall be subject to disciplinary action and/or dismissal from the program. The Tennessee Board of Nursing also requires a background check as part of the application process to take the NCLEX-RN exam.

Student Activities

Tennessee Wesleyan promotes the philosophy that a liberal education includes more than traditional classroom learning. Therefore, students are encouraged to participate in various organizations and activities available on campus and in the community.

Convocation Program

Convocation programs are provided by the University to promote a well-rounded education and to enhance cultural, spiritual, and social development. Nursing students attend Convocation programs as feasible with clinical and class schedules.

National Student Nurses Association/Tennessee Association of Student Nurses

A pre-professional organization for the purpose of maintaining and promoting professional standards, providing a unified spirit among student nurses, and stimulating interest in the professional organization. All students enrolled in nursing complete a membership application. Dues are paid annually through the activity fee. A student must be in good standing academically/clinically to participate in conferences related to the Tennessee Association of Student Nurses or National Student Nurses Association.

Nurses Christian Fellowship:

A Christian based organization for the purpose of Bible study and prayer. It is open to all nursing students and encourages Christianity in nursing practice.

Sigma Theta Tau:

The Rho Mu Chapter of the Sigma Theta Tau International Honor Society of Nursing recognizes nursing students and community nurse leaders for superior achievement, leadership qualities, high professional standards, creative work, and commitment to the nursing profession.

Student Services

Nursing students have access to all services and facilities of Tennessee Wesleyan University. These are outlined and discussed in the *Tennessee Wesleyan University Catalog* and *Tennessee Wesleyan University Student Handbook*. In addition, the following services are offered through Covenant Health facilities:

Library

The Fort Sanders Medical/Nursing Library is part of TWU-FSN and is located on the 3rd floor of the Thompson Cancer Survival Center (TCSC) on the Fort Sanders Regional (FSR) site. The facility has open tables, carrels, study rooms with white boards, and audiovisual viewing areas. The library also offers four computers for public access to quick links to databases and internet resources from the Library home page on the Covenant Intranet as well as listings of library holdings. Students are introduced to the library and its services within the first class week.

Removal of material from the library without signing for its use is considered theft and is subject to disciplinary action by the nursing program. A book drop is available for return of materials when the library is closed. Missing or damaged library materials are the responsibility of the student.

Textbooks & Clinical Fees

Textbooks may be purchased at the time of registration each semester. Faculty for each course are responsible for informing students of required texts at the beginning of each semester. A clinical fee is assessed each semester for supplies and expenses related to clinical courses as well as an ATI Assessment Fee.

Communication

A TWU e-mail account is assigned to each student upon enrolling. Students are expected to check messages on a regular basis. Information will be communicated through e-mail, internet access, newsletters, announcements and official message boards. Courses also use Sakai to post course announcements, resources, and grades. Students are responsible for all posted material and announcements concerning the program.

Health Care:

As future health care providers and role models, students are expected to demonstrate and maintain good physical, emotional and social health practices which may include: regular physical activity; proper nutrition; proper hygiene; abstaining from tobacco product use; no illicit drug use; and attending regular medical and dental examinations.

Students are responsible for all health care expenses except for referrals to the Covenant Health Employee Health Offices consistent with the TWU/FSRMC Contract for illnesses occurring during class or clinical practice. The FSRMC Employee Health Service shall see students when time is available depending upon the specific condition. Chronic conditions shall be the responsibility of the student. The Physician Referral System will arrange appointments with private physicians if the student does not have a personal physician. Twenty-four hour emergency care is available through the Emergency Department of the Fort Sanders Regional Medical Center or Fort Sanders Parkwest Medical Center at the student's expense.

If an injury occurs during clinical practice, the student should notify faculty and immediately go to the Employee Health Office at the clinical site. An incident report must be completed and turned into the Director of Nursing Student Services. When Employee Health is closed, the student will be seen in the Emergency Department. TWU and the Nursing Department assume no responsibility for illness or hospitalization due to non-school related injuries.

Health Insurance

The NSNA offers health insurance options for students (www.nсна.org).

Liability Insurance

TWU and Fort Sanders Regional Medical Center provide comprehensive liability insurance for TWU nursing students acting within the scope of their assignments in affiliating clinical agencies. Students may purchase additional malpractice insurance from private companies and/or organizations. Information is available from the nursing student services office.

Advising

Students are assigned a nursing faculty advisor to assist with academic planning. Students are responsible for scheduling time with their advisor during advisement weeks each semester to review and sign the Registration/Information Form. Students are encouraged to meet with their advisor to discuss issues or concerns throughout the semester. Nursing students are responsible for being knowledgeable about academic regulations and degree requirements.

Counseling

During the school year, students can be faced with a variety of problems such as anxiety, depression, adjustment difficulties, marriage, and family issues. Tennessee Wesleyan University provides a broad range of counseling services to its students as stated in the TWU Student Handbook. The Chaplain from Tennessee Wesleyan University periodically visits the Knoxville instructional site and attends the Nurses Christian Fellowship meetings. A chaplain is also available through Covenant Health clinical agencies. All student-counselor encounters are governed by the ethical standards of the university with regard to confidentiality and privacy. Consultation is by student self-referral or by means of a faculty referral.

Academic counseling is available to all nursing students through consultation, assistance in test-taking, study skills and resources for students to enhance academic performance. For further information contact the nursing student services office.

Career counseling is available to students at any time during the program and following graduation (or leave due to withdrawal or dismissal). Contact is maintained with graduates through verbal communications and follow-up questionnaires or telephone interviews.

Cafeteria and Food Services:

Food services are available near the Knoxville site and at clinical sites. Students wearing their identification badges will receive a discount at the Covenant Health Employee Cafeterias.

Transportation and Parking

Transportation to and from all educational experiences is a student responsibility. Students may park free of charge in designated lots at Covenant Health clinical sites. Parking Permits for these sites will be obtained for display in vehicle. Parking at the West Knoxville Site is free of charge, but **must be in designated spaces**. Information regarding make and model of car and tag number is collected and kept on file in the Nursing Department. Failure to park in designated spaces may result in a fine and car towing at the students expense.

Cell Phones

Cell phones shall be turned off or placed in silent mode during class. Text messaging is prohibited during class. Cell phones and all other personal items are placed at front of room during testing. Cell phones may be collected and held by faculty if violation occurs. Cell phones are NOT permitted in clinical sites.

Safety/Security

Evacuation plans are posted on each floor in each classroom, lab and clinical setting. Safety, security, and fire plans are also maintained by TWU-FSN landlord at Knoxville site and by Covenant Health on all Covenant campuses and clinical sites. Students are to follow posted protocol in each situation. Security officers are on duty 24 hours a day and patrol the surrounding areas of all Covenant Health Medical Centers.

Alert System

A student and personnel emergency alert system is in place in the event of a crisis or closures due to inclement weather and will be available after completion of registration as per instructions from Student Life Office. Students should update their contact information regularly to insure they receive notifications in a timely manner. The Student Life Office notifies students by cell phone immediately to let them know crucial information. Announcements regarding closings for inclement weather will also be available on WBIR-TV.

Student Contact Information

It is the student's responsibility to notify the Director of Nursing Student Services of any change in contact information (address, phone, etc.)

Emergency Event

In case of emergency/disaster, it is the student's responsibility to contact family members and/or significant others.

Facilities

West Knoxville

The Nursing Department Chair, faculty and staff have offices at the West Knoxville site on Cogdill Road off Pellissippi Parkway. Students will be assigned and must use an access card to enter the second floor. Cards must be returned upon withdrawal/graduation. A \$10 fee will be charged if card is lost. The site includes classrooms, a computer center, and lounge areas equipped with a kitchen, snack and soft drink machines, bathrooms and telephone. The computer center is available for individual student use before and after class. The TWU-IT Department runs a "freeze" program each night and all information not saved or saved to the computer will be deleted.

Fort Sanders Regional Medical Center/Thompson Cancer Survival Center

The Nursing Department utilizes the FSR Library located on the 3rd floor inside the Thompson Cancer Survival Center and has dedicated office, classroom, and lab space inside Laurel Plaza on the Fort Sanders Regional Medical Center site in downtown Knoxville. The simulation laboratory practice center is equipped with mannequins, models, charts and supplies. There is access to computers, VCR, overhead and video projectors, and other AV materials for classroom and lab use.

Athens

The faculty are on campus for classes, advising, committee meetings and school events.

Academics

Requirements Related to Nursing Curriculum

1. Students must earn a grade of "C" or above in all nursing courses. A minimum final grade average of 80% (C) must be obtained on examinations in all nursing courses unless otherwise specified in course syllabus. Specific grading policies for each course are identified in the course syllabus. **Grades are not rounded up or down.** A satisfactory grade must also be achieved in the clinical component of the nursing courses. A theory grade of "D" in a nursing course or an unsatisfactory clinical grade is considered failure of a nursing course. If a student fails either theory or clinical a "D" will be given for the course. If a student fails both theory and clinical, an "F" will be given for the course.
2. Students shall receive an academic warning for grades and/or class attendance or other issues as deemed necessary by the faculty.
3. A nursing course may be repeated only once if a failing grade is obtained. No more than one nursing course may be repeated. A student must successfully repeat a failed course before taking other nursing courses.
4. A transfer student who has failed a nursing course at another program is not eligible for admission to TWU-FSN.
5. Students must pass a drug dosage calculation (math) exam at 90% or better prior to beginning clinical in all four semesters. If a student does not pass the exam on the second attempt, the student is not eligible to begin clinical for that semester and will not be allowed to progress in the nursing curriculum.
6. Prior to clinical coursework, all students must provide validation of the following clinical requirements:
 - Current CPR certification (BLS Provider or BLS for Healthcare Provider)
 - Physical examination including CBC & urinalysis (junior students only)
 - Immunizations: Hepatitis B vaccine series or acceptable titer levels or signed waiver, MMR immunizations (2) or acceptable titer levels, Chicken Pox (Varicella) titer, immunizations or history of disease.
 - Flu vaccine required annually (medical exclusions only)
 - Tuberculin screen (with follow-up if necessary) – must be since 2013
 - Tdap immunization within the past ten years
 - Criminal background check
 - Urine drug screen (12-panel)
7. Computer Proficiency Test (see TWU Catalog). NU 305 or NU 306 meets this requirement.
8. Students wishing to withdraw must meet with the Vice-President for Student Life at the main campus. Students who Withdraw or Fail a course and desire to continue in the program, shall submit an application for readmission within 60 days.
9. Students must complete the last 32 semester hours at TWU.

Taping of Lectures

Students must obtain permission of faculty prior to taping of lectures. Questions concerning taped information shall be resolved with faculty within one (1) week of the taped lecture. If inconsistencies are validated by a student in the tape and/or written notes, student must request clarification from faculty before the exam.

Exam Policies

Each faculty member is responsible for examination policies related to a specific nursing course. Students shall place bookbags, papers, folders and printed material at the front of the classroom prior to taking an exam. Telephone calls shall not be taken during an exam. All cell phones

should be turned off or adjusted to silent mode. Cell phones shall not be at the exam tables. Students shall not be excused from the exam for any personal reasons. Academic dishonesty, cheating or plagiarism shall be governed by the policies of TWU as set forth in the Catalog and the TWU Student Honor Code.

Make-up exams are at the discretion of the faculty. This includes the specific date and format of an exam. Failure to take the exam as originally scheduled (for any reason) shall result in a 5% reduction of the exam grade. Unexcused absence may result in a grade of “zero” for the exam. Reviewing exams is at the discretion of faculty and may occur only if all students are present for an exam.

Assessment Technologies Institute (ATI)

Assessment of student progress is on-going throughout the nursing program to evaluate knowledge of content and to identify areas for targeted improvement. Evaluation of student outcomes is provided through ATI. Components of ATI include remediation and learning tools, curriculum support, medical math, critical thinking, prioritization and test-taking skills designed to address the most critical areas in student success.

Through the use of ATI, the nursing faculty are able to assess skills and abilities with respect to the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Grading Scale

The Nursing Department grading scale, based on a four-point scale, is:

93-100	A
91-92	B+
86-90	B
84-85	C+
80-83	C
75-79	D
0-74	F

Professional Meetings/Field Trips

Some classes may require meetings/field trips to enhance learning. The required costs for the meeting/trip and related travel expenses shall be the responsibility of the student. If funding is provided by the school/convention and the student does not attend, the student is responsible for reimbursement of the fees to the school. Students must sign a Hold Harmless Agreement prior to each trip.

Class and Clinical Conduct

Students are expected to be professional at all times in classes and clinical sites. Unprofessional conduct or disruptive behavior in class/clinical may result in a clinical warning, dismissal from class and/or clinical, and dismissal from the nursing program.

Class and Clinical/Lab Attendance

Consistent with TWU policy, regular and punctual attendance is expected in all class and clinical/lab sessions. The student is to speak with each course faculty before the start of class when an emergency requires a student to be absent or tardy from class or exam. Completion of make-up work/exam must be within 48 hours when a class is missed. Scheduling make-up work is at the discretion of faculty and requires documentation of extenuating circumstances*. Failure to follow this protocol will result in the loss of opportunity to submit work for grading. Unexcused absence for any exam results in a grade of “zero” for that test.

Clinical/lab attendance is mandatory. The student is responsible for contacting faculty and the clinical unit prior to the scheduled lab/clinical experience, with the reason for the absence or tardiness. Clinical/lab make-up is at the discretion of faculty, requires documentation of extenuating circumstances”, and may be subject to an additional clinical fee (not to exceed \$500). Failure to follow this protocol and/or unexcused tardiness/absence from clinical will result in an unsatisfactory score for clinical performance (assignment of “zero” for the critical indicator “*demonstrates consistent punctuality/attendance*” under Member of Profession). This places a student on clinical warning. More than two absences/tardiness’ may result in failure of the course. *The student will be allowed to make-up absences due to extenuating circumstances-military duty, jury duty, illness, or death in the immediate family. Documentation for the absence is required. A car accident/transportation issues requires appropriate documentation. Parents are expected to have childcare arrangements, including “back up” plans.

Inclement Weather

Clinical experience and/or class may be cancelled for inclement weather. The decision is made by the Nursing Department Chair. Each student shall be responsible for his/her decision on whether to attend class/clinical due to the weather conditions in their geographic area. Only official closings are considered an excused absence.

Clinical Experience Policy for Changes in Physical/Mental Health of Student

It is the responsibility of each student to notify faculty of any change(s) in physical and/or mental health that may impact clinical assignments and/or the health and safety of patients, students or faculty. You are accountable for your safety in clinical experiences including your own health condition. Failure to notify faculty of any change(s) in physical and/or mental health that may adversely affect the health and safety of students, patients or faculty shall be grounds for immediate dismissal from the nursing program.

Clinical Warning

A clinical warning shall be initiated by the instructor at anytime during the semester when the student is not consistently meeting specific clinical objectives and/or course requirements. Even if performance has not merited a clinical warning during the semester, a student can fail clinically if not meeting objectives at the end of the semester. Satisfactory clinical performance must be demonstrated by the end of the semester. The following process is used with respect to a clinical warning:

1. The student is informed in writing of the clinical warning during a conference with the instructor.
2. The Nursing Department Chair is notified of the warning by the clinical instructor or course coordinator.
3. The student has until the end of the semester to change noted behaviors and consistently meet the clinical objectives and/or course requirements.
4. The instructor evaluates the student at the end of the semester for consistency in meeting the clinical objectives and/or course requirements.
5. The student will be removed from clinical warning if satisfactory performance is noted.
6. The student will receive a clinical failure if the evaluation indicates that clinical objectives and/or course requirements have not been met.
7. The student will be immediately dismissed from the program for (but not limited to): negligence, unsafe practice, unethical or illegal behavior, repeated absences from clinical courses or other issues as deemed appropriate by the nursing faculty.

Withdrawal from Nursing Major

All withdrawals must be made through proper channels beginning with the Tennessee Wesleyan University Fort Sanders Nursing Department, Director of Nursing Student Services. Students finding it necessary to withdraw (completely separate) from the nursing major must complete a withdrawal form, exit survey and an exit interview with the Nursing Department Chair as well as return all IDs, badges, parking hangtags & security Card. Students must also meet with the Vice-President for Student Life on the main campus.

Dress Code

Uniform Purchase

Uniforms and lab coats are needed at the beginning of the first semester and must be purchased through Lambert's HealthCare. The purchase of a blood pressure cuff and stethoscope (black or navy colors only), and white shoes (closed heel and toe, all white, no tennis shoes) is also a student responsibility.

Uniforms

The official junior student uniform is designated white scrub top and ceil blue scrub pants, white nursing shoes with closed toe and heel, and student ID Badge. The TWU-FSN uniform patch must be affixed to the left sleeve of the lab coat and uniform. During the senior year, students will wear ceil blue scrub tops and pants with the TWU-FSN patch affixed to the left sleeve. The student may wear the official uniform or badge only while acting in the student role at TWU-Fort Sanders Nursing.

The official RN-BSN uniform for clinical consists of White Lab Coat with TWU-FSN patch and business casual dress or institutionally appropriate scrubs.

Appearance while in uniform must adhere to the following policies:

1. All uniforms must be well-maintained, clean, pressed, and of proper fit consistent with the height and weight of the student. New uniforms may need to be purchased to replace uniforms that are worn or do not fit properly. White nursing shoes or white athletic shoes with minimal color. Shoes must be leather (or other puncture-resistant material) with closed toes and heels. White or ceil blue socks that completely cover the ankle are to be worn.
2. Jewelry may include:
 - a. Wristwatch with second hand must be worn. It is part of the uniform.
 - b. Wedding and/or engagement ring may be worn (except in specific areas designated by instructor.)
 - c. Small, inconspicuous gold/silver post earrings, one per ear lobe only. Male students are prohibited from wearing earrings during clinical. No other visible body jewelry is allowed (i.e. no tongue, lip, nose, eyebrow jewelry, or other ear items).
3. Hair arranged neatly away from the face and off the collar with no hair ornaments, or unnatural hair dyes, highlights or streaks. Long hair is to be worn up in a bun. Well-groomed, neatly-trimmed mustaches and beards are permitted.
4. A white lab coat may be worn in the clinical area except when giving patient care.
5. If an undershirt is worn, it must be white and without any emblem or advertisement. Undergarments must not be directly or indirectly visible, and of appropriate color as to not be visible through uniform.
6. Students must maintain a clean body that is free from odors. Fingernails must remain clean and neatly trimmed. Artificial nails are prohibited. No fingernail polish shall be worn. Due to potential allergic or adverse reactions of patients, families, and colleagues, the use of

perfume, cologne, aftershave, lotions, and other scents (including smoke) must be avoided. Cosmetics should also be used in moderation.

7. A student whose appearance is deemed inappropriate by the faculty while in uniform may be asked by the instructor to leave the clinical unit.
8. The uniform or lab coat and ID Badge must be worn when in the clinical area to obtain data for educational experiences (“preplanning”).
9. Students shall dress appropriately when in patient contact areas. No shorts, tennis shoes, flip flops, halter tops, jeans, stretch pants, sweatshirts, etc. may be worn.
10. A white maternity uniform is to be worn during pregnancy. Tops should be of proper fit. Students are not to wear tops unbuttoned to accommodate size.
11. Visible tattoos must be covered during clinical.
12. Other requirements as defined by clinical instructors.

Community Events/Professional Appearance Dress Code

Students attending an event or in a clinical site (i.e. preplanning or orientation/tour of clinical facilities) where professional dress is assigned must be in appropriate clothing. This is interpreted to be conservative business attire or business dressy casual. Student ID badge must be worn to all school-related events while in the nursing student role. White labcoats are also to be worn when instructed by faculty.

Clothing guidelines:

1. clean and wrinkle-free
2. conceals underwear
3. covers shoulders, chest, back and midriff
4. pants must be ankle length and of proper fit (no leather, denim, sweatpants, or shorts)
5. conservative-styled skirts no shorter than 2 inches above the knee and of proper fit (no leather, extreme splits, or miniskirts)
6. conservative shirts of proper fit without emblem or advertisement, no t-shirts
7. shoes are to be clean and have a moderate heel (no tennis shoes, shower shoes, or flip-flops)
8. No cover-alls, over-alls, athletic wear, yoga pants or jeans

Special Events, Graduation Activities and Fees

Special Events may be held during the year requiring student attendance. These events may include Professional Initiation Ceremony, Nurse Pinning Ceremony, NSNA, TASN, Check-In, field trips, TWU Baccalaureate Ceremony and Honors Convocations. Announcements concerning these events shall be made during the year. Students shall follow the dress code of the nursing program for all special events.

Professional Initiation Ceremony

This event is held to recognize junior students entering clinical nursing practice. Students sign the Honor Code to attest to a pursuit of a lifetime of honesty, integrity, and responsibility. Scholarship recipients may be recognized, i.e. Ruth Crawley Scholarship.

Intent to Graduate Form

Students shall file an intent to graduate form by the designated date in order to participate in graduation.

Graduation

Tennessee Wesleyan University holds a commencement ceremony at the end of the Spring semester and another at the end of the Fall semester. All graduates are expected to participate in the ceremony unless excused by the Registrar. The \$100.00 graduation fee is assessed all graduates whether they participate in the ceremony or graduate in absentia.

Estimated Graduation Expenses

Graduation Fee (as above) \$100; School Pin \$35-\$63-\$365; NCLEX-RN \$200 (expected to increase); License Fee \$100; Graduation Announcements (Optional); Class Pictures (Optional).

All students complete a program evaluation survey and have the opportunity to meet with the Nursing Department Chair for an exit interview.

Final Transcripts

Final transcripts shall not be released until all required fees are paid to TWU and to the Nursing Program.

Return of Badges and Security Card

In the event of withdrawal or prior to graduation, all students leaving the program are required to turn in their TWU ID Badges, Covenant ID Badges, the blue TWU-FSN badge, and 2nd Floor Security Access Card. Failure to do so, may result in a monetary penalty.

NCLEX-RN

After obtaining a baccalaureate degree in nursing, a student must pass the NCLEX-RN prior to eligibility for RN licensure. Completion of the nursing program and graduation with a BSN degree do not guarantee the right to licensure or to practice as a registered nurse. A felony conviction may preclude obtaining licensure as a registered nurse. Any student with a previous criminal conviction shall review the Tennessee Board of Nursing website (www2.state.tn.us/health/Boards/Nursing) to determine eligibility for NCLEX-RN. Application for the NCLEX-RN is completed during the semester of graduation with fees paid at that time.

Senior Recognition at Professional Initiation Ceremony

- **Ruth Crawley Scholarship** – is awarded to a first semester senior nursing student based on professionalism in providing care and lifelong learning.

Senior Recognition at Pinning Ceremony

This event is held to honor students in recognition of academic performance, clinical practice, leadership and professionalism. Awards and nursing pins are presented. Awards may include:

- **Academic Achievement** – honors two students with the highest grade point averages for completed nursing courses.
- **Cynthia Hartman Award** – exhibits qualities of maturity, sound judgment, and independence: characteristics of the “ideal” nurse.
- **T. W. Newland Award** – demonstrates excellence in clinical practice.
- **Hazel Lee Goff Award** – exemplifies the character and professional qualities of the late Miss Goff, first graduate of Fort Sanders School of Nursing.
- **Marilyn Berry Award for Excellence in Nursing** – selected by classmates as the nurse they would choose to care for a family member or significant other.
- **Jack Laning Award** – honors student(s) with exemplary qualities for nursing practice and leadership.
- **TNA District II Leadership Award** – demonstrates potential for leadership in professional organizations and activities.

**TENNESSEE WESLEYAN UNIVERSITY-FORT SANDERS NURSING
STUDENT NURSES ASSOCIATION**

BYLAWS

ARTICLE I - NAME OF ORGANIZATION

The name of this organization shall be the Tennessee Wesleyan University – Fort Sanders Nursing (TWU-FSN) Student Nurses Association (SNA).

ARTICLE II - PURPOSE AND FUNCTION

Section 1. Purpose

- A. To be the representative body of the students of the Tennessee Wesleyan University – Fort Sanders Nursing Department.
- B. To serve as liaisons to the various student/faculty committees and groups. Liaison shall be defined as: one who provides regular communication with the students, administration, and faculty within the nursing department. It shall also entail communication with student government organizations on the Athens campus.
- C. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- D. To provide programs representative of fundamental interests and concerns to nursing students.
- E. To aid in the development of the whole person, including his/her professional role, his/her responsibility for health care of people in all walks of life.

Section 2. Function

- A. To have direct input into standards of nursing education and influence the education process.
- B. To influence health care, nursing education and practice through legislative activities as appropriate.
- C. To promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.
- D. To represent nursing students to the consumer, to institutions, and other organizations.
- E. To promote and encourage students' participation in interdisciplinary activities.
- F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.

- G. To promote and encourage collaborative relationships with nursing and health related organizations.

ARTICLE III - MEMBERS

Section 1. School Constituent

- A. School constituent membership is composed of active or associate members who are members of the NSNA and the state association when one exists.
- B. TWU-FSN Student Nurses Association shall be composed of at least 10 members from TWU-FSN or the total school enrollment if less than 10. There shall be only one chapter on this school campus.
- C. For yearly recognition as a constituent, an officer of the TWU-FSN Student Nurses Association shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.
- D. A constituent association that fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the [NSNA] Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.
- E. The TWU-FSN Student Nurses Association is an entity separate and apart from NSNA and its administration of activities, with NSNA and TASN exercising no supervision or control over these immediate daily and regular activities. NSNA and TASN have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of TWU-FSN Student Nurses Association or the members thereof. In the event any legal proceedings are brought against NSNA and TASN, TWU-FSN Student Nurses Association will indemnify and hold harmless the NSNA and TASN from any liability.

Section 2. Categories of Constituent Membership

Members of the constituent associations shall be:

- A. Active members:
 - 1. Students enrolled in state approved programs leading to licensure as a registered nurse.
 - 2. Registered nurses enrolled in programs leading a baccalaureate degree with a major in nursing.
 - 3. Active members shall have all the privileges of membership.
- B. Associate members:
 - 1. Pre-nursing students, including registered nurses, enrolled in University or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.
 - 2. Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at state and national levels.

- C. Individual members:
1. Individual membership shall be open at the national level to any eligible student when membership in a constituent association is not available.
 2. Individual members shall have the privileges of membership as prescribed in NSNA bylaws.
- D. Active and associate membership shall be renewable annually.

Section 3. Extended Membership

Active and associate NSNA membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program.

ARTICLE IV - DUES

- A. The Annual NSNA dues for new active and associate members shall be \$35 per member and \$40 for renewals, payable for the appropriate dues year. The dues year for membership shall be a period of twelve consecutive months. National dues shall be paid directly to NSNA from TWU-FSN student activity fees during fall semester.
- B. The annual NSNA dues for active and associate members joining for two years shall be \$50 per member, plus \$ 0 state and \$ 0 school dues, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.
- C. The school association board of directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.
- D. National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues.
- E. Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE V. COUNCIL OF STUDENT LEADERS

Section 1. Composition

The Council of Student Leaders (COSL) will consist of the following elected officers: President, President-Elect, Vice President, Vice-President Elect, Treasurer, Treasurer-Elect, Secretary, Secretary-Elect, Activities Director, Breakthrough to Nursing Director(s), Junior Class Representative(s), Senior Class Representative(s), Junior Class Historian, Senior Class Historian. The faculty advisors and faculty sponsors shall serve as ex-officio members without a vote.

Any student member maintaining a grade level of C or above, who is active in TWU-FSN Student Nurses Association projects and is nominated by current membership at a regularly scheduled meeting is eligible to hold a leadership position.

Section 2. Responsibilities

The Council of Student Leaders shall be responsible for:

- A. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.
- B. Filling vacancies in any office by two-thirds majority vote of Council leaders except the office of President. The office of President will be assumed by the Vice President or filled by special election and two-thirds majority vote of the student body.
- C. Reviewing monetary disbursements, acquisitions and fund raising activities and shall be responsible for procuring persons for audit of all accounts on an annual basis, prior to leaving office.

Section 3. Quorum

- A. A quorum for the Council meetings shall be the president, vice president, and four other board members.
- B. One faculty advisor *or* faculty class sponsor must be present for all business meetings.

Section 4. Duties of the Council of Student Leaders shall consist of:

A. President

- 1. Shall be a member of the Executive Committee.
- 2. Shall preside at all meetings of this association.
- 3. Shall chair meetings using Robert's Rules of Order Newly Revised.
- 4. Shall schedule and post meeting dates.
- 5. Shall appoint special committees as needed.
- 6. Shall dispense funds in Treasurer's absence.
- 7. Shall represent this association in all matters to the District 2 Tennessee Nurses Association, Tennessee Association of Student Nurses, National Student Nurses' Association, and other professional and student organizations.
- 8. Shall mentor the President-elect.
- 9. Perform all other duties pertaining to the office.

B. President Elect

- 1. Shall be an elected official of the Junior class.
- 2. Shall serve a one-semester term (spring semester) to learn the role and expectations of the office of President.
- 3. Shall be a member of the Executive Committee.
- 4. Shall assume the position of President at the beginning of the next term (summer semester).

C. Vice President

1. Shall be a member of the Executive Committee.
2. Shall assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.
3. Shall preside at meeting in the absence of the President.
4. Shall serve as chairperson of the nominating committee, if committee is warranted.
5. Shall manage publicity for all SNA activities.
6. Shall mentor the Vice President-elect.
7. Shall assist the President as delegated and act as an advisor to the President.

D. Vice President Elect

1. Shall be an elected official of the Junior class.
2. Shall serve a one-semester term (spring semester) to learn the role and expectations of the office of Vice President.
3. Shall be a member of the Executive Committee.
4. Shall assume the position of Vice President at the beginning of the next term (summer semester).

E. Secretary

1. Shall be a member of the Executive Committee.
2. Shall record and distribute the minutes of all meetings of this association as directed by the President.
3. Shall keep on file as a permanent record all reports, papers and documents submitted to the Secretary.
4. Shall refer to dully appointed committees the necessary records for the completion of business.
5. Shall forward minutes to the state nursing student association board as well as the names and addresses of all officers and committee chairpersons after their election or appointment.
6. Shall deliver to the newly elected Secretary all association papers.
7. Shall conduct correspondence in relation to sympathy cards, flowers, etc.

F. Secretary Elect

1. Shall be an elected official of the Junior class.
2. Shall serve a one-semester term (spring semester) to learn the role and expectations of the office of Secretary.
3. Shall be a member of the Executive Committee.
4. Shall assume the position of Secretary at the beginning of the next term (summer semester).

G. Treasurer

1. Shall be a member of the Executive Committee.
2. Shall serve as chairperson of the budget/finance committee, if committee is warranted.
3. Shall submit financial reports to the membership as directed by President.
4. Shall prepare financial reports submitted at the monthly Council meeting.
5. Shall keep a permanent record of all dues received from members and any other income and expenses.

6. Shall remit payment for approved debits according to the following:
 - a) Disbursement of Funds
 1. Requests for disbursement of funds shall be made in writing to the COSL.
 2. Upon Council approval (by 2/3 vote) the Treasurer will issue checks disburse funds for those requests approved.
 3. No funds will be disbursed without prior approval.
7. Shall submit all funds to the designated Faculty Advisors to be maintained in a locked file cabinet.
8. Accessing funds shall require two Council members (Treasurer, President, or Vice President) and one Faculty Advisor.

H. Treasurer Elect

1. Shall be an elected official of the Junior class.
2. Shall serve a one-semester term (spring semester) to learn the role and expectations of the office of Treasurer.
3. Shall be a member of the Executive Committee.
4. Shall assume the position of Treasurer at the beginning of the next term (summer semester).

I. Activities Director

1. Shall serve as chairperson of fundraiser committee, if committee is warranted.
2. Shall be responsible for ongoing fund-raising activities for state and national conventions.
3. Shall submit all funds to the Treasurer for record-keeping purposes. Treasurer shall be responsible for submitting funds to the designated Faculty Advisor.

J. Breakthrough to Nursing Director (up to 2 positions)

1. At least one elected official shall be a TWU four-year student.
2. Shall provide and/or participate in activities for pre-nursing student on the TWU and other campuses as determined by the Council.
3. Shall coordinate the Junior-Senior Mentor program.

K. Junior & Senior Class Representatives (2 from each class)

1. Shall seek input from class regarding curriculum issues and concerns.
2. Shall attend monthly curriculum meeting with faculty
3. Shall report summary of curriculum meeting to class in a timely manner.
4. Shall facilitate communication within and between classes.

L. Junior & Senior Class Historians

1. Shall chair the Historian committee within respective class, if committee is warranted.
2. Shall collect class memorabilia.
3. Shall provide photos of class members, social events, class activities. At no time, shall photos be taken inside patient care areas.

M. Faculty Class Sponsor (1 from each class)

1. Shall be elected by students during the annual election.
2. Shall serve as a resource for students in the designated class.
3. Shall be an active member of the Tennessee Nurses Association.
4. Shall serve as an ex-officio member of all Council and committee meetings.

5. Shall participate in local, state, and national student nurse events.

N. Faculty SNA Advisor (up to 2 positions)

1. Shall be appointed by the Associate Dean of Nursing on an annual basis.
2. Shall serve as a mentor and resource for the Council of Student Leaders.
3. Shall be an active member of the Tennessee Nurses Association.
4. Shall serve as an ex-officio member of all Council and committee meetings.
5. Shall participate in local, state, and national student nurse events.

Section 5. Absences

- A. Members of the Council of Student Leaders (COSL) who miss more than two regularly scheduled meetings of any current term year without prior notification to the COSL and who offer no valid reason for such absences may be removed from office by a plurality vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.
- B. Members of the Council of Student Leaders (COSL) who do not participate in TWU-FSN SNA sponsored activities of any current term year without prior notification to the COSL and who offer no valid reason for inactivity may be removed from office by a plurality vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.
- C. An officer may also be removed from office by a plurality vote of the members of the Council of Student Leaders present at a meeting called for that purpose if that officer is deemed negligent in the functions of that office as stated in these bylaws.
- D. Prior notification of two weeks shall be given to the individual in question and a special Council meeting shall be held to review the circumstances.

ARTICLE VI - ELECTIONS

Election of Council of Student Leaders

- A. A special-called business meeting for the purpose of taking nominations for vacant offices shall be held on or before September 15th and January 30th. All nominations shall be taken from the floor.
 1. September elections shall be for the offices of: Activities Director, Breakthrough to Nursing Director(s), Junior Class Representatives, Senior Class Representatives, Junior Class Historian, Senior Class Historian, and Faculty Sponsors.
 2. January elections shall be for the Executive Committee offices of: President-elect, Vice President-elect, Secretary-elect, and Treasurer-elect.
- B. All candidates in the respective election shall submit a personal profile to the Nominating Committee Chair or designated Faculty Advisor two weeks prior to the scheduled election in September or January.
- C. Candidate profiles shall be provided to the student body for a period of two weeks prior to the business meeting/elections in September and January.
- D. All elections shall be by secret ballot.

E. A plurality vote of the members present and entitled to vote and voting shall constitute an official election.

F. In the event of a tie, a revote shall be held.

ARTICLE VII - MEETINGS

Membership Meetings

- A. Meeting shall be set by a plurality vote of members present at each previous meeting. At least one meeting prior to the annual state convention (October) and national convention (April) to elect TWU-FSN SNA delegates and to discuss resolutions to be presented at each convention.
- B. Meetings shall be held on the TWU-FSN campus.
- C. The President shall have the authority to convene a special meeting as such time as is deemed necessary and shall notify the general membership of such meeting, location, and time.

ARTICLE VIII - COMMITTEES

Section 1. Appointments

- A. Committee chair appointments shall be made by the Council of Student Leaders and shall be deemed standing committees unless otherwise stated at time of appointment.
- B. Committee members shall be appointed by the committee chairperson or selected by the Council of Student Leaders from a group of volunteers.

Section 2. Responsibility

All committees shall be responsible to the Council of Student Leaders for reporting committee activities on a regular basis and shall, upon direction of the Council of Student Leaders, report same to the general membership.

ARTICLE IX - DELEGATES

Section 1. Purpose and Function

- A. To serve as spokesperson for this association at the annual state and national conventions.
- B. Present to the state and national organizations all proposed resolutions or amendments to bylaws or policies proposed by the TWU-FSN SNA Chapter.
- C. Keep informed as to all current and proposed resolutions at the state and national levels and report information to this association's membership at regularly scheduled membership meetings.

- D. Make available to members updates, explanations, and copies of current and proposed state and national resolutions.

Section 2. Qualification and Appointment

- A. Any member maintaining a grade level of C or above, who is active in TWU-FSN Student Nurses Association projects and is nominated by current membership at a regularly scheduled meeting is eligible to hold the position of delegate.
- B. Appointment shall be determined prior to each state and national convention. Delegates will be selected from students who will be attending the respective convention. Student participants will be presented to the student body and elected (2/3 majority vote) at the September and March business meetings.

Section 3. Delegate Representation

School constituents:

TWU-FSN Student Nurses Association, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.

The school association shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting. [Based on average school enrollment 101-150, TWU-FSN Student Nurses Association is entitled to 3 elected delegates and 3 alternates.]

The TWU-FSN Student Nurses Association delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting according to chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:

1. Selection and/or election by members of the school chapter according to chapter bylaws;
or
2. Written authorization to the TASN Board of Directors requesting them to appoint a member of the State Board to act as a state-appointed alternate for their school chapter. School chapters shall approve the appointment. The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and the state association. A school chapter must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.

ARTICLE X - AMENDMENTS

Amendments to the Bylaws may be made with a 2/3 vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least two weeks prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

ARTICLE XI - PARLIAMENTARY AUTHORITY

All meetings of this association shall be conducted according to the parliamentary law as set forth in Robert's Rules of Order Newly Revised where the rules apply and are not in conflict with these bylaws.

**The American Nurses Association
CODE FOR NURSES**

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
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.
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.
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.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain integrity of the profession, and integrate principles of social justice into nursing and health policy.

*American Nurses Association, 2015
ANA Publication Code, Washington, DC*

The Nightingale Pledge

I SOLEMNLY PLEDGE MYSELF BEFORE GOD AND IN THE PRESENCE OF THIS ASSEMBLY:

To pass my life in purity and to practice my profession faithfully. I WILL abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug.

I WILL do all in my power to maintain and elevate the standard of my profession, and will hold in confidence all personal matters committed to my keeping, and all family affairs coming to my knowledge in the practice of my profession.

WITH loyalty will I endeavor to aid the physician in his work, and devote myself to the welfare of those committed to my care. (A historical document written in 1893)

TWU-FSN Faculty and Administration uphold the NSNA Code of Conduct.

**National Student Nurses' Association (NSNA), Inc.
Code of Academic and Clinical Conduct**

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we;

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates (2009)

**ACADEMIC CALENDAR
2016-2017**

FALL SEMESTER 2016

Check-In, Fort Sanders Nursing (Athens)	Wednesday, August 10
Junior Nursing Student Orientation (Knoxville Campus)	Friday, August 12
Residence Halls Open for New Students	Friday, August 12
Welcome Weekend	Fri.- Sun., August 12-14
Residence Halls Open for Returning Students	Sunday, August 14
Check-In, Athens Day Program	Mon.- Fri., August 15-19
Classes Begin	Monday, August 15
Last Day to Add or Register Late	Friday, August 19
Labor Day Holiday	Monday, September 5
Mid-Term Day	Friday, October 7
Fall Break	Thu.-Sun., October 13-16
Assessment Day/Day of Service	Tuesday, October 27
Advisement Weeks	Mon.-Fri., Oct 31-Nov 11
Registration for Spring/Summer 2017	Mon.-Fri., November 7-11
Last Day to Drop with "W"	Wednesday, November 2
Thanksgiving Holiday	Wed.-Sun., November 23-27
Last Day of Classes	Friday, December 2
Graduating Senior Grades Due	Monday, December 5
Reading Day	Wednesday, December 7
Final Exams	December 5-6 and December 8-9
Baccalaureate/Commencement	Friday, December 9
December Mini Term	December 12-January 6

SPRING SEMESTER 2017

New Student Registration	Friday, January 6
Residence Halls Open for All Students 12 noon	Sunday, January 8
Check-In	Mon.-Fri., January 9-13
Classes Begin	Monday, January 9
Last Day to Add or Register Late	Friday, January 13
Martin Luther King, Jr. Holiday	Monday, January 16
Mid-Term day	Friday, March 3
Spring Break	Mon.-Fri., March 6-10
Advisement Weeks	Mon.- Fri., March 13-24
Last Day to Drop with "W"	Monday, March 24
Registration for Summer/Fall 2017	Mon.-Thu., March 20-24
Last Day to Drop with "W"	Monday, March 24
Easter Break	Friday-Monday, April 14-17
Last Day of Classes	Friday, April 28
Grading Senior Grades Due	Monday, May 1
Reading Day	Wednesday, May 3
Final Exams	May 1-2 and May 4-5
Nursing Pinning Ceremony	Thursday, May 4
Baccalaureate	Friday, May 5
Commencement	Saturday, May 6
Residence Halls close 5:00 p.m.	Saturday, May 6

MAY TERM 2017

Classes Begin	Monday, May 8
Last Day to Add or Register Late	Wednesday, May 10
Last Day to Drop with "W"	Wednesday, May 26

Memorial Day Holiday
Last Day of Classes
Final Exams

Monday, May 29
Thursday, June 1
Friday, June 2

JUNE TERM – 2017

Classes Begin
Last Day to Add or Register Late
Last Day to Drop with “W”
Last day of Class
Final Exams

Monday, June 5
Wednesday, June 7
Wednesday, June 23
Thursday, June 29
Friday, June 30

JULY TERM - 2017

Classes Begin
July 4 Holiday
Last Day to Add or Register Late
Last Day to Drop with “W”
Last Day of Class
Final Exams

Monday, July 3
Tuesday, July 4
Thursday, July 6
Thursday, July 21
Thursday, July 27
Friday, July 28

LONG SUMMER TERM 2017

Classes Begin
Last Day to Add or Register Late
Memorial Day Holiday
Last Day to Drop with “W”
July 4th Holiday
Final Exams (Long Summer Term)

Monday, May 8
Wednesday, May 10
Monday, May 29
Friday, July 7
Tuesday, July 4
Mon.–Fri., July 24-28

(Clinical Progression Tool goes here)

Student Consent

I understand that it is my responsibility to be informed regarding program policies, procedures and announcements in the Nursing Student Handbook, the TWU Student Handbook and the TWU Catalog.

I hereby give my consent to: 1) be included in photographs of the program, 2) the use of my course-related materials in the evaluation of program effectiveness, 3) have TWU-FSN follow-up with my employer upon graduation.

I furthermore understand that it is my responsibility to notify the nursing program of the following situations:

1. Any change in my health that may impact my clinical performance or welfare of others.
2. Change in financial aid.
3. Criminal actions that may jeopardize my ability to be licensed as a RN in the state of Tennessee.
4. Any other situation or circumstance that may impact the nursing program.

I also understand it is my responsibility to read and understand the policies and procedures of the TWU-FSN Student Handbook and agree to abide by these policies and the TWU Honor Code.

Print Name: _____

Signature

Date

Tennessee Wesleyan University Fort Sanders Nursing Department does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, marital status, or veteran status in provision of educational programs and activities which it operates, pursuant to the requirements of Title IX of the Educational Amendments of 1972.

In accordance with the Pub. L. 102-26 The Student Right-to-Know and Campus Security Act, Tennessee Wesleyan University has prepared a report containing campus security policies and procedures, data on campus crimes, and other related information. A free copy of this report may be obtained by any student, employee, or applicant for admission or employment from the TWU Student Life Office or found online at <http://www.tnwesleyan.edu/student-life/campus-safety/>.

Data are available upon request from the Nursing Department regarding student completion of the program and performance on the NCLEX -RN Licensure Examination.

Tennessee Wesleyan University Fort Sanders Nursing Department reserves the right to make any change which will result in program improvement without advance notice to the student.

Accredited: Commission on Collegiate Nursing Education
(www.nche.edu/ccne-accreditation)
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1866 Southern Lane
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Approval: Tennessee Board of Nursing
(www.ncsbn.org/Tennessee.htm)
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