St. David’s School of Nursing at Texas State University
Round Rock, Texas

2013-14 NURSING STUDENT HANDBOOK

Texas State University
ROUND ROCK CAMPUS
The rising STAR of Texas

Rev. 1/10/14
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The information in this handbook is intended to be informational and not contractual in nature. Texas State University reserves the right to amend, alter, change, or modify the provisions of this handbook at any time and in any manner that the St. David’s School of Nursing or Administration deems is in the best interest of the University and its students.

The Texas State Nursing Program complies with the American with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, as well as state and local requirements regarding students with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in service, programs and activities of Texas State and the nursing program solely on the basis of the disability. Students with concerns regarding a disability must register with the Office of Disability Services and must provide all required evidence of documentation of disability.

For more information go to: www.ods.txstate.edu/. See also the current undergraduate catalog.
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Welcome to St. David’s School of Nursing at Texas State University! This handbook has been designed and published to serve as a reference for students enrolled in the Bachelor of Science in Nursing (BSN) Degree Program at Texas State University (Texas State). The purpose of the handbook is to provide answers to questions that may arise during your application and course of study. Please keep it available for frequent reference. Every effort is made to keep the information in this handbook updated and current. Information may be subject to change without notice.

**ACTION:** ALL students are required to read this handbook and sign verification of having read the handbook. You will find several forms at the end in the attachments that require your signature. The Student Handbook Verification and the Confidentiality Agreement forms will be provided for your signature. At New Student Orientation, all signed forms are to be submitted to the Admission and Retention Coordinator. The forms will be kept in your student file.

In this handbook, you will find information about the nursing program, performance and progression requirements, expectations, and more. If at any time you need clarification or more information regarding anything in this handbook, please feel free to consult the faculty and/or staff in the nursing program.

This handbook is not intended to contain all guidance and regulations as they relate to students. The provisions of this handbook do not constitute a contract, express or implied, between an applicant or student and Texas State. The University reserves the right to withdraw courses at anytime, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective as Texas State determines and will apply to both prospective students and to those already enrolled.

Other references that nursing students may find helpful include:

Texas State Student Handbook online at the Dean of Student’s website: www.dos.txstate.edu to “Student Resources” and to “Student Handbook”.

Texas State Undergraduate Catalog online at www.txstate.edu/academicaffairs/ or for a more current version www.txstate.edu/academicaffairs/CATALOG/catalogindex.html.
Texas State University

The noblest search is the search for excellence.

—Lyndon B. Johnson

Thirty-Sixth President of the United States, 1963-1969
Texas State University Class of 1930

Our Mission

Texas State University is a public, student-centered, doctoral granting institution dedicated to excellence in serving the educational needs of the diverse population of Texas and the world beyond.

Shared Values

In pursuing our mission as a premier institution, we, the faculty, staff and students of Texas State University, are guided by a shared collection of values. Specifically, we value:

- An exceptional undergraduate experience as the heart of what we do
- Graduate education as a means of intellectual growth and professional development
- A diversity of people and ideas, a spirit of inclusiveness, a global perspective, and a sense of community as essential conditions for campus life
- The cultivation of character and the modeling of honesty, integrity, compassion, fairness, respect and ethical behavior, both in the classroom and beyond
- Engaged teaching and learning based in dialogue, student involvement and the free exchange of ideas
- Research, scholarship and creative activity as fundamental sources of new knowledge and as expressions of the human spirit
- A commitment to public service as a resource for personal, educational, cultural and economic development
- Thoughtful reflection, collaboration, planning and evaluation as essential for meeting the changing needs of those we serve
Texas State University
College of Health Professions

Vision Statement

The Texas State College of Health Professions will be a nationally recognized premier center for educating professionals in a broad array of healthcare fields, increasing the knowledge, research, and community coalitions necessary to enhance and restore the health and well-being of the whole person and of society.

Mission Statement

The College of Health Professions educates and prepares healthcare professionals in a student centered learning environment. The College excels in teaching, research, and service while responding to the healthcare needs of the state and nation. To accomplish this, the Texas State University's College of Health Professions unites faculty, students, the healthcare communities, and consumers in coalitions that nurture the academic, scholarly, and service aspects of healthcare.
Vision

The St. David’s School of Nursing at Texas State University will provide supportive and creative educational programs, which inspire those who teach and those who learn, based on mutual respect and a commitment to contribute to the health of individuals, families, populations, communities and the environment worldwide.

Mission

The St. David’s School of Nursing at Texas State University educates and prepares graduates, using innovative teaching strategies and state-of-the-art technology. Graduates provide ethical, safe, and effective patient-centered care and contribute to present and emerging research and health management practices. Graduates demonstrate competence as critical thinkers who effectively collaborate as members of the interprofessional healthcare team and utilize scientifically-based interventions. As caring professional nurses, graduates manage illness; promote, maintain, and restore health; and provide end of life care for diverse individuals, families, populations, and communities across the lifespan.

Values

In pursuing excellence in nursing education, we the faculty and staff of the St. David’s School of Nursing are guided by shared values. We believe in:

- Educational opportunities which provide for intellectual and professional growth and that challenge students to excel in nursing
- A holistic approach to nursing education across the continuum of health and the lifespan
- Diversity and a spirit of inclusiveness with respect for the dignity and moral wholeness of every person without conditions or limitations
- Cultivation of character and civility through the modeling of honesty, integrity, caring, compassion, fairness, respect, and ethical behavior
- Teaching and learning based on student involvement and free exchange of ideas and diverse perspectives
- Research, scholarship, and creative activity as a source for evidence-based practice and generation of new knowledge as an expression of the human spirit
• Commitment to public service and advocacy as a resource for personal, educational, cultural, and economic development in promotion of a healthy environment
• Caring, thoughtful reflection, collaboration, planning, and evaluation to meet diverse and changing healthcare needs, practices, and resources
• Professional competency, systematic use of the nursing process, leadership, critical reasoning, and lifelong learning leading to safe, quality patient care
• Interprofessional activity allowing for the advancement of science and positive patient outcomes

Goals

We, the faculty, are committed to:

• Graduate well-prepared Bachelor of Science in Nursing (BSN) students who are able to obtain Registered Nurse licensure and function at the beginning practice level
• Equip graduates to adapt to rapid changes in healthcare delivery and practice
• Build a foundation for BSN graduates to pursue excellence through certification by the American Nurses Credentialing Center (ANCC)
• Provide educational programs to prepare registered nurses at the MSN and/or the Doctorate in Nursing Practice (DNP) or PhD levels
• Develop an overall plan for faculty scholarship
• Pursue funding to promote diversity in the admission and graduation of students
• Provide faculty access to professional development
• Assess, identify and develop a plan to address community needs
• Develop educational partnerships with community organizations and other community entities in order to obtain input for the development of academic and service delivery programs to enhance community health knowledge
• Become a continuing nursing education (CNE) provider through the Texas Nurses Association (TNA)
• Collaborate with University Advancement and Development to support a sustainable plan for nursing programs
Nursing Program Student Educational Outcomes

At the completion of the nursing program, a graduate of the St. David’s School of Nursing at Texas State University will be able to:

- Facilitate safe, holistic and effective patient/family centered care outcomes through use of evidence-based research and other science-based frameworks to promote and maintain health, prevent disease, and manage illness.
- Demonstrate professional accountability and responsibility for nursing judgments and actions within an ethical and legal framework, utilizing the most current knowledge.
- Demonstrate leadership in the provision and coordination of safe, cost effective and high quality nursing care.
- Advocate for patients, families, communities, and the nursing profession, applying values and utilizing an ethical framework, critical reasoning, and cultural competence.
- Utilize information and technology to communicate, manage knowledge, educate, mitigate error and support decision making.
- Provide entry-level professional nursing care to clients across the lifespan in a variety of health care settings.
- Promote a culture of caring to provide holistic, compassionate, culturally competent care.
- Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care.
St. David’s School of Nursing
Curriculum Conceptual Framework

Conceptual Framework Diagram

The following eight core concepts guide the curriculum of the St. David’s School of Nursing at Texas State University Round Rock Campus. Each core concept has been assigned a quadrant located in either the inner or outer circle of the labyrinth:

1. **PATIENT-CENTERED CARE PROVIDER**: Left lower outer quadrant
2. **PROFESSIONAL/LIFELONG LEARNER**: Right lower inner quadrant
3. **LEADER**: Left lower inner quadrant
4. **ADVOCATE**: Right upper inner quadrant
5. **CONSUMER OF INFORMATICS AND TECHNOLOGY**: Left upper inner quadrant
6. **PRACTICE ACROSS THE LIFESPAN AND CONTINUUM OF CARE**: Right upper outer quadrant
7. **CARING**: Right lower outer quadrant
8. **EFFECTIVE, SAFE, QUALITY PATIENT-CENTERED CARE**: Left upper outer quadrant
The labyrinth represents the continuity and connectedness of the curriculum content and the faculty-student partnership in the learning and professional growth journey.

The path on the labyrinth represents the process undertaken by the students. It begins with the students’ intention to gain knowledge and experience traveling a single path in nursing school. There are no dead-ends but rather a continuous path that folds back and forth moving through the eight core concepts, allowing for concept interconnection as knowledge and attitudes are built. The foundation (the first 4 core concepts) are mainly built in the junior year and expanded or deepened as the semesters continue. The student arrives at the center of the labyrinth at the end of the junior year after covering the 8 conceptual areas. The senior year is represented by the journey back out of the labyrinth. During the senior year students deepen and expand experiences and knowledge applying them at complex levels and in diverse settings, and culminating in their preceptorship experience. As the students exit the program of study they are pinned and take their NCLEX exam joining the profession of nursing.
The Path

<table>
<thead>
<tr>
<th>Concept 1: Patient-Centered Care Provider</th>
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<tbody>
<tr>
<td>Possesses an entry level RN knowledge and skills including teaching skills and utilizes nursing process, clinical reasoning/critical thinking and Evidence Based Practice in the practice of Holistic care providing patient safety, health promotion, and disease prevention.</td>
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<tr>
<th>Concept 2: Professional / Life Long Learner</th>
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<tbody>
<tr>
<td>The professional nurse is a lifelong learner who has the educational background to support his/her actions and decisions and abides by the Code of Ethics for Nurses. A lifelong learner pursues self-assessment and continued learning integrated with delineated knowledge and skills that are consistent with professional and personal goals.</td>
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<tr>
<th>Concept 3: Leader</th>
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<td>A leader is a person that exerts influence over people to achieve a goal. Leadership is a process involving personal accountability for actions, being part of the team and a reciprocal relationship between leader and a person, group, organization, or community that results in others being motivated to move towards a goal through inspiration, engagement and empowerment.</td>
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<th>Concept 4: Advocate</th>
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<tr>
<td>An advocate speaks and acts for others to meet their needs. Nurses advocate on behalf of others and the profession by preserving autonomy, dignity, and rights.</td>
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<tr>
<th>Concept 5: Consumer of Informatics and Technology</th>
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<tr>
<td>Nurses are consumers of technology and utilize informatics in daily practice. Nursing informatics is “the specialty that integrates nursing science, computer science and information science in identifying, collecting, processing, and managing data and information to support nursing practice, administration, education, research and the expansion of nursing knowledge” (Staggers &amp; ANA, 2001).</td>
</tr>
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<tr>
<th>Concept 6: Practice across the lifespan and continuum of care</th>
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<tr>
<td>Nursing care that addresses the age-specific needs of individuals and populations in primary, secondary, and tertiary healthcare settings.</td>
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<tr>
<th>Concept 7: Caring</th>
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<tr>
<td>Caring is part of the nurses professional identity requiring a commitment to protect and enhance human dignity (Watson, 2007). Nursing education is devoted to culturally competent, relationship-centered care (Future of Nursing, 2011).</td>
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<tr>
<th>Concept 8: Effective, Safe, Quality Patient-Centered Care</th>
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<tbody>
<tr>
<td>Providing continuous quality patient centered care which values inter-professional relationships in which the nurse collaborates, communicates, and integrates care for the patient within a systems aware dynamic (IOM Studies, 2011).</td>
</tr>
</tbody>
</table>

The labyrinth is completed at the end of the senior year. A labyrinth, unlike a maze, has no dead ends and always leads to an exit. (animated movement through the labyrinth)
**SECTION 1: BACKGROUND**

Background

The main campus of Texas State University is in San Marcos, a growing community of 50,000 people, halfway between Austin and San Antonio. Authorized by the Texas Legislature in 1899, Southwest Texas State Normal School opened its doors in 1903. Over the years, the Legislature broadened the institution's scope and changed its name, in succession, to Normal College, Teachers College, College, University, and in 2003 to Texas State University (Texas State). Each name reflects the university's growth from a small teacher preparation institution to a major, multipurpose university.

Texas State offers nearly 200 undergraduate and post-graduate degrees throughout nine academic colleges to approximately 34,000 diverse students who come from around the globe. The nursing program, located at the Round Rock campus, is one of the newest additions to the academic offerings. Only upper division courses leading to bachelors and master’s degrees and certificate programs are offered on this campus, located one hour north of the main campus in San Marcos. Students who complete their degree requirements at the Round Rock campus earn their degrees from Texas State University.

Round Rock, located 15 miles north of Austin, is one of the fastest growing communities in the nation with a population of 108,000 people. The community supports three hospitals: St. David’s Round Rock Medical Center, Scott and White Hospital, and Seton Williamson, all members of large health care networks within Texas. In addition to these hospital systems that offer a wide range of medical services, the Lone Star Circle of Care, a system of 18 community health clinics, provides affordable access to healthcare serving the health needs of the uninsured and underinsured.

History

A nursing program at Texas State had been discussed since the creation of the College of Health Professions (CHP) in the early 1970s. Requests for a bachelor’s degree program in nursing were submitted by Texas State to the Texas Higher Education Coordinating Board (THECB) in the late 70s and early 80s, but were denied due to the perception that existing programs could handle the need. Some 30 years later, the critical shortage of nurses prompted community leaders, educators, healthcare executives and legislators to provide strategies for responding to the growing healthcare needs of Texas residents. In 2003, Central Texas community leaders, healthcare executives and elected officials contacted Texas State to discuss the nursing shortage and to make a commitment to support and seek funding for a nursing program at Texas State.
Through the efforts of The Texas State University System, Texas State’s administration, state legislators and healthcare donors, Texas State undertook an ambitious plan to develop a school of nursing to offer a bachelor of science in nursing (BSN) program. In 2008 Texas State leaders moved forward with the design for a nursing building at the RRHEC (now known as the Round Rock Campus) and hired a Nursing Director and two tenured nursing faculty. Admission of the first class of 100 juniors took place in fall 2010 with graduation of the first class in 2012. The graduation rate for the first class is 88% with a first-time NCLEX-RN pass rate of 98.7%.

Texas State originally planned a traditional BSN program as the initial offering while anticipating future educational options such as the Master’s of Science in Nursing (MSN) to prepare nurse practitioners, nursing faculty and administrators, and the Doctorate in Nursing Practice (DNP) to prepare advanced practice registered nurses and leaders.

The BSN Program was organizationally placed in the St. David’s School of Nursing (SON), which became a new academic unit within the CHP. The CHP prepares undergraduate and graduate students in the disciplines of Clinical Laboratory Science, Communication Disorders, Health Administration, Health Information Management, Physical Therapy, Radiation Therapy, and Respiratory Care.

The traditional BSN curriculum consists of 65 core and 65 nursing course hours (130 hours total). Students spend their first 4 academic semesters completing the core and prerequisite courses and applying to the nursing program. They spend the final five semesters, including one summer semester, completing the nursing requirements. The curriculum was designed to accommodate the latest teaching technologies and learning strategies to provide students with the knowledge and skills needed for professional nursing practice in the 21st Century. In addition to the extensive practice and simulation laboratory training, clinical experience was planned in a variety of clinical settings including hospitals, ambulatory centers and clinics, residential programs, public school entities, and other healthcare related settings. Diversity in admission of students to reflect the communities and populations served was a goal of the faculty and administration. Student retention initiatives were planned and instituted to help students overcome academic challenges, thereby, maximizing the perseverance and graduation rates. In addition to the Director and two associate professor faculty hired in 2008, six additional faculty were employed in fall 2009 to prepare the curriculum for the admission of students in fall 2010. A total of twenty undergraduate positions are available for teaching in the undergraduate program.

**Nursing Building**

The nursing building, funded by $36 million in tuition revenue bonds, is a 77,740-gross square-foot, three-story building with the creative design based on on-site visits to other state of the art
nursing facilities. Construction of the nursing building at the Round Rock campus was completed prior to the beginning of Fall 2010. The building supports the innovative curriculum in a variety of clinical practice and simulation labs with the most current equipment and manikins, wireless capability, a variety of classrooms and seminar rooms, as well as spacious student and faculty areas. The curriculum is designed to promote learning and research, and to make maximum use of the university’s resources, including online technology and teaching models. The nursing building is designed to accommodate future expansion in programs, including research, and enrollments as resources allow. For additional resources and support while on campus, the students and faculty will have access to the Round Rock Campus' Avery building, which provides on-site library, technical support, student services, food service, classrooms and student/faculty areas.

Start up funding for initial operations and implementation of the nursing program was provided by the Texas Legislature through a state line item of $2 million, and with a gift of $6 million from the St. David’s Community Health Foundation. Scott and White Medical Center and Central Texas Medical Center designated specific gifts in support of the nursing program and students. Texas State had allocated new university faculty/program funds until formula funding was received.

Approval for the program was received from various authorized agencies prior to opening the BSN program in the fall 2010. Approval from the Southern Association of Colleges and Schools (SACS) was given in September 2008. In January 2009 Texas State University received approval for operation and funding of a Nursing Program from the Texas Higher Education Coordinating Board (THECB). The Texas Board of Nursing (BON) quickly followed with approval for the operation of the nursing program at its July 2009 meeting in Austin. Effective November 7, 2011, the BSN program was granted accreditation by the Commission on Collegiate Nursing Education (CCNE) Board of Commissioners. This accreditation will expire on June 30, 2017.
SECTION 2: FACULTY AND BUILDING

Degree Offered

The Undergraduate Nursing Program offers a Bachelor of Science in Nursing (BSN, Major in Nursing). The BSN graduate is prepared to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) and to meet the minimum competencies for beginning practice as a Registered Nurse. The graduate is prepared to pursue clinical excellence and certification by the American Nurses Credentialing Center (ANCC) and to continue formal education for the Master’s Degree in Nursing (including Advanced Practice Registered Nurse, education, and administration) and doctoral programs.

Nursing Faculty

The nursing faculty, along with the Director and Dean, are responsible for the quality of the nursing program and the graduates. Faculty will make every effort to fulfill the vision, mission, shared values, and goals of the program to provide students with the knowledge and skills that are expected as professionals. Faculty will work with the students to accommodate special situations provided the standards and outcome objectives of the program are not jeopardized.

The curriculum and related learning experiences are designed to provide the students with a sound professional nursing base for general nursing practice. The more the students engage in the learning activities, the more the students will gain.

The faculty members are available to meet with students to discuss their goals and concerns. Office hours are posted and appointments may be made at other mutually convenient times.

Nursing faculty are designated as Faculty of Record for each course and other faculty may assist in teaching those courses.

Nursing Building

The nursing classes and simulation labs are conducted in the Nursing Building in Round Rock. The Admissions staff offices are on the 1st floor, faculty offices are on the 2nd and 3rd floors, and the Director’s suite is on the 3rd floor of the Nursing Building.

Office hours for the Director's office and staff in the Nursing Building are from 8:00 am to 5:00 pm during business days. Faculty office hours will be posted at the beginning of each semester. Summer hours are usually different, as determined by the University, and are posted each year.
No food or open containers of liquid are allowed in the auditorium (room 114) with the exception of water. No food or drinks are allowed in labs. The entire Texas State University Round Rock campus, including the Nursing Building, is designated as a smoke-free environment.

The copy machines for student use can be found in student workrooms on the 1st floor and in the Avery Building located on the Round Rock campus. Printers are located on the 1st and 2nd floor workrooms in the Nursing Building.

Security phones are located throughout the campus.

A family restroom is located on the first floor by the auditorium. Other restrooms are located on each floor. A separate private space for nursing mothers is located within the 1st floor women’s restroom.

**Clinical Simulation Laboratories**

The St. David’s School of Nursing at Texas State University simulation laboratories are designed to simulate clinical settings and provide students the opportunity to learn and enhance their skills prior to working with actual patients. This is accomplished through the use of clinical case scenarios, faculty guidance, and resources that facilitate critical thinking and clinical decision-making.

The Nursing Building has 8 state-of-the-art labs, equipped with human patient simulators, bedside computers with Internet access, digitalized video, computer-assisted instructional software, and other interactive software. The following simulation laboratories are available for student learning experiences on the 2nd floor:

The following clinical laboratories are available for student learning experiences on the second floor:

1. Basic Skills (219)
2. Medical-Surgical (217)
3. Critical Care (218)
4. Maternal-Child (216)
5. Two Individual Simulation Rooms (249, 250)
6. Health Assessment (247)
7. Standardized Patient Exam (246)
8. Home Care Unit (231)
The clinical simulation labs have both scheduled classes and additional availability for students’ practice and remediation. Eating or drinking is not allowed in the labs. Students are encouraged to utilize the student lounges in the Nursing Building or the Avery Building next door for eating and taking breaks.

All equipment and furniture should be returned to its proper place or storage area when not in use. Do not remove any equipment/supplies from the lab without approval from the Simulation Department Personnel or a faculty member.

Personal property may be left in the lab area at your own risk. The St. David’s School of Nursing and the faculty are not responsible for student personal property.
SECTION 3: STUDENT SERVICES

Academic Advising: 512.716.2933

Sheryl Gage is the academic advisor for the St. David’s School of Nursing. Mrs. Gage’s office is located in room 117 of the Nursing Building. She is happy to assist nursing students with academic concerns, planning, GPA and program requirements as well as general university questions. Nursing students may stop by, email (sg35@txstate.edu) or call.

Disability Services: 512.716.4007

The Office of Disability Services is committed to meeting the needs of students with disabilities both on campus in San Marcos and at the St. David’s School of Nursing in Round Rock. Nursing students’ disability services are coordinated by Autumn Guel (abg35@txstate.edu), the Texas State Student Development Specialist in the One-Stop Center in the Avery Building. Please note that the processes for accessing some services and accommodations at the St. David’s School of Nursing (SON) will differ from those described for the Texas State campus.

- Process for Students with Disabilities who are either not registered or registered with the Office of Disability Services (ODS) http://www.ods.txstate.edu/

Financial Aid: 512.716.4007

Non-Attendance and Financial Aid
If you are a Pell Grant, Iraq-Afghanistan Service Grant (IASG) or TEACH Grant recipient, federal regulations require you to have begun attending the courses for which you are enrolled and receiving these grants. If on the census date roster (e.g., 12th day of each fall and spring semester) you are reflected as not attending a course, you are assumed (for financial aid purposes) not to have begun attendance for that course. Your grant will then be adjusted or cancelled based on the courses you have actually begun attending.

Unofficial Withdraws and Financial Aid
If you fail to earn a passing grade in at least one of your courses (i.e., all U’s, all I’s or a combination of all U’s, W’s or I’s) during a semester, you are considered to have, for purposes of federal Title IV funds, unofficially withdrawn from the university. As a result, a federal withdrawal calculation must be performed to determine the amount of Title IV funds that you must repay. Once the amount you must repay is determined, Financial Aid and Scholarships will mail you a letter with the repayment details.
Note: A grade of U (Unearned Failing) is awarded to students who do not officially withdraw from but fail to complete a course (i.e., did not take a final exam, stopped attending, etc.) and failed to achieve the course objectives.

**Satisfactory Academic Progress (SAP) and Financial Aid**
Federal regulations require you to meet certain minimum academic standards in order to remain eligible for financial assistance. The requirements are that you: 1) maintain a minimum cumulative Texas State GPA; 2) complete at least 70% of all your coursework; and 3) not exceed a maximum limit of attempted hours toward your degree or certificate program.

Additional program-specific requirements also exist (e.g., TEXAS Grant). You can view these SAP criteria in more detail at [www.finaid.txstate.edu](http://www.finaid.txstate.edu) by selecting *Undergraduate Aid* or *Graduate Aid* from the dropdown menu and then *Maintain My Eligibility*.

Autumn Guel ([abg35@txstate.edu](mailto:abg35@txstate.edu)) in the One-Stop Center in the Avery Building is the financial aid representative for the St. David’s School of Nursing. Additional resources include:

- Financial Aid and Scholarships ([www.finaid.txstate.edu](http://www.finaid.txstate.edu/))
- Monies for nursing students ([www.nursing.txstate.edu/enteringclass/resources/scholarships.html](http://www.nursing.txstate.edu/enteringclass/resources/scholarships.html))

**Clinical Injury or Exposure**

If a student experiences a sharps injury, or exposure to blood or body products, the Centers for Disease Control (CDC) protocols of the clinical facility will be followed and an incident report must be completed by the faculty and submitted to the Director and to the Dean. Note: It is recommended that the student be seen within two (2) hours of the injury. (See Attachment D for the *Student Liability Insurance Incident Report Form.*) Students are responsible for any expenses incurred.

**Student Health Insurance**

It is required that all incoming students beginning Fall 2012 at Texas State University have health insurance coverage.

- *Academic HealthPlans, Inc.*
For those who do not have coverage, Texas State University has partnered with Academic HealthPlans, Inc. to offer an optional preferred provider insurance policy. For detailed information: www.healthcenter.txstate.edu/INSURANCE

- National Student Nurses’ Association’s injury and sickness insurance: 800.505.5450
  SON students who are members of the NSNA can purchase student injury and sickness insurance provided by United Healthcare Student Resources. Spouses and dependents may also be eligible for these benefits. For detailed information: www.uhcsr.com/NSNA

- Many additional student health insurance options can be found on the Internet.

Texas State University Student Support Services

Texas State University in San Marcos provides resources and programs to support student progression and retention. For a detailed list see: http://www.vpsa.txstate.edu/programs-and-services

Texas State University in Round Rock provides:

- Writing Center: www.writingcenter.txstate.edu/rrc
- Library Services: The RRC Library Services room is located on the 2nd floor of the Avery Building (www.rrc.library.txstate.edu)
- Veterans Affairs: A Veteran’s Affairs Benefits Specialist is available at the One Stop Center in Round Rock. Students can call 512.716.4023 or go to the Veterans Affairs Web site at www.va.txstate.edu for more information.
- Counseling Services at the Avery Building
- Counseling Practicum Clinic (CPC) and Career exploration services (CES). www.txstate.edu/clas/Professional-Counseling/RRHEC-Counseling-Practicum-Clinic.html
- Food services – Avery Building
- Student Food Pantry – Nursing Building 2nd floor. Obtain access during posted distribution hours or through the Admissions Office
- One Stop Center at the Round Rock Campus
  - www.rrc.txstate.edu/resources/osc
  - Financial aid information
  - Accommodations for students with disabilities.
  - Texas State ID cards

On-line Texas State University Resources
- Writing Lab: www.txstate.edu/slac/online-assistance/owl.html
• Grammar, Spelling and Punctuation: www.txstate.edu/slac/online-assistance/gsp.html

Textbooks can be ordered online at www.bookstore.txstate.edu or in person through the Texas State Bookstore located in the LBJ Student Center on the main campus in San Marcos. Options for shipping textbooks may exist. Information can be obtained by contacting the bookstore.

**Health Services and Resources**

Nursing students pay a health services fee with their tuition each semester so they are able to access services at the Satellite Student Health Center in the Nursing Building or at the Student Health Center in San Marcos.

Two additional health care resources include:

- **LoneStar Circle of Care** (www.lscctx.org/)
  Services include: Adult primary care, behavioral health, dentistry, family planning, obstetrics and gynecology, pediatrics, pharmacy and senior care.

- **2-1-1**
  The most encompassing database of resources including healthcare services in Central Texas is the 2-1-1Texas Community Resource Database.
  www.unitedwaycapitalarea.org/get_help_2-1-1/search_2-1-1_database.php

**Mental Health Services and Resources**

- **Texas State University Counseling Center on campus in San Marcos:** 512.245.2208
  Nursing students **do** pay with their tuition services offered at the Counseling Center. The Center is on campus in San Marcos; it is located in the LBJ Student Center, Room 5-4.1. For specific information about the Center and their special programs:
  www.counseling.txstate.edu/

  Same day appointments: 512.245.2208
  Call at 8AM; these appointments are limited and are usually filled by 8:15AM. Students can probably get Initial Consultation (ICON) the same day. The Counseling Center has Initial Consultation slots throughout the day.

  There is also an on-call counselor at the Center for students who would benefit from talking with a counselor on the telephone. The on-call counselor can help students with their situation, as well as consult with parents, staff, and faculty. **Important**: Nursing students are to tell the counselor that they are a nursing student and where they live.
If a student has an emergency situation such as thoughts of hurting themselves or others, here is how to get help:

Monday through Friday
- Call the Counseling Center in San Marcos and speak with an on-call counselor: 512.245.2208.
  - **Important:** Nursing students are to tell the counselor that they are a nursing student and where they live.
  - The on-call counselor can help students with their crises, as well as consult with parents, staff, and faculty.

Or
- Call a 24-Hour Crisis Hotline:
  - Serving Texas State University and Hays County: 877.466.0660 (Toll Free)
    Students are to indicate they are a Texas State student when calling.
  - Austin/Travis County Emergency Mental Health Services: 512.472.HELP (512.472.4357)
  - After Hours STAR Counseling Crisis Hotline (Round Rock): 800.440.9789
  - Bastrop/Burnet/Caldwell/Fayette/Gonzales/Lee/Williamson Counties: 800.841.1255 Toll-free
  - Williamson County Sheriff’s Department: Call 9-1-1
  - Crisis Intervention Team: 7 Days 24 Hours

Or
- Call 9-1-1

**Additional mental health resources:**

- LoneStar Circle of Care: Behavioral health  ([www.lscctx.org/](http://www.lscctx.org/))
- 2-1-1
- The most encompassing database of resources including mental health services in Central Texas is the 2-1-1Texas Community Resource Database. ([www.unitedwaycapitalarea.org/get_help_2-1-1/search_2-1-1_database.php](http://www.unitedwaycapitalarea.org/get_help_2-1-1/search_2-1-1_database.php))
- Students can also speak with Lynn Heimerl, Admission and Retention Coordinator at the St. David’s School of Nursing (phone: 512.716.2910; email: lh46@txstate.edu) to discuss resources and options. Her office is in room 117 in the Nursing Building.
SECTION 4: GENERAL POLICIES

Student Nursing Organization

The Student Nursing Organization is organized as a chapter of the National Student Nurses Association. Nursing students are encouraged to participate in school, state and national student nursing activities. [http://www.nursing.txstate.edu/enteringclass/student-nursing-organization.html](http://www.nursing.txstate.edu/enteringclass/student-nursing-organization.html)

Criminal Background Check

Conditions that may disqualify nursing student graduates from licensure and of their rights to petition the Texas Board of Nursing for a Declaratory Order of Eligibility are found in Attachment E. It is a requirement for each nursing student to read and sign the attachment. The original signed form will be kept in each student’s file.

Student Liability Insurance

All students participating in a clinical, internship or practicum activity as part of the nursing program at Texas State University are required to purchase liability insurance or demonstrate proof that they have liability insurance. Students have the option of providing their own liability insurance, but they must provide a copy of the policy prior to any clinical, internship or practicum placement.

Students will be informed of the amount of the insurance premium. This premium covers the Fall, Spring and Summer semesters. Only money orders made out to Texas State University can be accepted. Any student who fails to pay the insurance fee by the last day of the first full week of classes will be administratively dropped from the course.

Student Health Insurance

St. David’s School of Nursing requires all students to have health insurance. With the increasing risks of providing patient care, it is necessary to you are protected. Guidelines to consider:

- Basic care coverage for illness either at a doctor’s office, urgent care center or emergency room
- Prescription drug coverage or discount
- Reasonable and affordable deductible.
**Immunizations and Health Certificate Requirements**

It is a policy of the College of Health Professions that each student must provide a Health Certificate completed by a healthcare provider. It is also a policy to document certain immunizations using the Immunizations and Tests Form before the student can be placed in a clinical assignment. See the St. David’s School of Nursing website ([www.nursing.txstate.edu](http://www.nursing.txstate.edu)) for information on these requirements and the respective forms to be submitted. Students must stay current on immunizations and any other required vaccinations. Failure to meet immunization requirements will exclude students from clinical experiences. Students may also be required to meet certain health related requirements, including drug screening.

**Drug Screening**

All incoming students to the St. David’s School of Nursing will be required to have a clean drug screen, consistent with the requirements of our education partners. For cause drug screening may be requested throughout the program. Refer to Attachment C - Disciplinary Policy and Procedure.

**Basic Life Support for Health Care Professionals**

It is required that nursing students attain Basic Life Support certification for Healthcare Providers. It is suggested that this training is completed during the months of May or June immediately proceeding the first semester of nursing school.

**The three acceptable cards are:**

1. American Heart Association (AHA) "Healthcare Provider (HCP)" card (two year certification)
2. American Red Cross "CPR Professional Rescuer & AED for Healthcare Providers" card (two year certification)
3. The Military Training Network (MTN) BLS for Healthcare Providers card--an AHA affiliate (two year certification)

**Technology Requirements**

Students are required to have a laptop that meets posted specifications, including an Ethernet cable and a PDA/Smartphone for course and administrative activities and test taking.

Texas State provides each of its authorized users with a computer account, known as a Texas State NetID, which facilitates access to the University’s information resources. In accepting a Texas State NetID or any other access ID, the recipient agrees to abide by the applicable Texas
State policies and legal statutes, including all federal, state and local laws. Texas State reserves the right at any time to limit, restrict, or deny access to its information resources and to take disciplinary and/or legal action against anyone in violation of these policies or statutes.

One such policy, reflected in the Appropriate Use of Information Resources brochure (UPPS 4.0.1.07), clearly outlines the University’s expectations regarding the use of its computing and other information resources and specifically prohibited behaviors. These prohibited behaviors include harassment, virus infusion, bandwidth monopolization, and a host of others. Students should especially note the prohibition against unauthorized duplication, use and/or distribution of software and other copyrighted digital materials (including copyrighted music, movies, graphics, etc.) All software and many other digital materials are covered by some form of copyright, trademark, license and/or agreement with potential civil and criminal liability penalties. Exceptions must be specifically authorized by the copyright/trademark holder or by the fair use provisions of the copyright law. If questions contact IT Assistance Center at (512) 245-4822.
SECTION 5: CLASSROOM CONDUCT

Attendance

It is the expectation of the St. David’s School of Nursing that students will attend all classes at all times. There is no makeup for missed clinical or simulation lab. Attendance is required for participation points. If students are receiving financial aid, 80% attendance is required. Absences must be reported to the federal student loan agency.

Dress Code

St. David’s School of Nursing is a professional school and we often have members of the public visiting our facility; therefore, we require students to dress in a professional manner at all times. There is a very specific St. David’s School of Nursing uniform policy for clinical settings. Within the St. David’s School of Nursing, the following general rules of dress apply. Violation of the dress code will result in dismissal from the classroom. Readmission to the class will be allowed once dress code has been met.

1. Body piercing, other than ears, must not be visible.
2. Revealing clothing should not be worn or, at a minimum, must be covered while in the St. David’s School of Nursing.
   a. Revealing clothing consists of:
      i. Midriff baring or strapless shirts
      ii. Short-shorts or short skirts
      iii. Low-rise pants and/or low-cut shirts that reveal “cleavage”
      iv. No undergarments should be visible

Remember that you are representing St. David’s School of Nursing and the nursing profession. As such, you are expected to maintain an appropriate level of professionalism at all times.

Classroom Behavior

Students are expected to behave in a manner commensurate with their status as mature, intelligent and professional students. Students are expected to participate and not perform extraneous activities during class, seminar, clinical or lab time. For example, use of PDA/cell phone/text messaging and the Internet for non-class activities including social media are considered inappropriate classroom behaviors (see Attachment G: Social Media and Networking Policy).
**Enforcement of Rules**

Students are expected to comply with the stated rules of conduct and professional behavior of the St. David’s School of Nursing. Due to the unique responsibilities for patient care in nursing services, each faculty member evaluates the professional behavior of students in classrooms, simulation labs and clinical settings.

If a student violates the code of professional conduct, disciplinary action will be applied. The severity of this action will be based on the infraction and could include dismissal from class, clinical setting, simulation labs and/or from the Nursing Program.

Student behaviors are also discussed in the University Code of Student Conduct as set forth in the Texas State Student Handbook.
**SECTION 6: CLINICAL SETTINGS AND SIMULATION LABORATORY**

**Admission Requirements**

As a condition of admission, students are required to meet the following:

1. Professional liability insurance premiums are paid and coverage documented. Costs are subject to change without notice
2. Health Certificate is completed and signed by a healthcare provider
3. Complete the Immunizations and Tests Form
4. Current Basic Life Support (BLS) for Healthcare Providers
5. Must have reliable personal transportation
6. Must have a valid Social Security Number
7. Documentation of health insurance for each semester you are attending Nursing School. If you do not have health insurance, there are many resources on the Internet. The following is a site posted on the Texas State University website:
   
   a. Insurance: Student Health Center  
      [www.healthcenter.txstate.edu/INSURANCE](http://www.healthcenter.txstate.edu/INSURANCE)
   b. Deadline: Provide documentation on or before the first day of the Fall 2012 semester

**Clinical Setting**

Clinical experiences will be in various facilities including, but not limited to, the St. David’s School of Nursing building (simulation labs), hospitals, nursing homes, outpatient clinics, day care centers, schools, community settings and residential facilities.

**General Policies for Clinical Rotations**

The following is a list of general policies regarding clinical rotations. Specific assignments and responsibilities will be provided by the faculty.

1. Clinical placements are made at the discretion of the faculty. Assignments are made based on the learning value of a site, the student's previous assignments and experiences. Assignments will not be made based on the convenience of the student.
2. Clinical hours are not limited to Monday through Friday, 8am to 5pm; thus students must make appropriate arrangements to allow for completion of their clinical assignments.
3. Students are not to leave the clinical setting without permission from their clinical instructor.

4. The clinical assignments are made in various Texas hospitals and healthcare facilities. The rotations will involve travel and transportation is the responsibility of the student.

5. Students are to abide by the rules and regulations of each clinical facility. Use of PDAs/cell phones are for official clinical purposes only. Personal calls while at the clinical site should only be made when absolutely necessary.

6. It is not appropriate for student nurses to discuss other nurses or faculty with staff members at the facility. Concerns are to be shared with the faculty member and Director of the Nursing Program.

7. Students are required to complete the St. David’s School of Nursing evaluation forms for course, simulation labs and clinical experiences.

**Personal Appearance**

Students represent not only Texas State University and the St. David’s School of Nursing, but also the Nursing profession. In the clinical setting, nursing students are required to be well groomed and dressed to reflect a professional image. Student identification must be visible at all times. Student appearance must also be in compliance with clinical site dress code. The clinical faculty reserves the right to dismiss a student from a clinical site based on unprofessional or inappropriate dress or behavior. The following are minimal expectations of the personal appearance of a St. David’s School of Nursing student.

1. **Hair:** must be clean and pulled back from the face so as not to fall forward while giving patient care. Plain black headbands may be worn. No other decorative hair accessories are allowed. No unusual hair colors; must have human color hair. Beards or moustaches for men will be neatly trimmed.

2. **Make-up:** should be minimal and appropriate so as to reflect a professional image.

3. **Nails:** need to be smooth, fingertip or shorter length and clean. Nail polish and artificial nails are **not allowed** in patient care areas or simulation labs, as they are an infection control risk.

4. **Jewelry:** should be minimal – no more than one ring band per hand, one set of post earrings to the lobe of ears, no hoops or dangling earrings, as they are a safety issue. No other visible piercings or tongue piercings are allowed.

5. **Personal cleanliness:** the student will maintain a level of personal hygiene that keeps the student free of offensive odors such as body or mouth odor, a strong smell of smoke, perfume and cologne.

6. **Tattoos:** must be covered at all times while in the clinical area.
Simulation Lab and Clinical Attire

1. Texas State Nursing ID badge.
2. Clean, neat, approved style and color scrubs embroidered with the approved logo.
3. Clean, all white or all black, non-permeable (preferably leather), and closed-toed shoes (no mesh allowed). Socks matching the color of your shoes must be worn.
4. A white lab coat with St. David’s School of Nursing patch on the sleeve will be worn over professional business casual attire when appropriate. No other outer garments are approved to be worn.
5. Appropriate undergarments should be worn under clinical uniform or business attire (i.e. full coverage and not visible). A maroon or black long-sleeved plain t-shirt may be worn under the scrub top.
6. Any exceptions may occur on a course-to-course basis and will be addressed in the course syllabus.

Pre-Clinical Attire

1. Texas State Nursing ID badge
2. A white lab coat with St. David’s School of Nursing patch on the sleeve will be worn over professional attire when appropriate.
3. Professional attire (no denim apparel, jogging suits, sweat pants, sweat shirts, shorts, miniskirts, tank tops, low cut tops or low slung pants).
4. Appropriate undergarments (i.e. full coverage and not visible).
5. Closed-toed shoes.
6. Any exceptions may occur on a course-to-course basis and will be addressed in the course syllabus.

Clinical Evaluation

Formative evaluation is an ongoing process which provides data that can be used to develop a more complete evaluation of the student’s performance in the course. Formative evaluation (ongoing) is done at intervals specified by the faculty. Learning Contracts will be utilized to supplement evaluation when necessary to guide the student to meet the course requirements.

Students will complete a self-evaluation at midterm and upon the completion of the course. This will include a rating of individual objectives and a narrative summary report.

The following scale will be used in the evaluation process:

- **Self-Directed**
  - Student practices in a safe, accurate, proficient and self-directed manner.
o Student independently seeks out instructor to provide and validate information for safe care.
o Student independently seeks out appropriate patients correlating to the practicum level.
o Student demonstrates professional behaviors while meeting the objectives for each clinical day.
o Written and verbal communication is clear, professional and therapeutic.
o Clinical assignments are thorough, complete and submitted in a timely manner.

• Assisted
  o Student practices in a safe, accurate, and proficient manner.
o Student appropriately seeks reinforcement and supervision by faculty or nursing personnel.
o Student demonstrates professional behaviors while meeting the objectives for each clinical day with minimal guidance.
o Written and verbal communication is professional and effective.
o Clinical assignments are complete and submitted in a timely manner.

• Marginal
  o Student practices in a safe manner, however requires frequent prompting from faculty or nursing personnel.
o Student demonstrates professional behaviors while meeting the objectives for each clinical day with maximum guidance.
o Written and verbal communication is at times professional, but requires frequent guidance.
o Clinical assignments are partially complete and/or submitted late.

• Unsafe/Unprofessional
  o Student practices in an unsafe manner requiring frequent prompting from faculty or nursing personnel.
o Student demonstrates unprofessional behaviors.
o Does not meet objectives for each clinical day.
o Written and verbal communication is disorganized, incorrect and inaccurate.
o Clinical assignments are incomplete, inaccurate and/or submitted late.

Summative evaluation (final): The summative evaluation is the composite of the clinical behaviors for the course scheduled at the completion of the clinical experience. Successful completion of the course is dependent upon the summative evaluation.
**Critical Incidents**

While working at any clinical site, students must **immediately** report any critical incident (injury, fall, medication error, etc.) in which they are involved. The incident must be reported to the clinical faculty. Students must follow the facility’s policies regarding Occupational Safety and Health Administration (OSHA).

Upon receipt of any official document notifying them of inclusion in a lawsuit, the student must furnish a copy to the Director of the Nursing Program who will in turn furnish a copy to the Dean's office immediately.

The Dean's office will notify the university attorney and the insurance carrier and furnish copies of all documents to the insurance carrier as soon as possible.

Copies of all correspondence will be maintained in the Dean's office.

**NOTE:** Any copies of accounts related to the incident, such as written statements that are prepared by the student, faculty, and agency staff will be furnished to the student liability carrier. All of these documents are subject to "discovery" by the injured party's attorney. "Discovery" means that they are entitled to copies of all these documents; therefore, it is important not to include anything other than facts.
SECTION 7: CONFIDENTIALITY AND PRIVACY

Privacy

Anyone who has access to private and personally identifiable information concerning Texas State employees, faculty, students, clients, affiliates or others who have access to any information made confidential by Texas State policies or law (including but not limited to the Family Education Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Gramm-Leach-Bliley Act of 1999) will take reasonable and necessary steps to maintain the privacy of such information. Private and personally identifiable information includes but is not limited to social security numbers, driver’s license numbers, unpublished home addresses or telephone numbers, personal account numbers, computer passwords and accounts, financial information, collection of credit card information for services, and protected health information (patient records and information).

Confidentially

Confidentiality measures relate to the patient as well as other information that the student may access in the clinical area such as facility related information. Such information must be de-identified for use in the classroom, laboratory, and clinical rotations. The Health Insurance Portability & Accountability Act (HIPAA) training is required prior to clinical assignments and facility guidelines will be followed at all times. All patient information must remain confidential at all times.

Students must not disclose information to unauthorized individuals including but not limited to facility personnel, family, or friends. In classroom discussions, information will be discussed in a "de-identified, de-personalized" manner unless otherwise consented to.

Students may not print, photocopy or electronically replicate by any means or remove any part of the medical record for any purpose.

Students should not access records of patients to whom they are not assigned.

Students are not to have access to their own medical records or those of family or acquaintances while at the clinical sites. There are proper procedures one must follow to access one's own medical information.

The primary purpose of a medical record is to document the course of the patient’s healthcare and to provide a medium of communication among healthcare professionals for current and
future patient care. In order to fulfill these purposes, significant amounts of data must be revealed and recorded. The patient must be assured that the information shared with healthcare professionals will remain confidential; otherwise, the patient may withhold critical information that could affect the quality of care provided.

As students in the nursing program, you will have access to medical information and data at the clinical sites. It is imperative that the confidentiality of this information be honored. For this reason, all students who enter the program will be required to read and sign a copy of the Confidentiality Agreement. **This signed form will be kept in the student's file in the St. David’s School of Nursing.**

**Student Files**

All students in the Nursing Program will have a file that is maintained by the Nursing Admission and Retention Coordinator. This file includes the St. David’s School of Nursing application and supporting documents, completed degree outlines and summaries and any disciplinary documentation. Clinical evaluations and Learning Contracts are stored electronically.

The St. David’s School of Nursing Academic Advisor updates the student’s degree plan and forwards it to the College of Health Professions Advising Center. The official degree plan is used for graduation certification and is maintained in the College of Health Professions in San Marcos.

Students may request access to their student files. Prior to review, a request must be made to the Director of the Program. A faculty member must be present while the files are being reviewed. Student files may NOT be removed from the St. David’s School of Nursing Office of Admission. No information is to be added to or deleted from the file without permission from the Director of the Program.

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords certain rights to students concerning their educational records. FERPA affords students a right to inspect and review their educational records (with exceptions) and to request their records be amended, to have limited control over the disclosure of information contained in their records, and to file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the requirements of the FERPA.

Anyone with knowledge or suspicion of a violation shall report the incident promptly to their immediate supervisor or faculty or the Director of the Program. Information acquired in the investigation of any known or suspected violation shall be confidential unless disclosure is authorized or required by law.
Violation of privacy and confidentiality laws and policies may subject the violator to disciplinary or criminal action.

For more information go to [www.dos.txstate.edu/handbook/rules](http://www.dos.txstate.edu/handbook/rules)
SECTION 8: ACADEMIC PROGRESSION

The nursing program must be completed in three years from time of first admission. Students enrolled in the nursing program are required to maintain a grade of at least a “C” (2.0 GPA) in all courses in the nursing curriculum. However, to graduate with a Bachelor of Science in Nursing, students must have a minimum GPA of 2.5 in their nursing coursework.

Nursing courses are offered in a lock-step sequence. Each course will be offered only once each academic year; therefore, progress in the program will be delayed if the student fails or drops a course. A student may repeat a nursing course only once. Following a second nursing course failure, a student will be dismissed from the nursing program, but not Texas State University.

A student who is out-of-sequence (whether due to illness, course failure, or other reasons) cannot be assured of a space in subsequent courses, although every effort will be made to accommodate the student. Following a first course failure, a student must submit an action plan to the Admission, Progression, and Graduation (APG) Committee if he/she wishes to continue in the nursing program. The action plan will provide details as to changes the student plans to make for successful continuation in the program and specifically address behaviors that led to the course failure. The APG Committee may ask for further clarification from the student, and the response must be submitted according to the time frame indicated by the Committee. Students must also reapply to Texas State University.

**Graduation**

To graduate with a Bachelor of Science in Nursing Degree, a student must successfully complete all nursing courses with a “C” or better in addition to completing all prerequisite courses. Graduating students must have attained a 2.0 or higher Texas State University GPA with a minimum of a 2.50 GPA in the Nursing major.

**Remediation**

The Nursing Program provides a variety of remediation opportunities for students. Students having academic difficulty will contact the faculty member and the Nursing Admission and Retention Coordinator to plan and arrange for remediation. The earlier the need for remediation is identified, the more effective the remediation may be. The remediation program cannot guarantee success for the student, but the faculty and staff will take all reasonable measures to help the student manage their challenges and to progress in the nursing program. The Office of Disability Services should be contacted, as indicated.
Grading Policy

The nursing faculty has determined a grading scale for all nursing courses in keeping with the minimum passing criteria of the credentialing organization. The evaluation scale is as follows:

- 90 - 100 A
- 80 - 89 B
- 75 - 79 C
- 70 - 74 D
- 69 & below F

U” Grade: Grade used when a student does not officially withdraw from but fails to complete a course (i.e., did not take a final exam, stopped attending, etc.) and fails to achieve the course objectives. For a grade of “U” the instructor will enter the date the student last participated in an academically-related activity.

"W" Grade: Automatically assigned by the computer during the "Automatic W" period, or assigned by the instructor during the withdrawal grading period if a student withdraws from the University and is earning a passing grade at the time of withdrawal.

"I" Grade: Temporary grade used when students fail to complete a vital portion (final examination, paper, etc.) of the course due to conditions beyond their control. For a grade of “I” the instructor will enter the date the student last participated in an academically-related activity.

Exams and Competency Validation

Each course will have required activities or assignments and examinations to validate learning and competency. An overall earned course average of 75% is required of all students in order to pass all nursing courses. In order to pass nursing courses with a clinical practicum component, the student must achieve a 75% average or above on theory exams, which may include quizzes, unit exams, and a comprehensive final as defined in the course syllabus.

In addition to the course exams, students will be required to take a series of nationally standardized comprehensive assessment exams to guide the faculty and student on the student’s readiness to pass the National Council Licensure Examination for Registered Nurses, (NCLEX-RN®). These exams are assigned to a course each semester. The results of the exams will identify areas of strength and weakness for each student and allow for additional preparation on content, as needed. Faculty may provide additional learning experiences for students based on need. These exam grades are factored into the course grade.

Medication Administration & Calculations: Nursing Program Examination Requirements
General Purpose:
Medication dosage calculation is a critical component of clinical nursing practice. It is imperative that drug dosages be calculated correctly for safe patient care. In order to ensure that students have mastered dosage calculations, they will be required to pass medication exams in selected nursing courses. In addition to dosage calculations, students will be required to know how to read medication orders accurately, including medical abbreviations.

Requirements:
Students will be required to pass all medication exams administered in the nursing program. The passing score is 95%. Each student will have 3 opportunities to pass any given medication exam; however, failure to pass the exam after the third attempt will lead to failure to progress in the nursing program. Please refer to the admission and progression policies regarding readmission.

Preparation:
Students will be given assignments in the courses to assist in preparation for the medication exams. Practice quizzes will also be available so students will know what to expect on the medication exams.

Helpful Guidelines:
1. Do assignments on time. The information is learned by practice not cramming. Students need the time provided to master the content.
2. The medication calculation textbook offers 4 methods to do drug calculations. All methods are acceptable. Students should choose the method that works best for them.
3. If a student experiences difficulty at any time, they should seek help quickly. Do not delay. The faculty is committed to their success and will assist them if they seek help.
4. Rounding, if needed, should be done after arriving at the final answer. Do NOT round at each step in the calculation. Rounding is done only when you arrive at a dose that is not realistic to give. For example, one cannot give 3.07 tablets; therefore, one must round to 3 tablets. The rounding rule states that if the hundredth column is 5 or greater, the tenth column is increased by 1. In the example of 3.07 tablets, the 7 rounds up to make the number 3.10. However, realistically one still cannot give 3.10 tablets, so rounding will continue to the tenth column. Because 1 is less than 5, drop the 0.10 to be left with 3. The realistic answer is to give 3 tablets. The medication calculation textbook covers rounding in the Basic Math Review Section.
5. Practice, practice, practice calculation problems consistently. There are ample practice problems in the textbook, textbook CD-ROM and student resources online provided by the textbook.
6. Students may use a calculator when completing calculation problems for practice and in the clinical area. Only calculators provided by the St. David’s School of Nursing may be used during any examination.
**Remediation:**

If a student is unsuccessful on the first or second attempt to pass any given medication exam, they will be required to develop a plan for remediation with the instructor of record for the course. The remediation plan must be completed prior to the date of the repeat medication exam.
SECTION 9: ETHICS AND PROFESSIONAL CONDUCT

American Nurses Association Code of Ethics

Nursing students are expected to be familiar with and perform consistently with the Code of Ethics for Nurses. For comprehensive and current Code of Ethics for Nurses, see www.nursingworld.org

American Nurses Association Code of Ethics (2011)
http://www.nursingworld.org/Mobile/Code-of-Ethics

ANA Nursing Ethics is part of The Center for Ethics and Human Rights, which maintains the ANA Nursing Code of Ethics

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

Provision 1
The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

Provision 2
The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

Provision 3
The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
**Provision 4**
The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

**Provision 5**
The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

**Provision 6**
The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

**Provision 7**
The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

**Provision 8**
The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.

**Provision 9**
The profession of nursing value, for maintaining the integrity of the profession and its practice, and for shaping social policy.

© American Nurses Association

**Professional Conduct**

Inherent in the profession of nursing are values that are demonstrated through professional conduct. Examples of professional values include: demonstrating a commitment to nursing; demonstrating cooperation and collaboration; placing the patient’s welfare first; exhibiting personal as well as intellectual responsibility and adhering to the nursing program and clinical facility policies. These are areas by which the student is evaluated in the area of professional conduct.

In keeping with the philosophy of Texas State, a student is expected to exhibit professional behavior when performing nursing activities or representing the Nursing Program in any capacity.
When in the clinical area or any clinical experience, the student should be identified as a Texas State nursing student by proper uniform, and/or identification as listed in the Dress Code Policy. The student is expected to exhibit a professional manner, which includes but is not limited to having a neat, clean appearance and utilizing appropriate language and behavior.

The student will notify the clinical faculty or preceptor appropriately when she/he is tardy, absent, or for any reason unable to complete nursing responsibilities, will be absent from the clinical setting, or must leave the clinical area prior to the end of clinical time.

The student is expected to deliver care in a nondiscriminatory and nonjudgmental manner that is sensitive to patient diversity. When providing care, the student places the patient’s welfare first by: being accessible and prompt in answering the patient’s requests; establishing a priority of activities which reflects the patient’s needs; and being responsible and reliable when needs are identified by the patient, staff or clinical instructor. The student delivers care in a manner that preserves and protects patient autonomy, dignity, rights and confidentiality.

The student interacts professionally, both written and verbally, with faculty, staff, patients, and peers when giving and receiving information. When a question or unclear situation occurs, the student follows the appropriate channels of communication and authority for clarification (faculty, course coordinator, Director, Dean). The student’s written work/charting is accurate, has a professional appearance, and is completed according to standards of the clinical site and Texas State. Cellular phones, beepers and pagers are to be used in emergency situations and according to clinical site policies as well as at the discretion of the faculty.

The student is a cooperative team member who considers the needs of the entire group when working together, giving and receiving assignments, and accepting the roles and responsibilities of others in the group. The student accepts and acts upon constructive criticism.

The student exhibits intellectual and personal responsibility by readily acknowledging mistakes and/or oversights, and takes action to correct the situation. The student is honest and truthful when interacting with patients, peers, faculty and staff, and in completing written work such as charting, care plans, and assessment guides. The student completes her/his own work, not representing anyone else’s work as being their own. The student identifies group collaboration on projects when indicated and appropriate. Refer to Policy on Academic Honesty in the Undergraduate Catalog, which will extend to the class and clinical experience.

**Unprofessional Conduct**

If displaying unprofessional conduct, the student may be sent away from the classroom, clinical or laboratory setting by the faculty or designated authority. The instructor then notifies the
Director. The Director will notify other College officials as deemed necessary. Documentation of the conduct will be completed as appropriate.

**Independent Work**

Students are expected to do their own work unless an individual course instructor has indicated that group activity is acceptable. In the class, seminars, and practice labs students are expected to participate by sharing observations and impressions. Just because you can access something on the internet, it does not mean that you should use it in place of independent work as this may be considered plagiarism.

Students may share notes and resources to facilitate one another’s learning: however, it is considered unethical for one student to ask another for copies of papers, projects, old exams, or to show or exchange answers before, during or after exams, clinical validations or demonstrations.

Students are expected to do their own work on all graded material submitted for course requirements. Since dishonesty harms the individual, fellow students, and the integrity of the university, policies on academic dishonesty will be strictly enforced.

It is considered unethical for a student to secure and/or make copies of an exam that is to be administered or one that has previously been administered.

Any conduct considered to be unethical is cause for immediate dismissal from the program according to the Texas State Student Handbook. Any observances of such conduct by faculty or reports to faculty will immediately be investigated.

**Texas State Academic Honor Code**
**(_Courtesy of the Texas State Student Handbook_)**

The Texas State University Policy and Procedure Statement, [http://www.txstate.edu/effective/upps/upps-07-10-01.html](http://www.txstate.edu/effective/upps/upps-07-10-01.html) for academic integrity establishes the following:

- Instructor responsibilities
- Student responsibilities
- Procedures for cases of academic misconduct (including rules about hearings and appeals)
The university expects both faculty and students to respect and follow the Honor Code. For students, this means that all academic work will be done by the individual to whom it's assigned, without authorized aid of any kind.

It is the student's responsibility to be aware of the policy on academic misconduct. Students are strongly encouraged to communicate with their respective instructors if there is a question of whether or not a study practice, activity or any other student behavior falls under the umbrella of academic misconduct. Do not put yourself in an untenable position because of your failure to receive approval from your respective instructors regarding student academic activity.

Violating the Honor Code

According to the University Policy and Procedures Statement 07.10.01 the following is important information concerning definitions relating to academic dishonesty.

"Violation of the Honor Code" includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion and the abuse of resource materials.

"Cheating" in general, but is not limited to, means engaging in any of the following activities:

1) Copying from another student's test paper, laboratory report, other report, computer files, data listings, programs, or from any electronic device or equipment.

2) Using during a test, printed, audio or electronic materials not authorized by the person giving the test.

3) Collaborating, without authorization, with another person during an examination or in preparing academic work.

4) Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying or possessing, in whole or in part, the contents of an un-administered test, or other academic products.

5) Substituting for another student or permitting another person to substitute for oneself in taking an examination or preparing academic work.

6) Bribing or coercing another person to obtain an administered test or obtain information about an un-administered test or other academic products.

7) Purchasing or otherwise acquiring and submitting as one's own work, any research paper or other assignment prepared by another individual or by a firm. This section does not apply to the word processing of the rough or final versions of an assignment by a professional service.
8) Submitting the same essay, thesis, report, or another project, without substantial revision or expansion of the work, in an attempt to obtain credit for work submitted in another course.

9) Falsifying data.

"Plagiarism" in general, but not limited to, means the appropriation of another's work and the inadequately or inappropriately acknowledged incorporation of that work in one's own written, oral, visual or the performance of an original act or routine that is offered for credit.

"Collusion" in general, but not limited to, means the unauthorized collaboration with another person in preparing any work offered for credit.

"Abuse of resource materials" in general, but not limited to, means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course content.

*Please note that not all activities that constitute academic misconduct are listed in specific detail in the UPPS 07.10.10. It is expected that students will honor the spirit of academic integrity and will not place themselves in the position of being charged with academic misconduct.

The Honor Code
http://www.dos.txstate.edu/handbook/rules/honorcode.html

As members of a community dedicated to learning, inquiry and creation, the students, faculty and administration of our university live by the principles in this Honor Code. These principles require all members of this community to be conscientious, respectful and honest.

WE ARE CONSCIENTIOUS. We complete our work on time and make every effort to do it right. We come to class and meetings prepared and are willing to demonstrate it. We hold ourselves to doing what is required, embrace rigor and shun mediocrity, special requests and excuses.

WE ARE RESPECTFUL. We act civilly toward one another and we cooperate with each other. We will strive to create an environment in which people respect and listen to one another, speaking when appropriate, and permitting other people to participate and express their views.

WE ARE HONEST. We do our own work and are honest with one another in all matters. We understand how various acts of dishonesty, like plagiarizing, falsifying data and giving or receiving assistance to which one is not entitled, conflict as much with academic achievement as with the values of honesty and integrity.
The Pledge for Students
Students at our university recognize that, to ensure honest conduct, more is needed than an expectation of academic honesty, and we therefore adopt the practice of affixing the following pledge of honesty to the work we submit for evaluation:
I pledge to uphold the principles of honesty and responsibility at our university.

The Pledge for Faculty and Administration
Faculty at our university recognize that the students have rights when accused of academic dishonesty and will inform the accused of their rights of appeal laid out in the student handbook and inform them of the process that will take place. The statement is as follows:

I recognize students’ rights and pledge to uphold the principles of honesty and responsibility at our university.

Acceptance of Gifts

Taken from: CHAPTER VIII. ETHICS POLICY FOR REGENTS AND EMPLOYEES OF THE TEXAS STATE UNIVERSITY SYSTEM:

5. BENEFITS, GIFTS AND HONORARIA.

   5.3 Prohibited Benefits. A Regent or an employee shall not solicit, accept, or agree to accept any benefit from any person the Regent or employee knows is interested in or is likely to become interested in any contract, purchase, payment, claim, or transaction involving the Regent's or employee's discretion. This prohibition does not apply to (1) gifts or other benefits conferred on account of kinship or a personal, professional, or business relationship independent of a Regent's or employee's status, respectively, as a member of the board or as an employee; (2) a fee prescribed by law to be received by a Regent or employee or any other benefit to which he or she is lawfully entitled or for which he or she gives legitimate consideration in a capacity other than as a member of the Board or an employee of the System or a component; (3) a gift, award, or memento that is received from a lobbyist who is required to make reports under Government Code, Chapter 305 and, (4) items having a value of less than $50, not including cash or negotiable instruments. A Regent or an employee who receives an unsolicited benefit that he or she is prohibited from accepting by law may donate the benefit to a governmental entity that has the authority to accept the gift or may donate the benefit to a VIII-7 recognized tax-exempt charitable organization formed for educational, religious, or scientific purposes.
PURPOSE

1. A purpose of this policy is to establish a procedure through which a student in the College of Health Professions may appeal a final course grade earned in a course offered by a department or program in the College of Health Professions.

2. A purpose of this policy is to define the composition of the Grade Appeal Committee of the College of Health Professions. For the purposes of this policy, the following definitions will be used:

   “Texas State” refers to Texas State University.

   “College” refers to the College of Health Professions.

   “Chair” refers to the director of a school, department or program within the College and through which the course was offered.

   “Committee” refers to the Grade Appeals Committee appointed by the College’s Dean.

   “Sub-committee” refers to a sub-committee of the Grade Appeals Committee appointed by the Grade Appeals Committee Chair.

   “Committee Chair” refers to the chair of the Grade Appeals Committee.

   “Instructor” refers to the professor, instructor or lecturer of record for the Academic or clinical course for which the grade is being appealed.

   “Appeal” refers to the appeal of the grade the student has earned in a course.

POLICY

A Texas State student has the right to appeal the grade earned in a course completed at Texas State. The Texas State policy is printed in the appropriate Texas State catalog.

The policy for “Change of Grades” for undergraduate students states, “Students who wish to protest a grade earned in a course should first discuss the grade with the instructor. If no resolution is reached, the student may appeal the grade to the department Chair/Director. If no satisfactory conclusion can be reached at this level, the student may appeal to the College Dean whose decision is final.” (Texas State Undergraduate Catalog, 2010-2012, page 32). In accordance with Texas State’s records
retention policies, a student appeal for a change of grade must be filed no later than two years after the grade is issued.

It is the policy of the College that the University policy for grade appeals will be followed. The Grade Appeal Committee is an advisory body to the Dean. The procedures for completing a grade appeal will be reviewed on an as needed basis, but no less than every three years. The grade appeal policy will be made available to students by inclusion in a department or program student handbook, or by any other mechanism deemed appropriate by that department or program.

**COLLEGE GRADE APPEALS COMMITTEE**

1. The Dean will appoint a Grade Appeals Committee:
   - Will consist of a representative from each academic unit
   - Be appointed on a rotating basis
   - Serve for a 3 year term, with the possibility of an additional term, and when a member is unable to complete a term, a replacement will be appointed to fill the remaining portion of the term
   - Committee members will receive a copy of the current policy at the time of the appointment

2. A Committee Chair will be appointed by the Dean. The Committee Chair:
   - Will serve a one year term, with the possibility of reappointment
   - Must have served as a member for at least one year prior to appointment as Committee Chair
   - Has authority to request additional information from the student or the instructor prior to the Committee review of the appeal
   - Has discretionary authority to appoint the sub-committee for review of a grade appeal
   - Has the authority to direct the review by the full committee or by a subcommittee

3. A committee member who was the instructor of the course for which the grade has been appealed may not be present during the deliberative process.

4. A committee member who represents the department or program from which the appeal has been made will serve as an ex-officio member of the committee and, may be present during the committee’s discussion of the appeal, but may not be present during the committee’s deliberative process.

5. A sub-committee will be appointed by the Committee Chair and will:
   - Be made up of at least three members of the committee
• Have a sub-committee chair appointed by the Committee Chair to be responsible for completing the appropriate paperwork to document the sub-committee recommendations
• Not include a member who was the course instructor or represents the department or program from which the appeal has been made

PROCEDURE

1. Student Responsibility: Once the final course grade has been assigned, a student who does not believe the final course grade was appropriately assigned:

• Must first attempt to negotiate a resolution with the instructor by submitting a written request for reconsideration within two years following the date grades were submitted to the Registrar’s Office.
• Must appeal to the Chair/Director if the instructor is unavailable during that period or is no longer employed by Texas State.
• If the student is unable to negotiate a satisfactory resolution with the instructor of record, the student must submit the appeal to the Chair/Director using the College of Health Professions Grade Appeal Form (Attachment F).
• It is the student’s responsibility to provide all documentation requested on the Grade Appeal Form in an objective and thorough manner. Failure to provide all such information will result in the Committee’s rejection of the appeal upon receipt.
• If at any time during the appeal process the student wishes to substantially alter the basis of the appeal, the student must re-initiate the process beginning with an attempt to negotiate a resolution with the course instructor

2. Instructor Responsibility:

• Attempt to negotiate a resolution with the student appealing a final course grade
• Provide appropriate objective documentation of the response to the student’s appeal on the Grade Appeal Form within 10 working days of receipt of the written appeal
• Provide additional information to the Committee when requested to do so by the Committee

3. Chair/Director Responsibility: Upon receipt of an appeal the Chair/Director will:

• Notify the instructor of the continuing appeal and allow the instructor to clarify the process through which the grade being appealed was earned by the student
• Review all materials submitted regarding the appeal by the student and the course instructor
• Within 10 working days of receipt of the written appeal provide a written decision on the Grade Appeal Form
• Provide the instructor with a copy of the written decision
4. To Complete the Appeal:

- If the student is satisfied with the decision of the Chair/Director, the student will respond on the appropriate section of the Grade Appeal Form
- If the student is not satisfied with the decision of the Chair/Director the student will respond on the appropriate section of the Grade Appeal Form to request the Chair/Director to forward the appeal to the Dean’s Office

5. Dean’s Responsibility: Upon receipt in the Dean’s Office, the Dean will:

- Notify the Committee Chair of the appeal
- Provide the appeal packet to the Committee Chair for initial review

6. Grade Appeals Committee Responsibility: Upon completing the initial review of the appeal, the Committee Chair will:

- Notify the committee of the appeal or appoint a sub-committee to review the appeal
- Determine if additional information will be needed for clarification, then:
  a) contact the student to request additional documentation to support or clarify the appeal
  b) contact the instructor to request additional documentation to support or clarify the instructor’s response to the appeal
  c) contact the department/program/school Chair/Director to request additional documentation to support or clarify the issues of the appeal

7. Committee or Sub-Committee Responsibility:

- Review all materials submitted for the appeal
- Base its decision on all materials and information provided for the appeal
- Discuss individual conclusions and come to consensus during a physical or electronic meeting of the committee or sub-committee
- Submit a written recommendation on the Grade Appeal Form to the Dean within 10 working days of notification of the appeal

Note: If the grade appeal occurs during a semester break, the time limit will extend into the next semester, and the ten-day limit will begin with the start of that semester. If the grade appeal occurs at the end of the semester, the student will have an extension of ten days which will begin with the start of the next semester.
8. **Dean’s Notification to the Student:**

- The Dean will review the Committee’s written recommendation and documentation in support of the appeal.
- The Dean will provide written notification of the final decision within 5 working days of receipt of the Committee’s written decision to:
  a) the student
  b) the Committee Chair, with explanation of the decision if it differs substantially from the Committee recommendation
  c) the Chair/Director
  d) the instructor
SECTION 10: GRADUATION

Degree Audit Report (DARS)

During the junior fall semester of coursework in the Nursing Program, the St. David’s School of Nursing Advisor will initiate a Texas State degree outline for each student. This degree outline, called a Degree Audit Report or DARS, will serve as the agreement between the student and the university to define and delineate all prerequisite and professional coursework which must be taken for the student to receive a BSN degree. This process helps guide the student so that only the courses required for the degree are taken. The student will be able to track his/her progress toward degree completion through the Degree Works system. Please contact the School of Nursing Academic Advisor in room 117 for questions regarding degree audits.

Graduation Requirements

Before graduating from Texas State with the BSN, students must satisfy the following requirements:

- a grade of "C" or above in each nursing course
- Texas State overall GPA must be at least 2.25
- Texas State School of Nursing GPA must be at least 2.50
- all general studies requirements met including writing intensive courses, foreign language requirements (see university catalog for specifics)

Application for Degree

Students are required to APPLY for graduation during their last semester. Contact the St. David’s School of Nursing Academic Advisor for the deadline dates of each semester. **STUDENTS CANNOT GRADUATE UNLESS AN APPLICATION FOR GRADUATION HAS BEEN COMPLETED.**
SECTION 11: LICENSURE AS A REGISTERED NURSE

Licensing Process

In order to become a Registered Nurse (RN), the Texas Board of Nursing and the National Council of State Board of Nursing (NCSBN) require that educational requirements be met. When students graduate from the Nursing Program they will be eligible to take the NCLEX-RN® at a local Pearson Vue testing center. Students will be given details about this process prior to graduation.

The NCLEX-RN® is the national examination for state registered nurse licensure. The National Council for State Boards of Nursing (NCSBN) is responsible for all nurse licensing examinations. For more information on the NCLEX-RN® and student tools, go to www.NCSBN.org.

Pearson Professional Testing provides test development and test administration services for the NCLEX-RN®. For more information and a tutorial on the NCLEX-RN®, go to www.pearsonvue.com/nclex.

The NCLEX-RN® is given only in a computerized adaptive testing (CAT) format. It is designed to test knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry level. The length of the computerized exam is determined by the student’s response to the items. Once a minimum number of items have been answered, testing will stop when the level of ability is determined to be either above or below the passing score of 95% or the time limit is reached.

Information and application for licensing exams are made by the St. David’s School of Nursing. There is a fee of $200 (subject to change). There may be other fees to be paid to the Board of Nursing.

The tests can be scheduled at a local testing site with details provided prior to graduation. Students will be given instruction on the use of the computer prior to the test; however, some of the written tests in the Nursing Program will also be on computer to familiarize students with that process.

Multi-State Licensure Compact

The State of Texas, through the Texas Board of Nursing (BON), requires all registered nurses be state licensed. Texas participates in the Multi-State Licensure Compact so RNs licensed in
Texas may also practice in Compact states. Check the BON website for current states participating in the Compact (http://www.bon.texas.gov/olv/msr.html).

A map guide to state-by-state nursing licensure can be found at www.nursinglicensemap.com.

**Graduate Nurses**

Graduates pending notice of passing the NCLEX–RN®, and upon application for a full license, may be issued a temporary “permission to practice” as a graduate nurse (GN) via the BON website. Such authorization is no longer granted in hard copy. The temporary GN license is not renewable and expires when the candidate passes the NCLEX-RN®, or fails to pass the test, or on the 75th day following the temporary authorization.

The GN is in a transitional process from student to professional and, as such, should seek and receive direction, supervision, consultation, and collaboration from experienced nurses, and not practice in an independent situation.

For more details concerning graduate nurse practice and parameters, click on the following links: www.bon.state.tx.us/practice/grads.html and www.bon.state.tx.us/olv/faqs-msr.html
SECTION 12: PROGRAM OF STUDY AND NURSING COURSES

**Bachelor of Science in Nursing**
Students may refer to the Texas State online catalog for the most current information.

ATTACHMENTS
TEXAS STATE UNIVERSITY-ROUND ROCK  
ST. DAVID’S SCHOOL OF NURSING  
CONFIDENTIALITY AGREEMENT

Students in the St. David’s School of Nursing at Texas State University will have access to medical records of actual patients in various types of healthcare facilities and in the classroom.

Two factors must be considered that are relative to student use of medical records in the educational process:

1. Legally, the information in the medical record belongs to the patient. Any violation of confidential information about a patient found in the medical record is punishable in a court of law.

2. The American Nurses Association Code of Ethics and the Texas Board of Nursing Standards of Practice stipulate "the registered nurse shall hold in strict confidence all privileged information concerning the patient and refer all inquiries to the physician in charge of the patient’s medical care.

3. Persons authorized to have access to individual’s personal health information may only use that information for the purpose for which it is authorized and may not re-disclose the information in any format without specific consent of the individual.

Because of legal and ethical considerations, any student enrolled in the St. David’s School of Nursing that reveals contents of a medical record, except as it relates to the education process in the classroom or at a clinical site, is subject to immediate disciplinary action.

I understand the above and hereby agree to maintain the confidentiality of all patient information.

____________________________  ______________________________
Signature                      Date

Print Name:
Student Handbook Verification Statement

This is to verify that I have received and understand that it is my responsibility to read the policies and procedures contained in this St. David’s School of Nursing Student Handbook. I hereby agree to abide by all policies and procedures as addressed therein.

________________________________________
Student’s signature

________________________________________
Date

________________________________________
Print name

This form will be kept in your student file.
St. David’s School of Nursing
at Texas State University
Disciplinary Policy and Procedure

Policy:

It is the policy of the St. David’s School of Nursing to take a strong position regarding the safety of patients and other persons who are subject to contact with the nursing students. In addition to the criminal background check and drug testing upon admission to the program and the evaluation of the admission applications by the Nursing Admission Committee, the faculty and administration remain vigilant for evidence of any unsafe behavior or conduct violations on the part of students. The faculty is accountable for enforcing this policy and those policies of Texas State University that relate to student conduct and the Honor Code.

It is the policy of the St. David’s School of Nursing to fully investigate and take appropriate action concerning any allegations or evidence of student behavior related to but not limited to:

- Criminal conduct
- Sexual misconduct
- Lying
- Falsification
- Fraud
- Theft
- Deception
- Substance misuse
- Substance abuse
- Substance dependency and other substance use disorders

The faculty and staff of the nursing program are committed to upholding the integrity of the nursing program and are required to report to the Director any observations or knowledge of behavior subject to disciplinary action, including violation of the Texas State University – Academic Honor Code and the Code of Ethics for Nurses.

- Texas State University - Academic Honor Code http://www.dos.txstate.edu/handbook/rules/honorcode.html
The Nursing Admission, Progression and Graduation Committee (A-P-G Committee) is responsible for admission and readmission of students to the nursing program. The Director may designate a subcommittee of the A-P-G Committee to investigate allegations of behavior subject to disciplinary action. The designated subcommittee is responsible for fully investigating the allegations, documenting findings, initiating action, and making a full report to the Director, who reports to the Dean, College of Health Professions (CHP).

Texas State University Policies and Procedure Statements related to health (07.09) and student discipline (07.10) include but are not limited to:

- UPPS No. 07.09.03 Policy for Handling Sexual Assaults
  [http://www.txstate.edu/effective/upps/upps-07-09-03.html](http://www.txstate.edu/effective/upps/upps-07-09-03.html)

- UPPS No. 07.10.01 Honor Code
  [http://www.txstate.edu/effective/upps/upps-07-10-01.html](http://www.txstate.edu/effective/upps/upps-07-10-01.html)

- UPPS No. 07.10.06 Threatening Behavior Consultation and Assessment Team
  [http://www.txstate.edu/effective/upps/upps-07-10-05.html](http://www.txstate.edu/effective/upps/upps-07-10-05.html)

This Disciplinary Policy and Procedure is consistent with related policies and procedures of Texas State University and the Texas Board of Nursing.

**Procedures for Reporting, Investigating and Enforcing Disciplinary Violations**

1. Faculty and staff are responsible and accountable for maintaining the integrity of the program and for reporting to the Director knowledge of allegations of a violation of conduct as soon as they become aware of the alleged violation.

2. The Director designates the A-P-G Committee or a subcommittee thereof to investigate the allegations.

3. The investigation is conducted as soon as possible, considering each situation case-by-case.

4. The designated committee reports findings and the decision in writing to the Director. The actions may be but not limited to:

   a. Dismissal of allegations
   b. Reprimand
   c. Probation with conditions specified
   d. Dismissal from the nursing program

5. The Director enforces the action(s) and reports to the Dean, CHP.
6. The student may appeal to the Dean, CHP, consistent with Texas State University Policy and Procedure Statements related to student discipline (UPPS No. 07.10.06). [http://www.txstate.edu/effective/upps/upps-07-10-06.html](http://www.txstate.edu/effective/upps/upps-07-10-06.html)

7. If the allegations are concerning a student’s threatening behavior, UPPS No. 7.10.05 applies. This policy provides both procedures and the consultation of the Universities’ Threatening Behavior Consultation and Assessment Team.

**Petition for Readmission to the Nursing Program**

A person who has been dismissed from the program for issues related to dishonesty or other conduct violations, may apply for readmission to the Nursing A-P-G Committee. The burden of proof that the person no longer poses a danger remains with the student.
STUDENT LIABILITY INSURANCE INCIDENT REPORTING

1. Students should be informed prior to each clinical/internship enrollment that they must immediately report any adverse event in which they are involved. This should be reported on the attached form to:
   
a. Their on-site clinical/internship supervisor
b. Their university clinical/internship supervisor

2. The University supervisor must notify the department/program chair and the Dean’s office as soon as they are informed of an adverse event, and furnish copies of the report from the student and the on-site supervisor to the Dean’s office.

3. Upon receipt of any official document notifying them of inclusion in a potential compensable event, the student must furnish a copy to their university supervisor who will in turn furnish a copy to the Dean’s office immediately.

4. In case of a potential compensable event, the Dean’s office will notify the University Attorney and the insurance carrier and furnish copies of all documents to both as soon as possible.

5. Copies of all correspondence will be maintained in the Dean’s office insurance file.

6. The Dean’s office will compile all adverse reports and report annually to the College Council.

NOTE: Any copies of accounts related to the adverse event, written statements, etc. which are prepared by the student and the on-site supervisors will be furnished to the Student Liability Insurance Carrier. All of these documents are subject to “discovery” by an injured party’s attorney. This means they are entitled to copies of all these documents. Therefore, it is important to include only facts in the documentation.

Reviewer:____________________________________ Date:_________________________  
Dr. Barbara Sanders, Associate Dean

Approved:____________________________________ Date:_________________________  
Dr. Ruth B. Welborn, Dean

The Dean’s office will compile all adverse event forms and report annually to the College Council.
<table>
<thead>
<tr>
<th>Date of event:</th>
<th>Time of event:</th>
<th>TX State ID:</th>
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<tbody>
<tr>
<td></td>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Location:</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Name of person(s) involved in event:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Phone Number:</th>
</tr>
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<tbody>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHP Program:</th>
<th>Sex:</th>
<th>Date of Birth:</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Describe the activity that caused the adverse event/incident/injury:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Any objects, equipment or substances involved?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Did adverse event require physician/hospital visit?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Physician/Hospital:</th>
<th>Address and Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of person completing report:</th>
<th>Date:</th>
<th>Received by:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Follow-up/Results:

<table>
<thead>
<tr>
<th>Supervisor signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Return this report to the University Supervisor and the on-site supervisor within 24 hours of the adverse event.

Additional pages can be attached.

College of Health Professions – Jan 2009
Conditions That May Disqualify Nursing Student Graduates From Licensure and of Their Rights to Petition the Texas Board of Nursing for a Declaratory Order of Eligibility

As noted in the Texas Board of Nursing’s Rules and Regulation relating to nurse education, licensure and practice published in March 2009: Individuals enrolled in approved professional nursing education programs preparing students for initial licensure shall be provided verbal and written information regarding conditions that may disqualify graduates from licensure and of their rights to petition the Board for a Declaratory Order of Eligibility. Required eligibility information includes:

1. Texas Occupations Codes Section 301.252, 301.257 and 301.452 - 301.469
   http://law.onecle.com/texas/occupations/chapter301.html
and
2. Texas Board of Nursing’s Rules and Regulation Sections 213.27 - 213.30

These codes, rules and regulations are listed below:
(1) Texas Occupations Codes:
   • Section 301.252: License Application
   • Section 301.257: Declaratory Order of License Eligibility
   • Section 301.452: Grounds for Disciplinary Action
   • Section 301.453: Disciplinary Authority of Board; Methods of Discipline
   • Section 301.4535 - Required Suspension, Revocation, or Refusal of License for Certain Offenses
   • Section 301.454 - Notice And Hearing
   • Section 301.455 - Temporary License Suspension or Restriction
   • Section 301.456 - Evidence
   • Section 301.457 - Complaint And Investigation
   • Section 301.458 - Initiation of Formal Charges; Discovery
   • Section 301.459 - Formal Hearing
   • Section 301.460 - Access to Information
   • Section 301.461 - Assessment of Costs
   • Section 301.462 - Voluntary Surrender of License
   • Section 301.463 - Agreed Disposition
   • Section 301.464 - Informal Proceedings
   • Section 301.465 - Subpoenas; Request for Information
   • Section 301.466 - Confidentiality
   • Section 301.467 - Reinstatement
   • Section 301.468 - Probation
   • Section 301.469 - Notice of Final Action
(2) Sections 213.27 - 213.30 of Texas Board of Nursing’s Rules and Regulation relating to nurse education, licensure and practice published in March 2009:

- Section 213.27: Good professional Character
- Section 213.28: Licensure of Persons with Criminal Offenses
- Section 213.29: Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters
- Section 213.30: Declaratory Order of Eligibility for Licensure

By signing I acknowledge that I have been provided verbal and written information regarding conditions that may disqualify nursing school graduates from licensure and of their rights to petition the Texas Board of Nursing for a Declaratory Order of Eligibility. Required eligibility information included:

(1) Texas Occupational Codes Section 301. 252, 301.257 and 301.452 - 301.469; and (2) Texas Board of Nursing’s Rules and Regulation Sections 213.27 - 213.30.

________________________________________
Student’s signature

________________________________________
Date

________________________________________
Print name

The St. David’s School of Nursing shall maintain written receipt of eligibility notification for a minimum of two years after the student completes the nursing program or permanently withdraws from the nursing program.
College of Health Professions
Grade Appeal Review Form
(if additional space is required add additional pages and label appropriately)

Student: _________________________________________ PLID: __________________

Local Address: __________________________ Local Phone #: _________________

Texas State e-mail address: ________________________________

Department/program: ______________ Course #: __________ Semester: ______

Faculty Member Who Assigned Your Grade_______________________________________

Required information to be completed by student:

You were aware of your right to appeal by:

_____ Syllabus
_____ Department Student Policy Manual
_____ University Handbook
_____ Instructor
_____ Other Instructor
_____ Another student
_____ Other (please specify)

Date grade dispute was initially discussed with course instructor: _________________

Date appeal was initiated: _________________

Materials to be submitted in support of this grade appeal include:

__ course syllabus __ graded course materials __ Texas State/CHP policy supporting appeal

Student’s rationale for grade appeal:

__________________________________________________________________________

__________________________________________________________________________

Signature of Student ____________________________ Date ________________________

(When completed submit this form to the Course Instructor to initiate the appeal process)
Response to Grade Appeal by Instructor of Record

Please respond to the following:

Date grade dispute was initially discussed with course instructor:___________________

___ This response is based on materials submitted by the student (e.g. syllabus, graded material)

or

___ This response is based on additional materials being submitted by the faculty member (e.g. syllabus, graded materials, grade calculation)

_______________________________________________  ___________________

Signature of Instructor of Record

Date

(Upon completion submit this form to the Department/Program/School Chair/Director)
Decision and Rationale of Chair/Director of Department/Program/School:

_________ Signature of Chair/Director ___________ Date

(Upon completion, provide this form to the Student to determine if continuation of the appeal process will occur)
Student’s Response to Chair/Director’s Decision:

_____ I accept the Chair/Director’s decision

________________________________________
Student’s Signature Date

(If accepted, file this form in the student’s file)

_____ I do not accept the Chair/Director’s decision and request the appeal be forwarded to the Dean’s Office for additional review

________________________________________
Student’s Signature Date

(If not accepted, submit this form to the Dean to progress the appeal process)
Recommendation and Rationale of Grade Appeals Committee:

_______________________________________________   ____________________  
Signature of Grade Appeal Committee Chair  Date

(When completed, submit this form to the Dean for final consideration of the appeal)
Decision and Rationale of Dean:

_________________________________________________   ________________________

Signature of Dean

Date
PURPOSE:

The purpose of the PPS is to establish the policies and procedure governing the St. David’s School of Nursing’s students, staff, and faculty related to social media and social networking ethical, legal use. The school is a professional school preparing students as future professional Registered Nurses. Understanding the strengths, benefits, and dangers of social media helps prepare students to work as professionals in both a safe and legal manner.

This policy seeks to provide legal protection to the St. David’s School of Nursing, comply with federal guidelines (Health Insurance Portability and Accountability Act [HIPAA] of 1996- P.L.104-191, and Family Educational Rights and Privacy Act [FERPA] 20 U.S.C. § 1232g; 34 CFR Part 99), and follow the American Nurses Association’s (ANA) Code of Ethics, National Council of State Boards of Nursing (NCSBN) guidelines, and the core values of Texas State University.

DEFINITIONS:

Social networks are defined as “web-based services that allow individuals to 1) construct a public or semi-public profile within a bounded system, 2) articulate a list of other users with whom they share a connection, and 3) view and traverse their lists of connections and those made by others within the same system” (Boyd and Ellison, 2007). Communication in social networking sites is public and includes, but is not limited to, MySpace, LinkedIn, Twitter, Facebook, Stumbleupon, Reddit, Digg, YouTube, Flickr, Foursquare, Badoo, Blogster, Google Buzz, Fotki, Loopt, Identi.ca, MouthShot, PatientslikeMe, and blogs.

BACKGROUND:

There are six principles contained in Principles for Social Networking and the Nurse: Guidance for the Registered Nurse (ANA, 2011), which are linked to the Code of Ethics for Nurses with Interpretive Statements (Fowler, 2010), and the standards found in Nursing: Scope and Standards of Practice (ANA, 2010). These principles are:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient’s privacy, rights or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online contact.
POLICY:

It is the policy of the St. David’s School of Nursing that all policies and procedures relating to social networking and media approved by Texas State University will be followed. Additionally, all local, state and federal laws will be followed as related to the use of social networking and social media by SON staff, students, and faculty.

Social media usage at Texas State University, St. David’s School of Nursing is governed by the same policies that govern all other electronic communications. Students are to read the Texas State University policies below before engaging in any social media campaign as part of your official duties at the St. David’s School of Nursing and if you use social media for personal purposes.

- Appropriate Use of Information Resources (UPPS 04.01.07)
- Additional State Employment and Outside Employment and Activities (UPPS 04.04.06)

Faculty and staff must also read and follow personal use social media policy and guidelines before creating a social media presence in which they engage in online discourse and identify themselves with the St. David’s School of Nursing or Texas State University.

The social media policy applies to personal activity and/or professional activity that is not part of official communication, and where you identify yourself as a employee, either through a bio, comments, or by using your university email address.

PROCEDURES:

Although the St. David’s School of Nursing does not seek to curtail personal communications on students’ own time, publishing information on the internet via social media sites may affect the St. David’s School of Nursing, the public’s trust in the nursing profession, and an individual’s future nursing career. Therefore:

1. All faculty, staff and students in the St. David’s School of Nursing will be informed of the PPSs related to Social Media during orientation. They will also be oriented to the location of the online resources available to assist them in following the policies, procedures and laws related to ethical use of social media. These items will include but are not limited to the following:

   Texas State University Security

   b. Identity theft- http://security.vpit.txstate.edu/awareness/idtheft.html
   c. Awareness- http://security.vpit.txstate.edu/awareness.html
   d. Phishing- http://security.vpit.txstate.edu/awareness/phishing.html
2. The following disclaimer should be added whenever you identify yourself as part of the university while not officially acting on behalf of the University:

The views, opinions, or comments expressed here are those of the poster and not those of the St. David’s School of Nursing or Texas State University. The views, opinions, or comments may not be used for advertising or product endorsement purposes.

For example, if you list the university as your employer on your Facebook info tab, you'll need to add this disclaimer on the “About You” tab as well.

3. Posts or comments by students, staff, or faculty, should not reference the St. David’s School of Nursing (or any of its clinical affiliates) in any manner. When posting on any social networking site posts or comments should reflect the personal views of the social networking member only, not those of the St. David’s School of Nursing or affiliates. This includes but is not limited to, tagging, check-ins or any comments reflecting the St. David’s School of Nursing and its clinical affiliates.

4. Posts or comments should be respectful and in good taste. Negative, slanderous, belittling, or unprofessional posts or comments are unacceptable and a violation of this policy.

5. Posts or comments should never directly, or indirectly, reflect, reference, or identify in any way patients, diagnoses or any content related to patient care or clinical sites or experiences. This includes but is not limited to: Hospital or clinical agency where the networking member is assigned to, floor or name of the unit, type of rotation or agency, name of elementary, middle or high school assigned to, community center or agency, or city where the clinical experiences take place.

6. Photos posted of the social networking member should be tasteful. They are a reflection on the school, the university, and the nursing profession.

7. Photos identifying, in any manner, any patients or violating a patient’s right of privacy, confidentiality or HIPAA are strictly prohibited and are a violation of this policy.

8. Currently enrolled nursing students and current faculty should not use social media websites to conduct classroom or clinical instruction, teaching or learning.

9. Students are strictly prohibited from “ friending” into their networks patients, clients, or children with whom they have met because of a clinical/ school regulated educational experience. Professional boundaries must be maintained in the use of electronic media, “online contact with patients blurs this boundary.” (ANA, 2011).

10. Use of the internet for purposes not authorized by Texas State University, St. David’s School of Nursing, or faculty, and use of social media or networking sites during class, laboratory, or clinical time is strictly prohibited.

11. All applicable federal and state laws, rules, regulations and policies of Texas State University, Texas State University System and St. David’s School of Nursing should be adhered to when communicating on a social media site.

12. Students, staff, and faculty are legally responsible for their postings and, therefore may be held liable if the posts or comments are found to be defamatory, slanderous, harassing, tortuous, bullying, uncivil, offensive, insulting, derogatory, discriminating, malicious, disparaging, or in violation of any other applicable law.
13. Any student, staff, or faculty who believes this policy has been violated is mandated to report these findings to the St. David’s School of Nursing Director. Any breach of privacy or confidentiality must be reported.

VIOLATION OF POLICY:

St. David’s School of Nursing will not tolerate violations of the social media-networking policy. All reports of such behavior will be investigated. If activity on a social networking site is considered a violation of school policy, it will be handled according to established disciplinary processes described in the Texas State University Student Handbook (http://www.nursing.txstate.edu/enteringclass/student-handbook/contentParagraph/0/document/SON+Student+Handbook+1-27-12.pdf). Violation of this policy can result in disciplinary action ranging from written reprimand to dismissal from the program. According to the national Council on State Boards of Nursing (NCSBN), “instances of inappropriate use of social and electronic media may be reported to boards of nursing (BON). “Whether disciplinary action will be taken by a BON varies depending on the laws of the particular jurisdiction, but may include investigations on the grounds of unprofessional conduct, unethical conduct, moral turpitude, mismanagement of patient records, revealing privileged communication, and breach of confidentiality. Possible consequences include reprimands or sanctions, monetary fines, and temporary or permanent loss of licensure” (NCSBN, 2011).

REFERENCES:

Releasees: The Texas State University System Board of Regents, Texas State University, and all administrators, employees, representatives and agents of these entities (Texas State).

Consent: I authorize Texas State University to video, photograph, or audio tape me and to use my name, picture, silhouette, voice, and any other reproduction of my physical likeness in any manner in connection with the university’s activities and programs. I agree that the videos, photographs, audio recordings, and any other media products shall constitute the property of Texas State University-San Marcos, with full right of disposition in any manner.

I waive the right to inspect or approve any reproduction of my physical likeness or voice or my voice recording, and I release and discharge Texas State and Board of Regents, officers, agents and employees from all claims in connection with the use of my physical likeness, voice, and name.

Release: I release, discharge and agree not to sue Texas State for any claims relating to the capturing of my image name or voice. I intend this Release also to bind the members of my family, my heirs, assigns and personal representatives. This release includes all claims, whether or not caused by Texas State’s negligence.

Indemnity: I also agree to indemnify and hold Texas State harmless from any loss, damage, liability, or costs that they may incur from the university’s use of my image, name, or voice.

Signed this __________________________ day of __________________________

Signature __________________________ Printed Name __________________________
Pell Grant, Iraq-Afghanistan Service Grant or TEACH Grant Recipients

- Federal regulations require you to have begun attending the courses for which you are enrolled and receiving these grants.
- If on the census date roster (e.g., 12th day of each fall and spring semester) you are reflected as not attending a course, you are assumed (for financial aid purposes) not to have begun attendance for that course.
- Your grant will then be adjusted or cancelled based on the courses you have actually begun attending.

Unofficial Withdraws and Financial Aid

- If you fail to earn a passing grade in at least one of your courses (i.e., all Us, all Is or a combination of all Us, Ws or I's) during a semester, you are considered to have, for purposes of federal Title IV funds, unofficially withdrawn from the university.
- As a result, a federal withdrawal calculation must be performed to determine the amount of Title IV funds that you must repay.
- Once the amount you must repay is determined, Financial Aid and Scholarships will mail you a letter with the repayment details.

Note: A grade of U (Unearned, Failing) is awarded to students who do not officially withdraw from but fail to complete a course (i.e., did not take a final exam, stopped attending, etc.) and failed to achieve the course objectives.
Don’t Lose Your Financial Aid

While Working on Your First Bachelor’s Degree:

- Maintain a minimum 2.0 Texas State GPA
- Complete 70% of all coursework (including transfer work)
- Attempt no more than 180 hours toward your degree

Additional Important Information

- These satisfactory academic progress (SAP) requirements are checked every May (end of the spring semester).
- If you fail to meet these requirements at the end of spring, your aid eligibility will be suspended.
- Additional program-specific requirements also exist (e.g., TEXAS Grant).
- More details at: www.finaid.tcsu.edu - select Undergraduate Aid or Graduate Aid from the dropdown menu and then Maintain My Eligibility.

---

Don’t Lose Your Financial Aid

While Working on Your Second Bachelor’s Degree:

- Maintain a minimum 2.5 Texas State GPA
- Complete 70% of all coursework (including transfer work)
- Attempt no more than 45 hours toward your degree

Additional Important Information

- These satisfactory academic progress (SAP) requirements are checked every May (end of the spring semester).
- If you fail to meet these requirements at the end of spring, your aid eligibility will be suspended.
- Additional program-specific requirements also exist.
- More details at: www.finaid.tcsu.edu - select Undergraduate Aid or Graduate Aid from the dropdown menu and then Maintain My Eligibility.
Don’t Lose Your Financial Aid

While Working on Your Certificate:

- Maintain a minimum 3.0 Texas State GPA
- Complete 70% of all coursework (including transfer work)
- Attempt no more than 31 hours toward your degree

Additional Important Information

- These satisfactory academic progress (SAP) requirements are checked every May (end of the spring semester).
- If you fail to meet these requirements at the end of spring, your aid eligibility will be suspended.
- Additional program-specific requirements also exist.
- More details at: www.finaid.txstate.edu - select Undergraduate Aid or Graduate Aid from the dropdown menu and then Maintain My Eligibility.

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Don’t Lose Your Financial Aid

While Working on Your Master’s Degree:

- Maintain a minimum 3.0 Texas State GPA
- Complete 70% of all coursework (including transfer work)
- Attempt no more than 104 hours toward your degree

Additional Important Information

- These satisfactory academic progress (SAP) requirements are checked every May (end of the spring semester).
- If you fail to meet these requirements at the end of spring, your aid eligibility will be suspended.
- Additional program-specific requirements also exist.
- More details at: www.finaid.txstate.edu - select Undergraduate Aid or Graduate Aid from the dropdown menu and then Maintain My Eligibility.
Don’t Lose Your Financial Aid

While Working on Your Doctoral Degree:

- Maintain a minimum 3.0 Texas State GPA
- Complete 70% of all coursework (including transfer work)
- Attempt no more than 113 hours toward your degree

Additional Important Information

- These satisfactory academic progress (SAP) requirements are checked every May (end of the spring semester).
- If you fail to meet these requirements at the end of spring, your aid eligibility will be suspended.
- Additional program-specific requirements also exist.
- More details at: www.finaid.texasstate.edu - select Undergraduate Aid or Graduate Aid from the dropdown menu and then Maintain My Eligibility.