

NURSING STUDENT HANDBOOK



Tennessee
Wesleyan

UNIVERSITY

FT. SANDERS
NURSING DEPARTMENT

ESTABLISHED 1999

Revised: 2023

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 Learning Outcomes:

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 culturally diverse communities of interest.
- 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 culturally diverse nursing care during the clinical experience.

Revised: Dec. 2018

Professional Standards

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

- (1) American Association of Colleges of Nursing (2021). *The Essentials: Core Competencies for Professional Nursing Education*.
- (2) American Nurses Association (2021). *Nursing: Scope and Standards of Practice* (4th Ed.).
- (3) Tennessee Nurse Practice Act [aka: Rules and Regulations pertaining to the Tennessee Board of Nursing] (2023). [Tenn. Code Ann. § 63-7-101](#)
- (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) (see Appendix A), the National Student Nurses Association (NSNA) *Code of Academic and Clinical Conduct* (2009) (see Appendix B), 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.

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.

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.** The use of **medical marijuana is a federal offense and will not be accepted or tolerated** in the nursing profession. 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. Clothing must be free of smoke odor in the classroom, lab and clinical.

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.

Social Media Policy

TWU-FSN nursing students, faculty, and staff may not post any material or information that could potentially violate patient, staff, student, or faculty confidentiality or professional behavior guidelines on social media sites. Although Sakai and other online tools used in a nursing course are not considered social media sites, students are expected to observe professional standards for communication in all interactions. Students will be subject to disciplinary action by the school and the clinical agency for any violation of the social media policy. HIPAA regulations apply to comments made on social networking sites and Sakai or other online tools, and violators are subject to the same prosecution as with other HIPAA violations.

- Social media include but are not limited to blogs, podcasts, discussion forums, online collaborative information, cell phone content or transmissions and publishing systems that are accessible to internal and external audiences (e.g., Wikis, RSS feeds, video sharing, and social networks like Twitter, YouTube, and Facebook).
- Postings on social networking sites are subject to the same professional standards as any other personal interactions. The permanence, worldwide access, and written nature of these postings make them even more subject to scrutiny than most other forms of communication.
- Restricted postings include, but are not limited to, protected health information – individually identifiable information (oral, written, or electronic) about a patient's physical or mental health, the receipt of health care, or payment for that care.
- Online postings or any discussions of patients or events are strictly prohibited, even if all identifying information is excluded.
- Under no circumstances should photos or videos of patients or photos depicting the body parts of patients be taken or displayed online.
- Statements made by you within online networks or on any electronic device (e.g., cell phone) will be treated as if you verbally made the statement in a public place.

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; therefore, 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 Associate Dean 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 Associate Dean.

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 a student has committed a second act of plagiarism in the same course on a graded assignment the student shall receive a zero for the course. Documentation of each occurrence goes to the VPAA.

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 Associate Dean 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 University 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.

Attendance Policy

Students are expected to attend [in-seat] 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. **Attendance is reported at various times throughout the semester and does affect financial aid and scholarships.**

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 course coordinator 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, such as military duty, jury duty, illness, death in the immediate family, or automobile accident. Failure to follow this protocol will result in the loss of opportunity to submit work for grading. Childcare issues are not considered extenuating circumstances. Parents are expected to have "back up" childcare plans in place to avoid missing class/clinical. 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 clinical instructor 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.

Tardiness Policy

Chronic tardiness in the clinical setting is not acceptable. Occasionally there may be problems that may cause a student to be late. However, chronic tardiness exhibits unprofessional behavior and will not be tolerated. The clinical evaluation tool also has a critical behavior criteria regarding tardiness that states *“Demonstrates consistent punctuality/attendance”*. This policy is per semester across all clinical courses. All incidents of clinical tardiness from that semester will count. First tardiness – verbal warning; second tardiness – written warning; third tardiness – conference with BSN Program Director and/or Associate Dean for Allied Health and possible dismissal from the program.

Illness

Communicate with the course coordinator about missed clinical time. **If you miss more than one clinical day due to illness you must provide a note from a healthcare provider.** Updated medical clearance is needed for health issues that develop after enrollment in the nursing program i.e. illness, injury, surgery, prior to, or during the clinical experience.

- Submit written medical approval from a health care provider to the Coordinator of Student Services in order to return to clinical practice.
- The note must document student’s ability to function as a student nurse, at full capacity, in the acute care or community health setting.

Medical clearance is required for injury sustained after the medical form has been completed. Clinical make-up is at the discretion of the course coordinator in collaboration with the clinical instructor. See ‘Health Care section on page 10.

Environmental Health and Guidelines for Higher Education

The health and safety of our students, faculty, and staff are at the center of all decisions. Efforts to provide a safe learning and work environment are a top priority at all instructional sites; strategies include:

- HVAC cleaning devices / air filtration systems
- Hand-sanitizer stations located near entry/exits and inside classrooms
- Sanitizer wipes located inside classrooms
- Mask requirements, as deemed appropriate by TWU Administration and Faculty

CDC Reference: *Guidance for Institutions of Higher Education*

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html#print>

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*.

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.

Textbooks & Clinical Fees

Nursing faculty provide a list of required textbooks prior to each semester. Textbooks may be purchased from the TWU Bookstore following registration each semester. Financial Aid book vouchers are issued during registration. A clinical fee is assessed each semester for supplies and expenses related to clinical courses as well as an ATI Assessment Fee.

Library

The Merner-Pfeiffer Library provides orientation to the library's Discovery search feature, the catalog, research guides, course reserves, and a large variety of databases. The library's website, Twitter, and Facebook sites keep students aware of library updates. The library resources include thousands of books, e-books, journals, magazines, music files, images, and films which are available to TWU-FSN students and faculty. The online Cumulative Index of Nursing and Allied Health Literature (CINAHL) database is emphasized mostly for clinical articles. Interlibrary loan makes available materials not owned by this library. Computers, Wi-Fi, a café, and study areas are also available on the Athens Campus. The facility is open 72 hours per week during fall and spring semesters, provides weekend and evening hours, and is ADA accessible.

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.

The FSRMC Employee Health Service shall provide physical assessments, drug screens, and TB testing* for all incoming junior nursing students for a one-time fee. Additional services such as blood work and "for cause" drug screens may be performed for an additional charge. Free flu and COVID-19 vaccines will be provided, when available.

Fort Sanders Employee Health # (865) 541-1374

Physician Referral System # (865) 637-3678

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 Coordinator 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.

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.

Health Insurance

Students must provide proof of health insurance each academic year. All health care expenses and 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 area hospitals at the student's expense.

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

Accommodations for Learning Disability

Any student who feels he or she may need an accommodation based on the impact of a documented disability should contact the Office of Disability Services to discuss specific needs. Students are responsible for making initial contact with the director, Dr. Patricia Ging; her office is located on the second floor of Sherman Hall.

Students are not required to report their learning disability but must understand that **no services will be rendered without a request and proper documentation.** Documentation must be provided by an appropriately licensed professional. This documentation must be completed within the last three years. A simple written statement that a student has a learning disability will not suffice as evidence that a student requires accommodations. A complete psychological evaluation including aptitude and achievement tests must be included. An evaluation must provide specific evidence that the learning disability exists. Current IEPs and evaluations may be provided for review. Any student with a qualifying disability is eligible for reasonable accommodations as determined by:

Dr. Patricia Ging

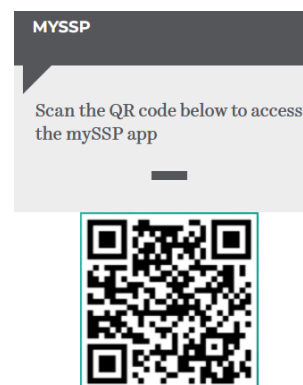
email: pging@tnwesleyan.edu

phone: (423) 746-5237

Counseling Services

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. A TWU chaplain 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.

LifeWorks: My SSP provides 24/7/365 “wrap around” mental health care for our entire student body. My SSP connects students to credentialed, Masters-level counselors to help them address cultural, physical, and mental health challenges as they pursue higher education. Students receive the help they need in their native language and cultural context, whether they’re at home, on campus, or abroad.



Tennessee Wesleyan provides students with a variety of options to fit their health and wellness needs. Students can utilize free services provided by our partners at [LifeWorks using mySSP](#). More details about this program can be found in the videos on the TWU website. Students may contact the Student Life Office at 423-746-5216 or look at the TWU app under Health and Wellness to find the LifeWorks/mySSP link and make an appointment.

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.

Alert System / Emergency Event

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 be available on WBIR-TV.

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

Inclement Weather

Often weather in Knoxville, TN is different than Athens, TN so pay close attention to weather-related announcements pertaining to the Knoxville-area for nursing classes and clinical. If the nursing department closes because of weather – it will be announced on WBIR-TV and the TWU Emergency Alert System. If you are already at the clinical agency, it may be safer to stay there and complete the clinical day. Travel later in the day is usually safer. You need to use common sense – do not travel if your safety is at stake.

Only official school, specifically nursing department, closings are considered an excused absence. All clinical are cancelled when the nursing department is closed. Online assignments or clinical make-up days will be determined by the course coordinator. Instructors will contact students and the clinical unit if the nursing department is closed.

Student Contact Information

It is the student's responsibility to update contact information regularly to ensure nursing correspondence is received in a timely manner. Notify the Nursing Student Services Coordinator, Ms. Vicki Rose (vrose@tnwesleyan.edu) in writing of any change in contact information (address, phone, etc.).

FACILITIES

West Knoxville Instructional Site

The Nursing Department faculty and staff have offices on the first floor of the West Knoxville site located on Cogdill Road off Pellissippi Parkway. The site includes classrooms, a state-of-the-art simulation lab, a computer center, and lounge areas equipped with a kitchen, snack and soft drink machines, and restrooms. The student entrance is open 30-minutes prior to the start of class and locked at 4:30 p.m. Students may exit the building after the door is locked but cannot re-enter. Students are 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 computers in the 2nd floor study area are available for student use. The TWU-IT Department runs a “freeze” program each night; all documents and information saved to the computer will be deleted.

Free student parking is provided in designated lots (map provided by Property Manager).

Fort Sanders Regional Medical Center

The Nursing Department has dedicated office, classroom, and lab space inside Laurel Plaza on the Fort Sanders Regional Medical Center site in downtown Knoxville (1901 Laurel Avenue). The simulation laboratory practice center is equipped with mannequins, models, charts and supplies. There is access to computers, video projectors, and other AV materials for classroom and lab use. Free student parking is provided in designated lots; a hangtag will be provided and must be displayed at all times. Security officers are on duty 24 hours a day and patrol the surrounding areas of all Covenant Health Medical Centers. **FSRMC Security # (865) 541-1309.**

Athens

Administrative offices such as President, Vice-President of Academic Affairs, Student Life, Financial Aid, Business Office, and Library are located on the Athens campus. Students must register vehicles in MyPortal to receive student parking permits.

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. Anytime you feel your life or someone else is in danger, contact the local authorities by calling 911 then notify TWU Administration (Dr. Lisa Vesser, Associate Dean of Nursing may be reached at 865-924-8535).

Cafeteria and Food Services

Food services are available near the Knoxville site and at clinical sites. Students wearing school 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 student's expense. **Please note: clinical agencies requiring use of student vehicles, i.e. home health, may require proof of automobile insurance.**

ACADEMICS

Privacy/FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students"

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

The *Partners in Education/FERPA Student Release of Confidential Information* form is available in MyPortal.

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.

Taping of Lectures

Faculty may record lectures in Microsoft Teams and/or post video lectures in Sakai. Students must obtain permission of faculty prior to recording lectures. Questions concerning recorded information shall be resolved with faculty within one (1) week of the lecture. If inconsistencies are validated by a student in the video recording and/or written notes, student must request clarification from faculty before an exam.

Cell Phones

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

Academic Success & Tutoring

Live and/or virtual nurse tutoring sessions are available at the West Knoxville instructional site by appointment only. Faculty may recommend academic support for students who need assistance in test-taking, study skills, or use of program resources. Students will be required to meet with the RN Tutor to address academic performance concerns if exam scores drop below 80%. The Tutor's contact information and instructions for scheduling appointments will be provided at the beginning of each semester.

Grading Policy

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.

Grading Scale

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

Letter Grade	Grade Range	Quality Points
A	93 - 100	4.00
B+	91 - 92	3.75
B	86 - 90	3.00
C+	84 - 85	2.75
C	80 - 83	2.00
D	75 - 79	1.00
F	0 - 74	0.00

Exam Policy

Each faculty member is responsible for examination policies related to a specific nursing course. All major exams shall be administered through ExamSoft with proctoring enabled. Students are required to bring a laptop to class on all exam days. Chromebook, iPad, and iPhone are not acceptable test devices. A laptop with a webcam is required for all online test proctoring. Students are responsible for ensuring their device meets the minimum system requirements: **ExamSoft / Exemplify** - <https://examsoft.com/resources/exemplify-minimum-system-requirements/>

Exam procedures:

- Students shall use the webcam to show their surroundings prior to starting the online exam.
- Book bags, papers, folders, and printed material shall be placed in designated areas within the classroom prior to taking an exam.
- Scrap paper may be provided at the discretion of the proctor. Students must write their name at the top of the paper, write only in non-erasable pen, do not mark through any content written on the page, and submit the scratch paper to the instructor/proctor following the exam.
- Smart devices such as cell phones, smart watches, smart glasses, ear buds, headphones, etc. shall not be at the exam table or in the student's possession during the exam. All cell phones should be turned off or adjusted to silent mode. Telephone calls shall not be taken during an exam.
- Students may not wear hats while testing.
- Students may have a clear water bottle without a label at their desk during the exam.
- Students may be asked, at the proctor's discretion, to adjust seating arrangements to allow for adequate spacing between students during the exam.
- Students shall not be excused from the exam for any personal reason (e.g. to go to the bathroom or to get a tissue).

Academic dishonesty, cheating or plagiarism shall be governed by the policies of TWU as set forth in the Academic 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)

Using ATI, the nursing faculty are able to assess skills and abilities with respect to the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Assessment of student progress is on-going throughout the nursing program to evaluate knowledge of content and to identify areas for targeted improvement. Student outcomes are 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. (See Appendix C for grading rubrics and ATI Policy). All ATI Proctored Assessments will be administered online with the use of Proctoria, a live remote proctoring service. Students are responsible for ensuring their device meets the minimum system requirements to adequately run ATI software for tutorials and practice assessments.

Laptop Requirement: <https://www.atitesting.com/technical-requirements>

- Microphone: Any microphone, either internal or external
- Webcam: 320x240 VGA resolution (minimum) internal or external
- Proctorio Google Chrome extension will need to be installed on the desktop or laptop computer (No iPads, tablets or phones are to be used)

Academic / Clinical Warning

A student who fails to maintain an 80% average in each nursing course will be notified with an academic warning.

1. The nursing faculty will utilize the **Academic Warning Form in MyPortal** to document the concerns that hinder a student's success. The student's Faculty Advisor, Nursing Student Services, and the Associate Dean of Nursing are notified of the warning by the Course Coordinator. A copy of the Warning will be placed in the student's academic file.
2. The student will receive an exact copy of the form via student email.
3. The student is to schedule a conference with the Course Coordinator / Clinical Instructor to develop a strategy for success in the course.
4. The student may schedule an appointment with their Faculty Advisor and the RN Tutor to discuss test-taking strategies and to establish a plan of action for success in the nursing program.
5. The student has until the end of the semester to change noted behaviors and consistently meet the course requirements and/or clinical objectives. Students should immediately evaluate their actions and reactions to the concerns noted in the warning and contemplate opportunities for improvement in regards to class attendance, engagement in class, study habits, setting for study, times of study, number of hours devoted to study for the course or clinical preparation, and implications for safe patient care.
6. The instructor who initiated the warning will re-evaluate the student at the end of the semester for consistency in meeting the course requirements and/or clinical objectives.
7. The student will be removed from warning if satisfactory performance is noted.
8. The student will receive a failure (F) if the evaluation indicates that clinical and/or course requirements have not been met.

Immediate Dismissal from the program:

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.

Add/Drop Procedure

After consulting with their advisors, students may drop or add a course under the following guidelines: courses may be added through the fifth calendar day from the first day of classes. Courses dropped on or before the last day of the first two weeks of school receive no statement on record of having been dropped. Between that time and the last day of class or term, students may drop with a grade of W. **If a student stops attending class without officially dropping the class, a grade of “F” will be assigned. Students must submit the signed Add/Drop form to the Nursing Student Services office in Knoxville** to be routed to the TWU Registrar’s Office to complete the process. The drop/add period varies for summer terms. The summer schedule lists the appropriate dates for drop/add.

Dropping a course or withdrawing from the nursing program is a serious matter and may delay progression in the nursing program by a semester or a year. **If dropping a course reduces the total hours for the semester to less than 12, there are financial aid implications and in case of international students, visa status implications.** Students should check with those offices for additional information before finalizing the drop/add or withdrawal process.

Withdrawal from Nursing Program

Students finding it necessary to completely withdraw (completely separate) from the university must do so officially to maintain good standing and to assure readmission. **Students intending to completely withdraw must have the approval of the Vice-President for Student Life and clearance from all designated offices.** Complete Withdrawal forms are available in the Nursing Student Services office in Knoxville and the Student Life Office in Athens.

A student may withdraw up to exactly one month before the last day of class with a grade of W. After that date, a grade of WP or WF will be assigned by the instructor of the course unless the withdrawal is due to substantiated illness or emergency in which case a W may be assigned by the Vice-President for Academic Affairs. Grades of W, WP, and WF do not count in the computation of the student grade point average. Students who fail to withdraw officially from a course will receive a grade of F for the course work.

Students wishing to withdraw from the nursing major must complete a withdrawal form, exit survey and may be asked to do an exit interview with the Nursing Department Associate Dean. Students shall be required to return all IDs, badges, parking hangtags and building security card.

Alternate Progression in the Nursing Program

Students who withdraw or fail one nursing course but desire to continue in the program shall meet with the BSN Program Director or designated faculty advisor to complete an Individualized Progression Plan (IPP). Students may only withdraw from upper-division nursing courses during one semester. Extenuating circumstances shall be evaluated on an individual basis; progression in the program is not guaranteed.

Repeating a Nursing Course

A nursing course may be repeated only once if a failing grade is obtained. A grade of WF (withdraw failing) shall count as a course failure. A student failing two or more nursing courses is not eligible for progression/readmission to the nursing major.

Taking Classes at Another Institution

Nursing students are allowed to carry over 6 credit hours of general education course work to be completed prior to the start of the senior year. Students who wish to attend another college after initial enrollment at TWU and count that credit toward their TWU graduation, must meet the following guidelines:

1. **Students must obtain approval prior to the term in which they wish to enroll in the course.** Permission forms may be obtained in the Nursing Student Services Office in Knoxville or the Registrar's Office in Athens or on the TWU website. *An explanation as to why the course is being requested and the signature of the student's advisor and the Vice President of Academic Affairs or Registrar is required. This approval must be secured before registration in the course.
 - Approval for transfer coursework will not be granted if the student is enrolled in 18 or more semester hours for the requested semester.
 - Transfer coursework may not count toward a student's major or the WE if the course is offered at TWU during the requested semester.
 - Approval for transfer coursework is generally not granted if the student is within the last 30 hours toward meeting graduation requirements.
 - A maximum of 90 semester hours may be transferred from all institutions.

For any exception to the above stated policies, a student must obtain prior approval from the appropriate Department Chair/Program Director and the Vice President of Academic Affairs. Students violating this process must appeal in writing to the Enrollment and Academic Status Committee.

2. The student must request an official transcript of courses taken elsewhere. Transcript(s) must be received by the Registrar's Office in time to be processed prior to graduation or the diploma will be withheld.

CLINICAL REQUIREMENTS

Hospital administrators and nurse educators strive to maintain the safety of all patients, staff, and their community; therefore, students and faculty must adhere to specific guidelines outline by individual clinical agencies. TWU-FSN partners with Covenant Health, primarily Fort Sanders Regional Medical Center, for clinical placement. Together, we utilize Tennessee Clinical Placement Service (TCPS) to streamline the clinical onboarding process for nursing students. It is essential that students complete all required orientation and submit required documents by the designated due dates to be cleared for clinical placement.

Clinical Authorization / Tennessee Clinical Placement Service (TCPS)

Online clinical orientation must be completed upon entry into the program and updated periodically throughout the program. **Allow up to 3 hours to complete the initial orientation modules:** FERPA & Confidentiality Agreement; Nursing, MD & PA General Orientation Quiz; Covenant Health Orientation; and Covenant Health Attestation for the academic year (*content is subject to change, based on clinical agency policies*).

Prior to clinical coursework, all students must provide validation of the following:

- Government-issued photo ID (driver's license, passport, etc.)
- Current CPR certification (BLS Provider or BLS for Healthcare Provider)
- Physical examination (junior students only)
- Immunizations: Hepatitis B vaccine series or acceptable titer levels, MMR immunizations (2) or acceptable titer levels, Chicken Pox (Varicella) titer, immunizations, or history of disease.
- Flu vaccine required annually
- COVID-19 vaccine or exemption, as required by clinical agencies
- Tuberculin screen (with follow-up if necessary)
- T-dap immunization within the past ten years
- Criminal background check
- Urine drug screen

Students will not be allowed to go to clinical until all orientation is complete and required documents are received in the Nursing Student Services office.

Social Media, Cell Phone, Smart Watch, and Computer Use:

Students and clinical faculty have the responsibility to follow the TWU-FSN Social Media Policy as outlined in the Student Handbook in addition to all agency-specific policies during clinical rotations.

- No use of unit phones for personal calls.
- No use of cell phones on nursing units for personal calls while providing care. Any cell phone use must be in break or conference rooms or other designated area.
- All cell phones and smart watches must be silenced or set on vibrate while in patient care or common areas.
- No use of unit computers for personal activities (email, Facebook etc.).
- Do not download any patient specific information onto PDAs or other personal electronic device.
- Do not post any information about clinical assignments, experiences, patients, students or instructors on any cell phone, internet or social networking site.
- Smart watches may be worn in lab and clinical settings but must have the text/call function disabled. If a student is found using these features during lab/clinical hours, they will receive a clinical warning. If subsequent infractions occur, the student will no longer be allowed to wear a smart watch in the lab/clinical setting.

Clinical Evaluation

Clinical evaluation tools demonstrate that students meet both course objectives and the nursing department's mission, philosophy, and objectives. Clinical evaluations of students are completed by faculty at the end of each clinical rotation. Students, preceptors (when applicable), and faculty have input into the evaluation, but the final evaluation of students is the responsibility of the assigned faculty member. The faculty member meets with each student to discuss individual clinical evaluations. See Appendix D for *Progression Tool for Clinical Evaluation*.

Clinical Warning

An Academic-Clinical warning shall be initiated by the instructor at any time 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.

Safe use of Nursing Laboratory and Training Equipment

Nursing students have access to invasive supplies such as, but not limited to, needles, IV supplies, catheters, nasogastric tubes, etc. These lab and training supplies are never to be used on any living being. Students are responsible for securing lab supplies that have been provided to them and are responsible for his/her own safety while participating in skills training labs. Students must sign a Waiver of Liability and Hold Harmless Agreement.

Liability Insurance

TWU provides comprehensive liability insurance for nursing students and faculty acting within the scope of their assignments in affiliating clinical agencies. The National Association of Student Nurses recommends students purchase their own additional malpractice insurance from private companies and/or organizations.

DRESS CODE / APPEARANCE POLICY

The image students portray by appearance is an important reflection of TWU-FSN's professionalism and commitment to quality. Students will maintain good personal hygiene/cleanliness as well as a neat and professional appearance at all times. An appearance policy cannot address every potential item of clothing or accessory; therefore, faculty are expected to apply good judgement in maintaining the professional and appropriate appearance of their students.

This policy is intended to provide guidelines regarding appropriate appearance standards to align with our clinical affiliations and acceptable business-casual standards. Students and faculty are considered non-employee guests in the clinical setting and must adhere to individual clinical agency guidelines that exceed those set forth in this policy.

Clothing and Fit

All clothing, regardless of whether it is a uniform or other attire, should be clean, in good repair, pressed or ironed as needed, and fit properly. Any article of clothing that portrays a printed message, which could be offensive to the general public, is not permissible.

Uniforms

Students are required to purchase monogrammed uniforms and scrub jackets at the beginning of the first semester and **must be purchased through Lambert's HealthCare**. The official student uniform is designated royal blue scrub top and royal blue scrub pants, white, gray, or black puncture-resistant shoes with closed toe and heel, a wristwatch with a second-hand, and student ID Badge. The TWU-FSN embroidery must be affixed to the left front of the lab coat and scrub top. A matching long-sleeved white or royal blue undershirt, scrub jacket may be worn with the uniform in the clinical area. Maternity uniforms are available, if needed. The student uniform is expected to be clean, pressed, and professional in appearance at all times. **Nursing faculty retain the right to have any student purchase new uniforms if the quality is less than required.**

Basic criteria for uniform resale and/or purchasing previously owned clothing:

- No stains, faded, or dingy colors (*blue top & bottom colors must match*)
- No rips, tears, or thinning material
- Clothing must fit properly

The student may wear the official uniform or badge only while acting in the TWU-FSN student role as in assigned clinical, lab, or volunteer activities. Please note the nursing student uniform is a uniform only and no part of this uniform should be worn for any purpose that is not related to clinical. Public consumption of alcohol while in uniform is prohibited and subject to disciplinary action.

Guidelines for Classroom, Clinical Settings, and Professional Meetings:

Shirts and Blouses

Shirts, tops, blouses, etc. may not have a revealing neckline or midriff or be of overly sheer fabric. Tee-shirts and sweatshirts are not permissible in clinical settings or professional meetings. Tank tops, tank dresses, sundresses are permissible if worn with a cover-up.

Pants

Leggings are permissible if worn with shirts that cover the buttocks. Warm-up and sweatpants are not permissible in clinical settings or professional meetings. Pants must be at least mid-calf in length.

Skirts and Dresses

Skirts and dresses should be professional and of appropriate length. Appropriate length is 4" above the knee or a length at which you can sit comfortably in public, showing more than half the thigh is inappropriate.

Shoes and Socks

Solid white, gray, or black nursing or puncture-resistant nursing or athletic shoes are required in the clinical setting. Direct patient caregivers cannot wear open-toed shoes in clinical areas due to safety hazards. Matching athletic or compression socks are advised for clinical days.

Dress sandals may be worn in non-clinical areas. Flip-flops are not appropriate for professional meetings.

Undergarments

Undergarments must be worn at all times. They are not to be visible or show through clothing.

Hair

Students must keep their hair clean and in a fashion that does not present a safety hazard. Hair must be arranged neatly away from the face and off the collar. Long hair must be worn in a way that does not interfere with the students' ability to perform the task required by his/her clinical role. Faculty reserves the right to determine appropriateness.

Unnatural hair dyes, streaks, or highlights are not permissible.

Headbands (black, navy, or white) no more than one inch in width may be worn in the clinical setting.

Mustaches, sideburns, and beards must be neatly trimmed. Beards must not interfere with proper fit of respirators or other face masks.

Hats and Head Coverings

Hats may be worn only as part of an approved work uniform. They are not otherwise permitted.

Students may wear religious head coverings (black, navy, or white) in the clinical setting unless prohibited by the clinical agency.

Jewelry

Jewelry should not depict an insignia offensive to the general public.

A wristwatch with a second-hand is required for clinical and is considered part of the uniform. Smart watches may be worn in lab and clinical setting but must have the text/call function disabled. If a student is found using these features during class or clinical hours, they will receive an academic or clinical warning. If subsequent infractions occur, the student will no longer be allowed to wear a smart watch during exams or in the clinical setting.

Engagement and wedding rings may be worn, unless prohibited by the clinical unit for patient safety.

Pierced jewelry is permitted in ears and limited to one small earring per ear during clinical hours. Earrings must be an appropriate size to maintain a professional appearance, generally not larger than the size of a dime. Ear gauges must be filled in with a neutral/flesh tone that matches the student's natural skin tone and not exceed the size of a dime.

Modest nose piercings, such as studs, are permitted but should not exceed 1/8 inch in visibility. Jewelry worn in piercings in other areas of the face (e.g. nose, cheeks, eyebrows, lips, and tongue) are prohibited.

Fragrance and Odors

A “no fragrance” policy will be in place during all clinical activities due to concerns regarding patient and colleagues who have documented fragrance allergies. Personal body fragrances, including perfume, lotion, and after-shave should be worn in minimal amounts at all other times.

Students who smoke or use other tobacco products may not exude an odor of tobacco during clinical hours.

Tattoos

Small inoffensive tattoos are permissible. Large, offensive, or potentially offensive tattoos must be covered while in the clinical setting. Facial tattoos are prohibited. Whether a tattoo must be covered while in the clinical setting is at the discretion of the clinical faculty and unit manager.

Fingernails

Fingernails must be kept clean, neat, and trimmed to a length considered safe and appropriate. Students and faculty are to adhere to clinical departments “no polish” and/or “no artificial nails” policy due to patient/health regulations and concerns.

Identification Badges

Students and faculty are required to wear the identification badge issued by Tennessee Wesleyan University at all times while in the clinical setting. This is to allow patients, staff, physicians, and other employees to readily identify them. The badge photo must be visible at all times. The badge should be worn at chest level unless it interferes with the work being performed. In these instances, the clinical faculty may grant permission to wear the badge at waist level. No pins or stickers are permitted on the badges.

Clinical Course Coordinators and Student Nurse Advisors retain the right to modify the dress code based on individual unit, facility, or organizational requirements.

Reference: Covenant Health Human Resources Policy: *Appearance*. Policy Number: HR.EE.015. July 2020.

CONVOCATIONS & PROFESSIONAL MEETINGS

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. Special nursing events, not on the TWU Academic Calendar, may be held during the year requiring student attendance. These events may include Honors Convocation, Nurse Pinning Ceremony, NSNA, TSNA, or nursing field trips. Announcements concerning these events shall be made during the year.

Students shall follow the dress code of the nursing program for all special events. The required costs for the meeting/trip and related travel expenses shall be the responsibility of the student unless otherwise stated at the time of the announcement. 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 extracurricular trip.** Forms are available in the Student Services Office in Knoxville.

Convocation Programs

Convocation programs are provided by the University to promote a well-rounded education and to enhance cultural, spiritual, and social development. Nursing students may attend Convocation programs on Athens campus as feasible with clinical and class schedules. Nursing students participate in two special events:

- ***Blessing of Hands & Honor Code Convocation*** (fall semester) - 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.
- ***Nurse Pinning Convocation*** (spring semester) – this event is held to recognize senior students upon completion of their nursing education. Nursing pins are presented along with awards to honor students in recognition of academic performance, clinical practice, leadership, and professionalism.

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.

National Student Nurses Association/Tennessee Student Nurses Association

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.

Student Government / TWU-FSN Student Nurses Association

The school chapter is governed by the Council of Student Leaders Members. Elections are held annually to fill officer positions. Meetings are held at least one time per semester prior to state and national conventions.

See Appendix E for TWU-FSN SNA Bylaws.

NURSING SCHOLARSHIPS & AWARDS

Nursing students are eligible for all TWU scholarships, as outlined in the Academic Catalog. There are a few scholarships designated solely for nursing students:

Fort Sanders Regional Medical Center Volunteer Services Scholarship - is based on financial need, as determined by the TWU Financial Aid Office. Awards shall be made in conjunction with FSRMC Chief Nursing Officer.

The Ruth Crawley RN Scholarship Award is a financial scholarship given each year to a first semester senior nursing student based on professionalism in providing care and lifelong learning. Application forms are available in the Nursing Student Services Office in Knoxville. The selection committee consists of full-time nursing faculty. The criteria are:

- Applicants must be in good academic standing and enrolled in the TWU-FSN program
- Applicants must submit a completed application and essay by July 15th
- Applicants may be asked to interview with the scholarship selection committee
- Recipient will be asked to participate in an award acceptance ceremony
- Recipient will be required to submit a "thank you" note to Ms. Crawley
- Recipient will be encouraged to work a minimum of one year in a clinical bedside role at Fort Sanders Regional Medical Center.

Nursing Academic & Clinical Excellence Awards are given during the Nurse Pinning Ceremony. The following awards have no monetary value but speak to the recipient's academic and clinical rigor throughout the nursing program.

- **Academic Achievement** – given to the student(s) with the highest grade point average based solely on upper-division nursing course work.
- **Clinical Excellence** - selected by nursing faculty based on the TWU-FSN clinical framework:
 - **Provider of Care** - In this role the nurse utilizes a systematic problem-solving process for assessing, diagnosing, planning, implementing, and evaluating outcomes of care in a variety of settings to diverse populations. As patient advocate and educator, the nurse employs a holistic approach based on an accumulated knowledge base to assist individuals in preventing and managing illness. Emphasis is placed on maintaining, restoring, and promoting optimum health.
 - **Manager of Care** - As manager, the nurse assumes a leadership role in designing and coordinating quality, cost-effective care for individuals, groups, families and communities. Essential to this role are the abilities to effectively communicate/collaborate and utilize research findings for enhancing outcomes of care.
 - **Member of Profession** - In this role, the nurse assumes responsibility and accountability for practice based on professional nursing standards and development of a value system within an ethical/legal framework. As a professional, the nurse must be committed to personal growth and lifelong learning as well as active involvement in social, political, and regulatory processes which influence the health and welfare of the community.
- **Outstanding Student** – selected by fellow classmates based on excellence in teamwork and leadership, creativity and innovation, dependability, and commitment to professional nursing practice. This is the nurse they would choose to provide care for a family member or loved one.
- **Student Nurse Association (SNA) Leadership Award** – presented to an SNA member who exhibits exceptional leadership potential and outstanding professional contributions to the school, state, and/or national student nurse organizations.

THE LAST SEMESTER

Graduation

Students shall file an **intent to graduate form** by the designated date to participate in the spring or fall commencement ceremony. All graduates are expected to participate in the ceremony unless excused by the Registrar. A **\$100.00 graduation fee** is assessed to all graduates whether they participate in the ceremony or graduate in absentia. Graduation announcements and photographs are optional. Each student will receive a school pin provided by the Nursing Department. *Graduation fee is determined by TWU Administration and is subject to change.*

Exit Interviews

Students complete a program evaluation survey and may be invited to meet with the Program Director and/or Associate Dean for Allied Health 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 [TN Health Related Boards / Nursing](#) website to determine eligibility for NCLEX-RN. **Application for the NCLEX-RN is completed during the semester of graduation with fees paid at that time.** *All expenses are estimates and are subject to change based on individual vendor prices.*

Additional (last semester) Expenses for Nursing Students

- | | |
|---------------------------------|-------|
| ○ Pearson VUE NCLEX-RN Exam Fee | \$200 |
| ○ Criminal Background Check | \$ 35 |

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APPENDICES

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APPENDIX A

American Nurses' Association Code of Ethics for Nurses Nine Major Provisions

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.

From ANA Code of Ethics for Nursing 2015

The entire Code is available online at www.nursingworld.org

APPENDIX B

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.

Revised: [NSNA Code of Ethics \(2022\)](#)

APPENDIX C

Tennessee Wesleyan University-Fort Sanders Nursing Department Assessment Technology Institute (ATI) Standardized Examination Policy

The Tennessee Wesleyan University-Fort Sanders Nursing Department (TWU-FSN) utilizes Assessment Technology Institute (ATI) Standardized Examinations in its program. The ATI exams are intended to document how well the student is retaining essential nursing knowledge and skills for safe practice and how well the graduate may do on the NCLEX-RN® licensure exam. Although students may note that specific material tested in the exam has not been taught in the curriculum, standardized exams are based on an assessment of foundational knowledge and skills taught in nursing courses and applied in a testing situation. Program instruction is directed to provide the student the tools and ability to make clinical judgments or to utilize clinical reasoning in safe nursing practice situations. The following uses of ATI Standardized Examinations apply to students in the Bachelor of Science degree in Nursing at Tennessee Wesleyan University.

- **ATI STANDARDIZED EXAMINATIONS: CONTENT MASTERY SERIES (CMS)**

Multiple ATI Standardized Examinations will be administered throughout the nursing program. Specific exams will be required at the end of each course in the curriculum. It is deemed necessary for the safety of the student nurse, as well as for the patient being provided care, to obtain course mastery prior to progression in the program.

ATI RN Content Master Proficiency Level 2 (cut scores) will be utilized for each proctored assessment. Students scoring below a Level 2 will be required to remediate and retest. Upon retesting on the ATI Standardized Exam, additional points may be awarded as outlined on the *Content Mastery Series Grading Rubric*. TWU policy is to accept the highest of the two test scores.

- **ATI REMEDIATION**

See ATI Resources for “*Three Critical Points*” and “*ATI Nursing Education Remediation Plan for Learning Success*”

- **ATI COMPREHENSIVE PREDICTOR**

The student is strongly encouraged to achieve a score of 95% or better on the ATI Comprehensive Predictor Exam administered in the final course prior to graduation. The ATI Predictor is a competency predictor of how well the student may do on the NCLEX-RN® licensure exam. The ATI Predictor is administered in the course and once again is given a second time to those students who fail achievement of the 95% on the first attempt. If more than two attempts are needed to reach 95% the student will be financially responsible of all other retake exams. The testing schedule is to afford the opportunity to the individual student to assess their knowledge and skill base, provide an opportunity for remediation, and upon retake of the ATI Predictor, attain an increase in knowledge and skill achievement. Upon retesting on the ATI Comprehensive Predictor, additional points will be awarded as outlined on the *Comprehensive Predictor Grading Rubric*.

TWU defines adequate remediation time for comprehensive predictor as 2 weeks between 1st attempt and retake.

ATI Virtual Achievement / Green Light – students are expected to achieve the ATI “Green Light” prior to taking the NCLEX-RN exam. This strategy has been proven to significantly improve NCLEX-RN success (pass) rates. **ATI Guarantee** – Students who attempt NCLEX-RN within three weeks of achieving the ATI Virtual Green Light will be granted additional test resources and support if they do not pass the NCLEX-RN on the first attempt.

- **TWU-FSN POSITION ON HIGH STAKES TESTING**

TWU Nursing Faculty adopted the position of Moderate Stakes Testing for ATI Standardized Examination and the ATI Predictor. This position entails (1) Assignment of a small portion of a course grade (e.g., 10% or less) and (2) Required remediation if a minimum standard is not met.

Students scoring Below Level 1 on initial and retest: stakes may include withholding The Board of Nursing affidavit that attests to the completion of the nursing program and attainment of entry-level nursing competency until the student/graduate achieves ATI Virtual Achievement/Green Light. Documented proof of proficiency must be provided to the Associate Dean of Nursing.

Assessment technology Institute (ATI) Standardized Examination Plan

Semester	PRACTICE ASSESSMENTS	PROCTORED ASSESSMENTS
Fall – Junior year	NUR 300: Foundations of Nursing <ul style="list-style-type: none"> • RN Fundamentals NUR 301: Pharmacology <ul style="list-style-type: none"> • Dosage Calculations Fundamentals NUR 303: Health Assessment <ul style="list-style-type: none"> • Anatomy & Physiology NUR 306: Role Preparation <ul style="list-style-type: none"> • Self-Assessment Inventory 	NU 300: Foundations of Nursing <ul style="list-style-type: none"> • RN Fundamentals NUR 301: Pharmacology <ul style="list-style-type: none"> • Dosage Calculations Fundamentals NU 303: Health Assessment <ul style="list-style-type: none"> • Anatomy & Physiology NU 306: Role Preparation <ul style="list-style-type: none"> • Critical Thinking Assessment- Entrance • Nutrition
Spring - Junior year	NU 310: Psych/Mental Health Nursing <ul style="list-style-type: none"> • RN Mental Health • Dosage Calculation Mental Health NU 312: Maternal/Newborn Nursing <ul style="list-style-type: none"> • RN Maternal Newborn • Dosage Calculations Maternal/Newborn NU320: Adult Health I <ul style="list-style-type: none"> • Dosage Calculations Adult Med/Surg 	NU 310: Psych/Mental Health Nursing <ul style="list-style-type: none"> • RN Mental Health NU 312: Maternal/Newborn Nursing <ul style="list-style-type: none"> • RN Maternal Newborn NU320: Adult Health I <ul style="list-style-type: none"> • Dosage Calculations Med/Surg • Anatomy & Physiology
Fall – Senior year	NU 412: Pediatric Nursing <ul style="list-style-type: none"> • RN Nursing Care of Children • Dosage Calculations Pediatrics NU 415: Community Health Nursing <ul style="list-style-type: none"> • RN Community Health NU 420: Adult Health II <ul style="list-style-type: none"> • RN Adult Medical Surgical • Dosage Calculations Adult Med/Surg 	NU 412: Pediatric Nursing <ul style="list-style-type: none"> • RN Nursing Care of Children NU 415: Community Health Nursing <ul style="list-style-type: none"> • RN Community Health NU 420: Adult Health II <ul style="list-style-type: none"> • Dosage Calculations Med/Surg • RN Adult Medical Surgical
Spring – Senior year	NU 430: Advanced Nursing <ul style="list-style-type: none"> • Dosage Calculations Critical Care • RN Pharmacology NU 440: Leadership/Management <ul style="list-style-type: none"> • RN Leadership NU 441: Nursing Synthesis <ul style="list-style-type: none"> • RN Comprehensive Assessment 	NU 430: Advanced Nursing <ul style="list-style-type: none"> • Dosage Calculations Critical Care • RN Pharmacology NU 440: Leadership/Management <ul style="list-style-type: none"> • RN Leadership NU 441: Nursing Synthesis <ul style="list-style-type: none"> • RN Comprehensive Predictor • Critical Thinking Assessment - Exit

Revised Fall 2023

CMS AND CBC GRADING RUBRIC

(Use a combination of the practice and proctored assessments to achieve 10% of the course grade.

This sample assumes a 100-point course.)

PRACTICE ASSESSMENT			
4 points			
Complete Practice Assessment A. Remediation: <ul style="list-style-type: none">• Minimum 1-hour Focused Review on Initial attempt <ul style="list-style-type: none">• For each topic missed, complete an active learning template as part of the required remediation process.* Take Post Study Quiz (if available)** and complete an active learning template for each topic missed.		Complete Practice Assessment B. Remediation: <ul style="list-style-type: none">• Minimum 1-hour Focused Review on Initial attempt <ul style="list-style-type: none">• For each topic missed, complete an active learning template as part of the required remediation process.* Take Post Study Quiz (if available)** and complete an active learning template for each topic missed.	
STANDARDIZED PROCTORED ASSESSMENT			
Level 3 = 4 points	Level 2 = 3 points	Level 1 = 1 point	Below Level 1 = 0 points
Remediation = 2 points: <ul style="list-style-type: none">• Minimum 1-hour Focused Review• For each topic missed, complete an active learning template as part of the required remediation process.*	Remediation = 2 points: <ul style="list-style-type: none">• Minimum 2-hour Focused Review• For each topic missed, complete an active learning template as part of the required remediation process.*	Remediation = 2 points: <ul style="list-style-type: none">• Minimum 3-hour Focused Review• For each topic missed, complete an active learning template as part of the required remediation process.*	Remediation = 2 points: <ul style="list-style-type: none">• Minimum 4-hour Focused Review• For each topic missed, complete an active learning template as part of the required remediation process.*
10/10 points	9/10 points	7/10 points	6/10 points
Proctored Assessment Retake***			
No retake required	No retake required	Retake required/recommended	Retake required/recommended

* Handwritten ALTs are preferred.

** Post-study quiz questions may be provided to a student based on specific student knowledge gaps. (Major Content Areas 75% or less. 0 to 50 items possible for additional remediation). If no quiz is generated, faculty may choose one of the alternative remediations methods listed on page 5.

*** If the program requires a retake of a Proctored Assessment and a student meets the program benchmark on the retake, that student can earn an additional percentage point (for example, a Level 1 student can now earn 8 points).

The highest of two scores (initial and retake) will be calculated in course grades, effective Fall 2023.

COMPREHENSIVE PREDICTOR GRADING RUBRIC

(Using a combination of the practice and proctored assessments to achieve 10% of the course grade.

This sample assumes a course worth 100 points.)

PRACTICE ASSESSMENT			
4 points			
Complete Practice Assessment A. <i>Remediation:</i> <ul style="list-style-type: none">• Minimum 1-hour Focused Review on Initial attempt • For each topic missed, complete an active learning template as part of the required remediation process.* <i>Take Post Study Quiz (if available)** and complete an active learning template for each topic missed.</i>		Complete Practice Assessment B. <i>Remediation:</i> <ul style="list-style-type: none">• Minimum 1-hour Focused Review on Initial attempt • For each topic missed, complete an active learning template as part of the required remediation process.* <i>Take Post Study Quiz (if available)** and complete an active learning template for each topic missed.</i>	
STANDARDIZED PROCTORED ASSESSMENT			
95% or above Passing predictability = 4 points	90% or above Passing predictability = 3 points	85% or above Passing predictability = 1 point	84% or below Passing predictability = 0 points
Remediation = 2 points: <ul style="list-style-type: none">• Minimum 1-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.*	Remediation = 2 points: <ul style="list-style-type: none">• Minimum 2-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.*	Remediation = 2 points: <ul style="list-style-type: none">• Minimum 3-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.*	Remediation = 2 points: <ul style="list-style-type: none">• Minimum 4-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.*
10/10 points	9/10 points	7/10 points	6/10 points
Proctored Assessment Retake***			
No retake required	No retake required	Retake required/recommended	Retake required/recommended

* Handwritten ALTs are preferred.

** Post-study quiz questions may be provided to a student based on specific student knowledge gaps. (Major Content Areas 75% or less. 0 to 50 items possible for additional remediation). If no quiz is generated, faculty may choose one of the alternative remediations methods listed on page 5.

*** If the program requires a retake of a Proctored Assessment and a student meets the program benchmark on the retake, that student can earn an additional percentage point (for example, a Level 1 student can now earn 8 points).

Dosage Calculation Proctored Assessment I Grading Rubric

The proctored assessment provides data regarding the student's master of concepts related to dosage calculation within specific content areas. Each assessment has 20 scored items and 5 pre-test items with a 60-minute time limit. A pop-up calculator will be provided during the assessment. Course points will be added upon achievement of a Level II or greater on the ATI Dosage Calculation Proctored Assessment. Students scoring below the benchmark will be required to remediate and retest. The highest of two scores (initial and retake) will be calculated in course grade.

Required Remediation:

- Attend a Dosage Calculation workshop with designated faculty to review dosage calculation concepts.
- Review the ATI Dosage Calculation Case Studies and Final Assessments.
- Complete four final assessments (25 questions each) prior to the re-take.

1 st semester	2 nd semester	3 rd semester	4 th semester
Benchmark: 85% <i>Remediation recommended</i>	Benchmark: 90% <i>Remediation recommended</i>	Benchmark: 90% <i>Remediation recommended</i>	Benchmark: 90% <i>Remediation recommended</i>
Re-take required: Below 85% Remediation required: Minimum 2-hour focused review Recommend tutoring session with RN Tutor or Nursing Faculty prior to re-take.	Re-take required: Below 90% Remediation required: Minimum 2-hour focused review Recommend tutoring session with RN Tutor or Nursing Faculty prior to re-take.	Re-take required: Below 90% Remediation required: Minimum 2-hour focused review Recommend tutoring session with RN Tutor or Nursing Faculty prior to re-take.	Re-take required: Below 90% Remediation required: Minimum 2-hour focused review Recommend tutoring session with RN Tutor or Nursing Faculty prior to re-take.

APPENDIX D

PROGRESSION TOOL FOR CLINICAL EVALUATION

This tool is designed for use by all clinical courses within the Department of Nursing to evaluate a student's clinical performance. The tool is based on course objectives, which reflect concepts, sub-concepts, and program objectives that are derived from the program philosophy. The sub-concepts for role preparation are used to organize the evaluation tool. They include:

- Provider of Care:** In this role the nurse utilizes a systematic problem-solving process for assessing, diagnosing, planning, implementing, and evaluating outcomes of care in a variety of settings to diverse populations. As patient advocate and educator, the nurse employs a holistic approach based on an accumulated knowledge base to assist individuals in preventing and managing illness. Emphasis is placed on maintaining, restoring, and promoting optimum health.
- Manager of Care:** As manager, the nurse assumes a leadership role in designing and coordinating quality, cost-effective care for individuals, groups, families and communities. Essential to this role are the abilities to effectively communicate/collaborate and utilize research findings for enhancing outcomes of care.
- Member of Profession:** In this role, the nurse assumes responsibility and accountability for practice based on professional nursing standards and development of a value system within an ethical/legal framework. As a professional, the nurse must be committed to personal growth and lifelong learning as well as active involvement in social, political and regulatory processes which influence the health and welfare of the community.

The evaluation tool outlines progression through the three levels of the program. In **Level One**, first semester students build on their general education coursework and acquire beginning knowledge and skills for nursing practice. The course, "Foundations of Nursing", provides a clinical focus for care of clients with common health problems. **Level Two** provides progressive development in knowledge, skills, and competency during the second and third semester courses. During this time frame, students learn principles of holistic care for clients, families, groups, and communities. Clinical coursework includes "Adult Health Nursing (I, II)", "Community Health Nursing, "Mental Health Nursing", Maternal/Newborn" and "Pediatrics". **Level Three** offers final semester students a comprehensive expansion of nursing knowledge, skills, and competencies. During "Advanced Nursing" and "Leadership/Management", clinical emphasis is placed on care of clients with complex multisystem health care problems. During this level, advancement occurs from the role of student nurse to that of professional practice as a new graduate.

This tool is refined for use in each clinical course within the specific level and the following key is used in scoring the student's performance (See individual course's clinical evaluation):

- | | | |
|---|---------------------|--|
| * | Critical Indicators | Essential for successful fulfillment of objectives. |
| 2 | Satisfactory | Performance required minimal assistance from instructor. Demonstrates proficiency in psychomotor skills. Consistently meets course objectives. |
| 1 | Needs Improvement | Performance needs strengthening. Demonstrates limited growth toward course objectives. Improvement is expected by next evaluation. |
| 0 | Unsatisfactory | Performance is unacceptable or fails to show expected progress. Practice may be unsafe. Requires close supervision. May demonstrate psychomotor skill deficits. Does not meet course objectives. |

Anecdotal notes required for a 0. May comment on a 1 or 2 but is not required.

SUCCESSFUL FULFILLMENT OF OBJECTIVES is evident when the student attains 80% or higher at each evaluation period. This does not reflect an average of percentages from one evaluation period to the next. Scores are not totaled or averaged at the end of the semester as the student is expected to show consistent progression throughout the semester. The calculation to determine percentage is done in the following manner: **Calculation method for percentage score:**




- 1) Add all points accumulated for the ten major components of the sub-concepts. This total number is recorded at the end of the form.
- 2) Total possible points is 20.
- 3) Divide the student's total points by 20 to get the percentage achieved.

FAILURE TO MEET OBJECTIVES is evident when the student attains less than 80% or receives a zero (unsatisfactory) for a critical indicator. This places a student on warning if prior to the final evaluation. A student can be placed on warning prior to a scheduled evaluation as behavior warrants. Student and instructor are to devise a plan for improvement. During subsequent evaluations, progress is reviewed.

If the student falls below 80% at the last evaluation period, the student fails to meet objectives for clinical performance for the semester which results in failure of the course. A student who receives an unsatisfactory for any one of the "critical indicators" (designated by an asterisk) will not be allowed to pass the clinical portion of the course and therefore fails the course. Students need not be on clinical warning prior to the end of the semester to fail. If the student's performance places the client's safety in jeopardy, the student can be immediately dismissed from the program (see Student Nursing Handbook).

Developed August 2000
Revised October 2003 / August 2008

PROGRESSION TOOL FOR CLINICAL EVALUATIONS

	<u>LEVEL ONE</u>	<u>LEVEL TWO</u>	<u>LEVEL THREE</u>
I. PROVIDER OF CARE			
A. <u>KNOWLEDGE BASE</u>			
1. Defines physiology/pathophysiology of client's identified condition in <ol style="list-style-type: none">verbal formatwritten format	Explains physiology/pathophysiology of client's identified condition using an accumulated knowledge base	Predicts pathophysiological responses of clients with multi-system problems using an accumulated knowledge base	
2. Discusses relevant data concerning medications: (side effects, actions, nursing implications)	Demonstrates expanded knowledge regarding pharmacokinetics and nursing implications in medication administration		
3. <i>Identifies rationale for nursing interventions of clients with common health problems *</i>	<i>Identifies rationale for nursing interventions of clients, families, groups and communities *</i>	<i>Identifies rationale for nursing interventions of clients with multi-system problems *</i>	
4. Utilizes various resources to identify aspects of holistic care.	Applies concepts from various resources to provide holistic care for clients, families, groups and communities.	Applies concepts from various resources to provide care for clients with multi-system health care problems	
B. <u>ASSESSMENT</u>			
1. <i>Attains a complete health history from assigned client (subjective data): *</i> <ol style="list-style-type: none">chief complaintpresent medical historypast medical historyfamily/genetic historypsychosocial/spiritual/culturalnutritional historydevelopmental statuseducational/communication statuscapacity to assume responsibility for self-care	<i>Performs health assessment for clients, families, groups and communities *</i>	<i>Utilizes assessment data in the provision of care for clients with multi-system alteration *</i>	
2. <i>Collects appropriate objective data on clients with common health problems: *</i> <ol style="list-style-type: none">vital signspertinent chart/diagnostic data			
3. <i>Performs physical assessment using correct technique (inspection, palpation, auscultation, percussion) *</i>	<i>Uses assessment skills to determine client's individualized health needs *</i>	<i>Employs refined assessment skills for clients with multi-system problems *</i>	

PROGRESSION TOOL FOR CLINICAL EVALUATIONS

	<u>LEVEL ONE</u>	<u>LEVEL TWO</u>	<u>LEVEL THREE</u>
C. PLANNING			
1. Identifies pertinent nursing diagnoses based on comparison of client status with expected norms		Determines appropriate nursing diagnoses based on assessment findings of clients/families/groups/communities	Prioritizes nursing diagnoses based upon needs of clients with multi-system problems.
2. Uses correct nursing diagnosis format		_____→	_____→
3. Develops measurable client-centered goals congruent with nursing diagnosis		Develops both long/short term goals congruent with nursing diagnosis	_____→
4. Recognizes the significance of nursing research findings in the development of a plan of care		Identifies research findings in the development of a plan of care	Utilizes research findings to enhance outcomes of care
5. Formulates individual interventions for clients with common health problems based on problem-solving of process		Formulates interventions to meet health care needs of clients/families/groups/communities a. ongoing assessment b. therapeutic interventions c. teaching needs d. discharge planning	Formulates interventions for clients with multi-system health care needs: a. ongoing assessment b. therapeutic interventions c. teaching needs d. discharge planning
6. Includes client and significant other in plan of care to enhance independence		Assists client/family/group/communities in assuming responsibility for optimizing self-care.	_____→
7. <i>Validates projected plan of care with instructor prior to implementation *</i>		*_____→	*_____→
8. <i>Identifies steps in the problem-solving process related to the plan of care *</i>		<i>Utilizes decision-making capabilities in practice settings *</i>	<i>Utilizes decision making processes in management of care for individual and groups of clients *</i>

PROGRESSION TOOL FOR CLINICAL EVALUATIONS

<u>LEVEL ONE</u>	<u>LEVEL TWO</u>	<u>LEVEL THREE</u>
D. <u>IMPLEMENTATION</u>		
1. Implements nursing measures as identified by plan of care	_____→	_____→
a. ongoing assessment		
b. therapeutic intervention		
c. teaching needs		
d. discharge planning		
2. Participates in skills lab and clinical learning experiences	_____→	Actively seeks skills/learning experiences
3. Demonstrates increasing proficiency in skills performance	_____→	Demonstrates proficiency in skills performance
4. <i>Maintains client safety in all situations *</i>	*_____→	*_____→
5. <i>Demonstrates safety in medication administration*</i>	*_____→	*_____→
6. Applies concepts of basic nutrition to clients with common health problems	Applies concepts of nutrition and diet therapy to promote a healthy lifestyle in assigned client/family	Integrates concepts of nutrition and diet therapy in care of individuals with multi-system problems
7. Identifies nursing measures that promote health	Utilizes nursing measures that promote health of clients/families/groups/communities	Incorporates nursing measures that maximize the optimal state of health for individuals experiencing multi-system alterations
8. Organizes care in a timely manner which best serves the interest of the client	_____→	_____→
9. Adapts to change/stressful situations	_____→	Applies principles of stress management to meet needs of self, client, family and/or health team members
E. <u>EVALUATION</u>		
1. Uses established criteria to determine if goal met	Evaluates effectiveness of nursing interventions	Evaluate effectiveness of interdisciplinary work, application of outcome-based models and quality of care
2. Reviews plan of care based on new data	_____→	_____→

PROGRESSION TOOL FOR CLINICAL EVALUATIONS

LEVEL ONE

LEVEL TWO

LEVEL THREE

II. MANAGER OF CARE

A. LEADERSHIP: COORDINATION OF CARE, NEGOTIATION, DELEGATION, SUPERVISION

1. Identifies roles of nurse: provider of care, manager of care, professional

Analyzes roles of nurse (provider of care, manager of care, professional) in care of individuals/families/groups/communities

Incorporates roles of nurse (provider of care, manager of care, professional) in care of individuals with multi-system alterations

2. *Coordinates basic care for clients with common health problems. **

*Coordinates care for clients /families/ groups/ communities **

*Manages care for individuals/teams with multi-system alterations utilizing principles of various care delivery models **

3. Recognizes resource management strategies

Considers cost benefits and quality improvement strategies in providing and evaluating care.

_____→

4. Observes supervision and delegation skills in delivery of nursing care

_____→

Develops supervision and delegation skills in delivery of nursing care.

5. Recognizes impact of client acuity/staff availability when considering health care delivery

_____→

Evaluates client acuity/staff availability when considering health care delivery

6. Observes various leadership styles in clinical setting

Differentiates appropriate/inappropriate leadership styles in clinical settings

Utilizes appropriate leadership styles in clinical settings

7. Recognizes methods of conflict management

_____→

Practices conflict management

PROGRESSION TOOL FOR CLINICAL EVALUATIONS

LEVEL ONE

LEVEL TWO

LEVEL THREE

B. COMMUNICATION

1. Establishes rapport and trust while caring for clients	_____→	_____→
2. <i>Demonstrates beginning communication skills when caring for clients/significant others *</i> a. interview b. interpersonal/therapeutic (eye contact, active listening, touching, appropriate questions)	<i>Adapts communication skills to meet needs of client/groups/significant others/and community-based providers *</i>	<i>Adapts communication skills to meet needs of individuals/groups with multi-system alterations *</i>
3. Facilitates client's expressions of feelings and concerns	_____→	_____→
4. <i>Demonstrates respect for client's dignity, privacy and individuality *</i>	*_____→	*_____→
5. Establishes own therapeutic communication patterns with clients, peers and/or health team members (professional versus social)	Demonstrates therapeutic communication patterns with clients, peers and health team members	Evaluates effectiveness of one's own communication with clients, family, peers and/or health team members
6. Initiates use of assertive communication skills in health care delivery	Applies appropriate assertiveness skills in dealing with clients, peers and/or health team members	_____→

C. COLLABORATION

1. Works cooperatively with peers and members of the health team and instructor	_____→	Analyzes effect of one's own behavior in an attempt to become an effective health team member
2. <i>Reports to instructor assessment findings and changes in clients condition *</i>	<i>Reports to instructor and/or appropriate health team member deviation from norms in client condition *</i>	<i>Collaborates with interdisciplinary team to coordinate care of client's changing needs *</i>
3. Recognizes available community resources for health care delivery	Utilizes available community resources for assigned client/family/groups	Incorporates available community resources to meet health care needs for individuals and groups
4. Presents client information in organized, comprehensive and concise manner	_____→	_____→
5. Recognizes how variation in organizational structure can impact health care delivery	Analyzes how variation in organizational structure can impact health care delivery	_____→

PROGRESSION TOOL FOR CLINICAL EVALUATIONS

LEVEL ONE

LEVEL TWO

LEVEL THREE

III. MEMBERS OF A PROFESSION

A. SOCIAL/POLITICAL INVOLVEMENT

- | | | |
|--|---|--|
| 1. Serves as advocate for client | → | → |
| 2. Participates in pre-professional organization, school related activities and community events | → | Begins active involvement within professional organizations |
| 3. Discusses social, political and economic issues that affect health care delivery | → | Participates in activities related to social, political and economic issues that affect health care delivery |

B. PROFESSIONAL/PERSONAL GROWTH

- | | | |
|--|--|--|
| 1. Initiates own philosophy of nursing | Establishes goals for professional/personal development | Incorporates philosophy of nursing and professional/personal goals into practice |
| 2. Recognizes impact of legal/ethical issues on delivery of care | Identifies legal/ethical issues affecting health care delivery | Assists clients and families in identifying resources for resolving legal/ethical issues |
| 3. <i>Exhibits professional conduct according to Nurse Practice Act and ANA Standards of Clinical Nursing Practice *</i> | * → | * → |
| 4. <i>Demonstrates consistent punctuality/attendance *</i> | * → | * → |
| 5. Completes assignments within expected time frame | → | → |
| 6. Adheres to dress code | → | → |
| 7. <i>Evaluates self-behavior constructively *</i> | * → | * → |
| 8. Demonstrates initiative by actively seeking new experiences | → | → |
| 9. Participates in clinical conference | Leads clinical conferences and group presentations | → |

APPENDIX E

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 Student Nurses Association, 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 duly 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 and disburse funds according to the following:
 - a) Requests for disbursement of funds shall be made in writing to the COSL.
 - b) Upon Council approval (by 2/3 vote) the Treasurer will issue checks disburse funds for those requests approved.
 - c) 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 (two positions may be appointed)

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.



ATTESTATION FOR NURSING STUDENTS

By signing this attestation form, I acknowledge:

- I have received a printed copy of the *TWU-FSN Student Handbook* and have been made aware this handbook is available online on the TWU website under Student – Nursing Student Handbook.
- It is my responsibility to read and understand the contents of this handbook.
- It is my responsibility to utilize required books, tutorials, and resources.
- I have the responsibility to notify the BSN Program Director and/or Associate Dean of the following situations:
 - Change in financial aid
 - Change in my health that may impact clinical performance or welfare of others
 - Arrested or convicted of a crime any time after my acceptance to TWU-FSN until graduation
 - Any other situation or circumstances that may impact the nursing program
- Please direct questions or concerns to:

Dr. Lisa Vesser, Associate Dean for Allied Health Lvesser@tnwesleyan.edu Phone: 865-777-5105

SAMPLE DOCUMENT - ORIGINAL FORM ON FILE

PLEASE PRINT LEGIBLY

Printed Student Name (with middle initial): _____

Student Signature: _____ Date: _____

Cell phone: _____ School E-mail: _____

Emergency Contact Name: _____ Relationship: _____

Contact's Daytime Phone: _____ Cell Phone: _____

The signed attestation form will be placed in the student's TWU-FSN academic file.



WAIVER OF LIABILITY / HOLD HARMLESS AGREEMENT

Safe Use of Nursing Laboratory and Training Equipment

I understand that all invasive supplies in the school of nursing labs and supply kits including, but not limited to, needles, IV supplies, catheters, nasogastric tubes, etc., are never to be used on any living being. I understand that it is my responsibility to secure my lab and kit supplies at all times, both on and off campus. Violation of this agreement may result in dismissal from the Tennessee Wesleyan University-Fort Sanders Nursing program. The undersigned desires to participate in the educational events offered at the Tennessee Wesleyan University-Fort Sanders Nursing Department. These skills are practiced by event participants to reinforce learning and promote efficiency. The undersigned understands the risk of such activities and assumes all responsibilities and risks related to, or in any way connected to such activities. The student is at all times responsible for his/her own safety while participating in this activity; and further understand that he/she is responsible for all medical expenses caused by the accident, personal injury, or needle sticks. I hereby waive for myself and for anyone else claiming through me, any and all rights and claims of any kind that I may have against Tennessee Wesleyan University-Fort Sanders Nursing Department, and any of its participants, for and against any and all injuries or damages of any kind while voluntarily participating in the school of nursing's skills practice.

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I HAVE READ THE FORGOING WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT, UNDERSTAND AND SIGN VOLUNTARILY OF MY OWN FREE ACT AND DEED; AND THAT I AM AT LEAST EIGHTEEN (18) YEARS OF AGE AND FULLY COMPETENT TO EXECUTE THIS AGREEMENT. THIS AGREEMENT WILL REMAIN IN EFFECT FOR THE CURRENT ACADEMIC YEAR.

SAMPLE DOCUMENT - ORIGINAL FORM ON FILE

Student Printed Name

Date

Student Signature

The signed Waiver of Liability will be placed in the student's academic nursing file.



RELEASE OF INFORMATION FOR ACADEMIC FIELDWORK / CLINICAL PLACEMENT

I, _____, Date of Birth _____, hereby
PRINT LEGAL FIRST AND LAST NAME LEGIBLY MO – DAY – YEAR

authorize Tennessee Wesleyan University to release personal information, including medical records, which I have voluntarily provided to the University, for the sole purpose of clinical placement. Records requested by clinical agencies may include:

- Physical examination, vision (color-blind) screen, tuberculosis (TB) screening
- Immunization/titer records - Hepatitis-B, MMR, Tdap, Varicella
- Pharmacy prescription medication report
- Drug screen
- Influenza vaccine – required annually
- COVID-19 vaccine – *clinical agencies must approve exemptions prior to placement*
- Health insurance card
- Driver's license
- Criminal background check

The above information is required for clinical placement and may be entered into system-specific databases or emailed to clinical site coordinators.

SAMPLE DOCUMENT - ORIGINAL FORM ON FILE

SIGNATURE OF STUDENT: _____ DATE: _____

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Tennessee Wesleyan University Fort Sanders Nursing Department does not discriminate on the basis of race, gender, 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**
655 K Street NW, Suite 750, Washington, DC 20001
Phone: 202-887-6791 Fax: 202-887-8476
www.ccneaccreditation.org

Commission on Colleges of the Southern Association of Colleges and Schools
1866 Southern Lane, Decatur, Georgia 30033-4097
Phone: 404-679-4500

Approval: **Tennessee Board of Nursing**
665 Mainstream Drive, Nashville, TN 37243
Phone: 615-532-5166
www.ncsbn.org/Tennessee.htm