

# St. David's School of Nursing Texas State University Round Rock, Texas



---

## 2018-19 BSN STUDENT HANDBOOK

---

Dean  
Ruth B. Welborn Ph.D., RN

Director and Professor  
Marla Erbin-Roesemann Ph.D., R.N.

St. David's School of Nursing  
Texas State University  
1555 University Blvd.  
Round Rock, Texas 78665  
[www.nursing.txstate.edu](http://www.nursing.txstate.edu)

Texas State University will not discriminate against any person in employment or exclude any person from participating in or receiving the benefits of any of its activities or programs on any basis prohibited by law, including race, color, age, national origin, religion, sex, disability, veterans' status, or on the basis of sexual orientation, gender identity or expression. Equal employment opportunities shall include: personnel transactions of recruitment, employment, training, upgrading, promotion, demotion, termination, and salary.

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](http://www.ods.txstate.edu). See also the current undergraduate catalog.

## Table of Contents

INTRODUCTION .....	8
Texas State University .....	9
Our Mission, Our Shared Values, Goals.....	9
College of Health Professions.....	9
Vision Statement and Mission Statements.....	9
St. David’s School of Nursing .....	9
Vision.....	9
Mission.....	9
Values .....	9
Goals .....	10
Nursing Program Student Educational Outcomes .....	10
Curriculum Conceptual Framework Diagram .....	11
The Labyrinth.....	12
The Path on the Labyrinth.....	12
The Path .....	13
SECTION 1: HISTORY	
14	
Texas State University .....	14
St. David’s School of Nursing .....	14
History.....	14
Nursing Building.....	15
SECTION 2: FACULTY AND BUILDING	
17	
Degree Offered.....	17
Nursing Faculty.....	17
Nursing Building.....	17
Clinical Simulation Laboratories .....	18
SECTION 3: STUDENT SERVICES AND ORGANIZATIONS	
19	
Academic Advising.....	19
Disability Services .....	19
Financial Aid and Scholarships .....	19
Counseling Center on the San Marcos campus.....	19
Student Business Services.....	19
Student Health Center on the San Marcos campus.....	19

Veterans Affairs .....	19
Student Support Services at the Round Rock Campus .....	19
Texas State University Online Resources .....	20
Student Nursing Organizations .....	20
Student Nursing Organization.....	20
Student Promoted Integration in Nursing (SPIN).....	20
Chi Psi Chapter of Sigma Theta Tau .....	21
<b>SECTION 4: GENERAL POLICIES</b>	
22	
Criminal Background Check.....	22
Student Health Insurance .....	22
Immunizations and Health Certificate Requirements.....	22
Drug Screening .....	22
Basic Life Support for Health Care Professionals .....	23
Technology Requirements .....	23
<b>SECTION 5: CLASSROOM CONDUCT</b>	
24	
Attendance .....	24
Dress Code.....	24
Classroom Behavior.....	24
Enforcement of Rules .....	25
Testing Rules and Policies .....	25
<b>SECTION 6: CLINICAL SETTINGS AND SIMULATION LABORATORY</b>	
26	
Admission Requirements .....	26
Clinical Setting.....	26
General Policies for Clinical Rotations.....	26
Personal Appearance.....	27
Simulation Lab and Clinical Attire .....	28
Professional Attire for Settings not Requiring Scrubs.....	28
Clinical Evaluation.....	28
Critical Incidents.....	29
<b>SECTION 7: CONFIDENTIALITY AND PRIVACY</b>	
31	
Privacy .....	31
Confidentiality .....	31

Student Files.....	32
<b>SECTION 8: ACADEMIC PROGRESSION</b>	
33	
Graduation.....	33
Remediation .....	33
Grading Policy .....	34
Rounding Policy.....	34
Exams and Competency Validation.....	34
Medication Administration and Calculations: Nursing Program Examination Requirements .	34
General Purpose .....	34
Requirements .....	35
Preparation .....	35
Helpful Guidelines .....	35
Remediation .....	35
<b>SECTION 9: ETHICS AND PROFESSIONAL CONDUCT</b>	
36	
American Nurses Association Code of Ethics .....	36
Professional Conduct .....	36
Unprofessional Conduct.....	37
Texas State University .....	37
Policy Statements: UPPS 04.04.46, Prohibition of Discrimination.....	37
Sexual Misconduct Policy.....	38
Independent Work.....	39
Texas State Academic Honor Code .....	39
Honor Code.....	40
Acceptance of Gifts.....	40
Texas State College of Health Professions Grade Appeals .....	40
<b>SECTION 10: GRADUATION</b>	
41	
Degree Audit Report (DAR).....	41
Graduation Requirements .....	41
Application for Degree .....	41
<b>SECTION 11: LICENSURE AS A REGISTERED NURSE</b>	
42	
Licensing Process.....	42
Multi-State Licensure Compact .....	42

Graduate Nurses .....	42
<b>SECTION 12: PROGRAM OF STUDY AND NURSING COURSES</b>	
43	
Bachelor of Science in Nursing .....	43
<b>ATTACHMENTS</b>	
44	
Confidentiality Agreement.....	45
Student Handbook Verification Statement .....	46
Disciplinary Policy and Procedures .....	47
Student Liability Insurance .....	50
Guide to Incident Report Writing .....	51
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 .....	53
Grade Appeal Policy and Procedures .....	55
Photo/Video Release Form .....	56
Social Media and Networking Policy .....	57

## ***INTRODUCTION***

---

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 also find additional forms that require your signature in the attachments section. Forms include:

- Confidentiality Agreement
- Student Handbook Verification Statement
- 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
- Photo/Video Release Form

All of the above signed forms are to be uploaded onto your Castle Branch account.

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, expressed or implied, between an applicant or student and Texas State. The University reserves the right to withdraw courses at any time, 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 nursing students may find helpful include:

Texas State Student Handbook online at the Dean of Student's website:

<http://www.dos.txstate.edu/handbook> to "Student Handbook".

Access Texas State Undergraduate Catalog online at: <http://mycatalog.txstate.edu/undergraduate/>

Texas State University

**Our Mission, Our Shared Values, Goals**

<http://www.txstate.edu/about/mission.html>

College of Health Professions

**Vision Statement and Mission Statements**

<http://www.health.txstate.edu/About/Vision-and-Mission.html>

St. David's School of Nursing

**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 in clinical judgement, collaborate as members and leaders 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 global 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 of every person
- 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 and 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
- Thoughtful reflection, collaboration, planning, and evaluation of diverse and changing healthcare needs, practices, and resources

- Professional competency, systematic use of the nursing process, leadership, clinical judgment and lifelong learning leading to ethical, safe, quality patient care
- Interprofessional activity facilitating the advancement of science and positive patient outcomes
- Providing recognition that is balanced and acknowledging faculty and students for excellence in teaching, practice and scholarship.

### **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 nursing graduates to adapt to rapid changes in healthcare delivery and practice
- Build a foundation for nursing graduates to pursue excellence in practice and national recognition
- Provide programs at the Master of Science in Nursing (MSN) and/or the Doctorate of Nursing Practice (DNP) levels
- Pursue funding to promote diversity in the admission and graduation of students
- Develop an overall plan for faculty scholarship
- Provide faculty access to professional development
- Partner with University Advancement to support a sustainable plan for nursing programs
- Assess, identify and develop a plan to address community needs
- Foster educational partnerships with community organizations for academic programs

### **Nursing Program Student Educational Outcomes**

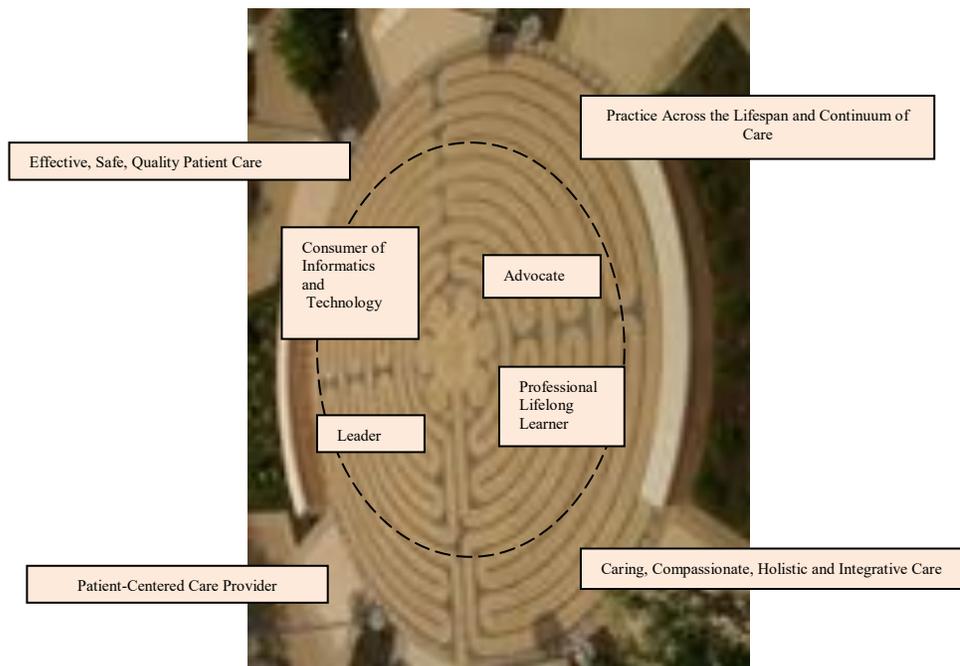
At the completion of the BSN program, a graduate of the St. David's School of Nursing at Texas State University will be able to:

1. 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.
2. Demonstrate professional accountability and responsibility for nursing judgments and actions within an ethical and legal framework, utilizing the most current knowledge.
3. Demonstrate leadership in the provision and coordination of safe, cost effective and high quality nursing care.
4. Advocate for patients, families, communities, and the nursing profession, applying values and utilizing an ethical framework, clinical reasoning, and cultural competence.
5. Utilize information and technology to communicate, manage knowledge, educate, mitigate error and support decision making
6. Provide entry-level professional nursing care to clients across the lifespan in a variety of health care settings
7. Promote a culture of caring to provide holistic, compassionate, culturally competent care
8. Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care

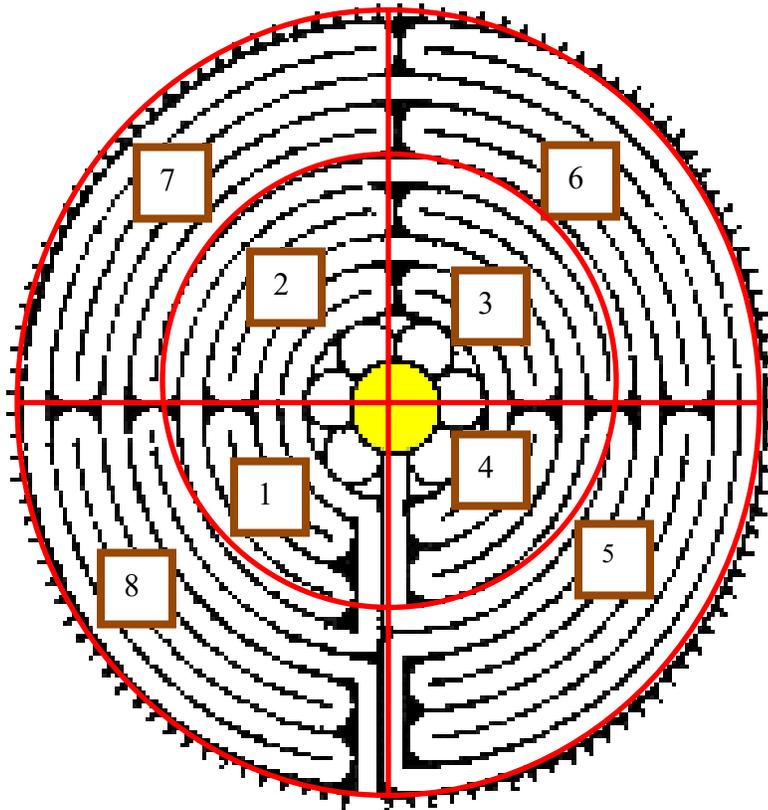
## Curriculum Conceptual Framework Diagram

The following eight core concepts guide the curriculum of the St. David's School of Nursing at Texas State University. Each core concept has been assigned a quadrant located in either the inner or the 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



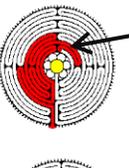
## Student Progression through the Labyrinth (Curriculum)



**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-RN® exam joining the profession of nursing.

## The Path

	<p><b><u>Concept 1: Patient-Centered Care Provider</u></b>          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.</p>
	<p><b><u>Concept 2: Professional / Life Long Learner</u></b>          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.</p>
	<p><b><u>Concept 3: Leader</u></b>          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.</p>
	<p><b><u>Concept 4: Advocate</u></b>          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.</p>
	<p><b><u>Concept 5: Consumer of Informatics and Technology</u></b>          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, Gassert, &amp; Curran).</p>
	<p><b><u>Concept 6: Practice Across the Lifespan and Continuum of Care</u></b>          Nursing care that addresses the age-specific needs of individuals and populations in primary, secondary, and tertiary healthcare settings.</p>
	<p><b><u>Concept 7: Caring</u></b>          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).</p>
	<p><b><u>Concept 8: Effective, Safe, Quality Patient-Centered Care</u></b>          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).</p>
	<p>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. (<a href="#">animated movement through the labyrinth</a>)</p>

## **SECTION 1: HISTORY**

---

### Texas State University

<http://pride-traditions.ua.txstate.edu/History>

### St. David's School of Nursing

The nursing program, located in a new Nursing Building on the Round Rock campus, opened in 2010. It is one of the most recent additions to the academic offerings. The university has plans to transition all of the Health Professions Programs to the Round Rock campus within the next 10 years. Two additional Health Professions' buildings are designated for the Round Rock campus to serve the College's seven other departments and clinics: Clinical Laboratory Science Program, Respiratory Care, Radiation Therapy, Physical Therapy, Health Administration, Health Information Management, and Communication Disorders. The first of the new buildings opened in late spring 2018 and houses Respiratory Care, Communication Disorders and Physical Therapy. Financing for these buildings were from various sources, including bonds from the Texas Legislature, Higher Education Assistance Funds from The Texas State University System, and other sources, such as grants from federal, foundation, and private philanthropic sources.

Round Rock, located 15 miles north of Austin, is one of the fastest growing communities in the nation with a population of 112,744 people (2014). The community supports three hospitals: St. David's Round Rock Medical Center, Baylor Scott & White Hospital, and Seton Williamson, all members of large health care networks within Texas. In addition to the hospital systems that offer a wide range of medical and mental health services, the Lone Star Circle of Care, a system of 8 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.

Texas State University originally planned a traditional BSN program as the initial offering while anticipating future educational options such as the Master of Science in Nursing (MSN) and the Doctorate in Nursing Practice (DNP) to prepare advanced practice registered nurses and leaders. Texas State University currently offers a traditional BSN program, a RN to BSN completion program, and a Master of Science in Nursing Family Nursing Practitioner (MSN-FNP) program, and a Master of Science in Nursing Leadership and Administration in Nursing (MSN-LAN) program to open in fall 2018. A Master of Science in Nursing Family Psychiatric and Mental Health Nurse Practitioner (MSN-FPMHNP) program is slated to open in spring 2019.

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 61 core and 59 nursing course hours (120 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 is 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 experiences are within 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 is a goal of the faculty and administration. Student retention initiatives help students overcome academic challenges, thereby, maximizing the perseverance and graduation rates.

### **Nursing Building**

The nursing building, 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. The nursing building includes a satellite Student Health Center and counseling services, open Monday, Wednesday and Friday by appointment. For additional resources and support while on campus, the students and faculty have access to the Avery Building, which provides on-site library, technical support, student services, food service, classrooms and student/faculty areas.

Startup 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.

Texas State University is accredited by the Southern Association of Colleges and Schools (SACS). The Bachelor of Science in Nursing Program was approved to be added to the existing university accreditation in September 2008. The Master of Science in Nursing Program was approved to be added to the existing university accreditation in August 2013.

The baccalaureate and master's degree programs in nursing at Texas State University are accredited by the Commission on Collegiate Nursing Education, One DuPont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791.

The Nursing programs have also been approved by:

- The Texas Higher Education Coordinating Board
- The Texas Board of Nursing

## ***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 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 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 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.

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.

Each course has a designated faculty of record; however, 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 Admission staff offices are on the 1<sup>st</sup> floor, faculty offices are on the 2<sup>nd</sup> and 3<sup>rd</sup> floors, and the Director's suite is on the 3<sup>rd</sup> 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 are posted at the beginning of each semester.

Only the approved covered spill-proof cup is allowed in the auditorium (room 114) with the exception of water. It is available for purchase yearly. Only liquids allowed in approved cup. No condensed consumables like smoothies. No food or drinks are allowed in labs. The entirety of

Texas State University campus, including the Nursing Building, is designated as a smoke-free campus. The University's definition of smoking includes e-cigarettes.

Security phones are located throughout the campus.

A family (unisex) restroom is located on the first floor by the auditorium. Other restrooms are located on each floor. A private space for nursing mothers is located within the 1<sup>st</sup> 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 using 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 2<sup>nd</sup> 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 Suite (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 second floor eating area in the Nursing Building or the eating area in the Avery Building 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 should not be left in the lab area after classes. The St. David's School of Nursing and the faculty are not responsible for student personal property. Section 6 for simulation lab dress code.

### ***SECTION 3: STUDENT SERVICES AND ORGANIZATIONS***

---

#### Academic Advising

Students needing assistance with academic questions, SON scholarships, GPAs, nursing and university policies and graduation are to contact Sheryl Gage ([sg35@txstate.edu](mailto:sg35@txstate.edu), 512-716-2933), SON academic advisor. Her office is located in the Admission Office on the first floor of the Nursing Building in room.

#### Disability Services

<http://www.ods.txstate.edu>.

#### Financial Aid and Scholarships

<http://www.finaid.txstate.edu/>

- Scholarships  
<http://www.finaid.txstate.edu/scholarships.html>.
- Scholarships for Nursing Students  
<http://www.nursing.txstate.edu/enteringclass/Resources/scholarships-all.html>

#### Counseling Center on the San Marcos campus

<http://www.counseling.txstate.edu/>

Note: Counseling services are also available at the Round Rock campus

#### Student Business Services

<http://www.sbs.txstate.edu/>

#### Student Health Center on the San Marcos campus

<http://www.healthcenter.txstate.edu/>

Note: There is also a Student Health Center on the Round Rock campus

#### Veterans Affairs

<http://www.va.txstate.edu/>.

#### Student Support Services at the Round Rock Campus

The Round Rock Campus offers many of the support services also available to students on the main campus.

- **SON Academic Advisor**  
Sheryl Gage – [sg35@txstate.edu](mailto:sg35@txstate.edu) 512-716-2933
- **ITAC Round Rock in the Avery Building – room 304**  
Hours change each semester. Please visit ITAC's [website](#) to view the current semester hours of operation.

## **Connecting to Resources**

Nursing students are encouraged to contact Lynn Heimerl, SON admission and retention coordinator ([lh46@txstate.edu](mailto:lh46@txstate.edu), 512-716-2933) if they are struggling in nursing school. Lynn helps students connect with needed resources such as counseling and financial assistance. Her office is in the Admission Office on the first floor of the Nursing Building.

- **Counseling Center**  
<http://www.counseling.txstate.edu/round-rock.html>
- **Counseling Practicum Clinic (CPC) and Career Exploration Services (CES)**  
<http://www.txstate.edu/clas/Professional-Counseling/counseling-services/RRC-Counseling-Practicum-Clinic.html>
- **The library** is located on the 2<sup>nd</sup> floor of the Avery Building  
[www.rrc.library.txstate.edu](http://www.rrc.library.txstate.edu)
- **One Stop Center is in room 201 of the Avery Building**  
<http://www.rrc.txstate.edu/resources/osc.html>
- **Student Health Center** is located on the first floor of the Nursing Building. Hours for Student Health Services-Nursing Building, Round Rock, Texas are M/W/F - 9 am to noon and 1pm to 5 pm  
<http://www.healthcenter.txstate.edu/Round-Rock-Student-Health-Center.html>
- **SON Student Food Pantry** is located in the Nursing Building on the second floor.
- **The Writing Center** is located on the second floor of the Avery Building  
<http://rrc.writingcenter.txstate.edu/>

## Texas State University Online Resources

- Writing Lab – <https://tim.txstate.edu/slacowl>
- Writing resources – <http://www.txstate.edu/slac/subjectarea/writing.html>
- Texas State Bookstore – <http://www.rrc.txstate.edu/current/university-bookstore.html>.

## Student Nursing Organizations

### **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/BSN-Students/Student-Organizations/student-nursing-organization.html>

### **Student Promoted Integration in Nursing (SPIN)**

SPIN aims to provide a support network focused on fellowship, friendship, and social opportunities in which members can learn more about other cultures.

<http://www.nursing.txstate.edu/enteringclass/BSN-Students/Student-Organizations/Student-Promoted-Integration-in-Nursing.html>

### **Chi Psi Chapter of Sigma Theta Tau**

The mission of the honor society is to advance health and celebrate nursing excellence in scholarship, leadership, and service. Membership is by invitation to baccalaureate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing.

<http://chipsi.sigmanursing.org/home>

## ***SECTION 4: GENERAL POLICIES***

---

### 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 signed form is to be uploaded onto your Castle Branch account.

Students are required to notify the School of Nursing Director of any type of arrest, conviction or change in mental health status during their time in the nursing program. The seriousness of the infraction or condition will determine the actions the director will need to implement with respect to our clinical affiliation agreements. Clinical partners require this oversight by the SON director. Failure to notify will be considered an Honor Code violation.

### 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 that students be protected. Documentation must be provided before the start of each fall semester.

Guidelines to consider:

- Basic care coverage for illness either at a healthcare provider's office, urgent care center or emergency room
- Prescription drug coverage or discount
- Reasonable and affordable deductible

Options to consider:

- <http://www.healthcenter.txstate.edu/INSURANCE.html>
- Many additional student health insurance options can be found on the Internet.

### 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. See the St. David's School of Nursing website (<http://www.nursing.txstate.edu/enteringclass/BSN-Students/2018-Conditionally-Admitted-Checklist.html>) for information on these requirements, including creating an electronic Castle Branch account. Students must stay current on immunizations and any other required vaccinations. Failure to meet immunization requirements will exclude students from clinical experiences. Students are also required to meet certain health related requirements, including drug screening.

### Drug Screening

All incoming students to the St. David's School of Nursing are 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 Procedures.

### 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 preceding the first semester of nursing school.

The Three Acceptable Certifications are:

1. American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers 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 mobile device, a laptop that meets posted specifications, and an Ethernet cable for course and administrative activities and test taking. See

<http://www.nursing.txstate.edu/enteringclass/BSN-Students/2018-Conditionally-Admitted-Checklist.html>) for laptop specifications.

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.

See Appropriate Use of Information Resources ([UPPS 04.01.07](#)) for the policies and procedures for the appropriate use of information resources.

## ***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.

### 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. No large gauges permitted.
2. Hats must not be worn while inside the building.
3. Work out clothing (sweats, basketball shorts, running shorts, cut-up tees) is not acceptable attire in the classroom.
4. 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 shirts, strapless shirts, or tank tops.
    - ii. Short-shorts or short skirts
    - iii. Low-rise pants and/or low-cut shirts that reveal "cleavage"
    - iv. No undergarments should be visible

Students are representing St. David's School of Nursing and the nursing profession. As such, they 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 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. [www.dos.txstate.edu/handbook/rules/cosc](http://www.dos.txstate.edu/handbook/rules/cosc)

### Testing Rules and Policies

Make-up exams are at the discretion of the faculty.

#### Student Responsibility Before a Proctored Assessment on Exemplify

1. Students must come to the exam/quiz having downloaded the test. No unauthorized downloads are allowed at the exam.
2. At the beginning of the J1 semester, students will run the "Official Mock Test" and resolve any technical troubleshooting issues through Exemplify, customer service BEFORE coming to their first exam.
3. If there is a computer problem, it is the student's responsibility to address that issue *before* coming to the exam, including getting a loaner replacement computer and downloading the exam to that computer.
4. Only a computer and necessary network/power cords, a photo ID with first/last name, a writing utensil, a drink, and a sweater are allowed in the testing room. The student is responsible for securing all other items outside of the testing area. The student may not leave items in an unauthorized area.
5. Students MUST have ExamSoft running on their computers ready to input the password BEFORE exam/quiz start time.
6. Exams/quizzes attempted to be uploaded after the upload deadline will not be accepted. Successful upload of the exam is the student's responsibility.
7. If an instructor chooses to use "scratch" paper, the student must sign and turn in this paper *prior* to leaving the exam room.
8. If the student arrives late for the exam, the instructor may choose to refuse admission to the exam and require a make-up or a zero for the exam. If the instructor allows the student to take the exam there will be no additional time allowed, and the exam will end at the original exam end time (NOT the pre-programmed exam end time in the software). NO extra time will be given and the exam must be uploaded when prompted by the instructor and must be uploaded before the upload deadline.

## ***SECTION 6: CLINICAL SETTINGS AND SIMULATION LABORATORY***

---

### Admission Requirements

Nursing students are required to adhere to the following requirements as per St. David's School of Nursing affiliation agreements:

1. Health Certificate is completed and signed by a healthcare provider
2. Immunizations and Tests Form is completed by a healthcare provider
3. Current Basic Life Support (BLS) for Healthcare Providers
4. Valid Social Security number
5. Documentation of health insurance for each semester attending nursing school
6. Cleared criminal background check by both the Texas Board of Nurses and Castle Branch
7. Cleared drug screen
8. Required forms are completed and uploaded onto Castle Branch account
9. Health insurance
10. Employment verification for students 21 years of age and older

See SON website – Current Students – Conditionally Admitted for additional requirements.

### 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. The faculty will provide specific assignments and responsibilities.

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 solely 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 cell phones or tablets are for official clinical purposes only. Personal calls while at the clinical site should only be made when necessary away from the clinical area.

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 each course, simulation lab, and clinical experience.
8. Expectant students must provide documentation to their clinical instructor and the School of Nursing Admissions Office from their healthcare provider following each visit indicating any physical limitations that would prevent them from complying with the readiness for work guidelines from our clinical partners.
9. Students with an injury or illness must provide documentation to their clinical instructor and the School of Nursing Admissions Office from their healthcare provider indicating any physical limitations that would prevent them from complying with the readiness for work guidelines from our clinical partners.

### 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 colored 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, gel nails, 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 (top and bottom), polo shirt and optional approved short and long sleeved T-shirt(s).
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. Appropriate undergarments should be worn under clinical uniform or clinical attire (i.e. full coverage and not visible).
5. Approved outerwear may be worn to and from clinical sites and the simulation lab. Students cannot wear outerwear in direct, patient care real and simulated.
6. Any exceptions may occur on a course-to-course basis and will be addressed in the course syllabus.

### Professional Attire for Settings not Requiring Scrubs

1. Texas State Nursing ID badge
2. Professional attire (no denim apparel, jogging suits, sweat pants, sweat shirts, shorts, miniskirts, tank tops, low cut tops or low slung pants). Leggings/tights/skinny pants must be worn with a long shirt or dress.
3. Appropriate undergarments (i.e. full coverage and not visible).
4. Closed-toed and closed-heeled shoes. Must be either all black or all white. No logos.
5. SON polos and khaki pants are often worn in non-hospital settings. Khaki pants are to fit properly – no leggings, jeggings, skin tight or low sitting pants are permitted.
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 is 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.
  - Student independently seeks out instructor to provide and validate information for safe care.

- Student independently seeks out appropriate patients correlating to the practicum level.
  - Student demonstrates professional behaviors while meeting the objectives for each clinical day.
  - Written and verbal communication is clear, professional and therapeutic.
  - Clinical assignments are thorough, complete and submitted in a timely manner.
- **Assisted**
    - Student practices in a safe, accurate, and proficient manner.
    - Student appropriately seeks reinforcement and supervision by faculty or nursing personnel.
    - Student demonstrates professional behaviors while meeting the objectives for each clinical day with minimal guidance.
    - Written and verbal communication is professional and effective.
    - Clinical assignments are complete and submitted in a timely manner.
- **Marginal**
    - Student practices in a safe manner, however requires frequent prompting from faculty or nursing personnel.
    - Student demonstrates professional behaviors while meeting the objectives for each clinical day with maximum guidance
    - Written and verbal communication is at times professional, but requires frequent guidance
    - Clinical assignments are partially complete and/or submitted late
- **Unsafe/Unprofessional**
    - Student practices in an unsafe manner requiring frequent prompting from faculty or nursing personnel
    - Student demonstrates unprofessional behaviors
    - Does not meet objectives for each clinical day
    - Written and verbal communication is disorganized, incorrect and inaccurate
    - 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. See Attachment D - *Guide to Incident Report Writing* for appropriate

documentation. Students must follow the facility's policies regarding Occupational Safety and Health Administration (OSHA).

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.

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).

### Confidentiality

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 is to be uploaded into onto your Castle Branch account.

### 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, supporting documents, and completed degree outlines. Clinical evaluations 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 in writing to the Director of the Program. Upon approval, the Director or appointed designee must be present while the files are being reviewed. Student files may NOT be removed from the St. David's School of Nursing Admissions Office. No information is to be added 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.

[www.registrar.txstate.edu/persistent-links/ferpa](http://www.registrar.txstate.edu/persistent-links/ferpa)

Anyone with knowledge or suspicion of a violation shall report the incident promptly to his or her 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.

## ***SECTION 8: ACADEMIC PROGRESSION***

---

The nursing program is full-time and 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 and students must be enrolled in all scheduled nursing courses each semester. Each course will be offered only once each academic year; therefore, progress in the program will be delayed if the student fails one course. A student may repeat one nursing course one time. Following a second nursing course failure or withdrawing from nursing courses, 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 period 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. Remediation cannot guarantee success for the student, but the faculty and staff will take all reasonable measures to help the student manage their challenges and progress in the nursing program.

### 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			

For additional grade symbol information, see grade legend at [www.registrar.txstate.edu/our-services/grades](http://www.registrar.txstate.edu/our-services/grades)

**Rounding Policy:** Final grade averages less than 0.5 points below the minimum for a letter grade will be rounded up to the next letter grade. For example, a 79.5 would round up to 80.0, but a 79.49 would not be rounded.

### 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 on exams defined by the course faculty and listed on the course syllabus. The exams may include quizzes, unit exams, standardized exams, and a comprehensive final. Papers and projects will not be used to calculate the exam score average but do count for the final grade in the course.

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 and 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 three 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 four methods to do drug calculations. All methods are acceptable. Students should choose the method that works best for them.
3. If a student has trouble at any time, they should seek help quickly. Do not delay. Faculty are always willing to help students in need and they are committed to their success.
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 three tablets. The rounding rule states that *if the hundredth column is 5 or greater, the tenth column is increased by one*. 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 one is less than five, drop the 0.10 to be left with three. The realistic answer is to give three 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.

American Nurses Association Code of Ethics for Nurses (2015)

<https://www.nursingworld.org/coe-view-only>

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

### 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 Section 6: Personal Appearance. 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 and other electronic media devices 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 the Academic Honesty Code (<http://www.dos.txstate.edu/handbook/rules/honorcode.html>), and the Code of Student Conduct (<http://www.dos.txstate.edu/handbook/rules/cosc.html>), which 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.

#### Texas State University

##### **Policy Statements: UPPS 04.04.46, Prohibition of Discrimination**

Texas State University is committed to an inclusive educational and work environment that provides equal opportunity and access to all qualified persons.

#### Discrimination Complaints

Ms. Ameerah McBride, Chief Diversity Officer

[mcbridea@txstate.edu](mailto:mcbridea@txstate.edu)

512-245-2539

The Office of Equity and Access at Texas State University is responsible for the overseeing and enforcing of the University's equal opportunity policies and for investigating discrimination, harassment and retaliation complaints.

Texas State prohibits discrimination and harassment on the basis of their race, color, national origin, age, sex, religion, disability, veterans' status, sexual orientation, gender identity, or gender expression. Additionally, Texas State prohibits retaliation against a person who files a harassment or discrimination complaint, or who assists or participates in the investigation of a report.

### **Sexual Misconduct Policy**

Sexual Misconduct, as defined in the Sexual Misconduct Policy linked below, is a form of sex discrimination and will not be tolerated. The Texas State University System and its components will maintain an environment that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. Texas State University will take prompt and appropriate action to eliminate Sexual Misconduct, prevent its recurrence, and remedy its effects. The Sexual Misconduct Policy defines and describes prohibited sexual conduct, establishes procedures for processing complaints of sexual misconduct, permits appropriate Sanctions, and identifies available resources.

- What is sexual misconduct (Title IX)?  
<http://www.txstate.edu/oea/Sexual-Misconduct--Title-IX-.html>
- What to do if you experience sexual misconduct  
<http://www.txstate.edu/oea/Sexual-Misconduct--Title-IX-/sexual-misconduct.html>
- Report sexual misconduct  
<https://tim.txstate.edu/sexualmisconductweblne/>
- What to do if sexual misconduct is reported?  
<http://www.txstate.edu/oea/Sexual-Misconduct--Title-IX-/sexual-misconduct-report.html>
- Resources for victims of sexual assault  
<http://www.txstate.edu/oea/Sexual-Misconduct--Title-IX-/sexual-assault-survivors.html>
- Determining consent – was consent provided?  
<http://www.txstate.edu/oea/Sexual-Misconduct--Title-IX-/consent.html>
- Raising Awareness on Title IX and Sexual Assault  
<http://www.txstate.edu/oea/Sexual-Misconduct--Title-IX-/awareness.html>
- Useful Terms  
<http://www.txstate.edu/oea/Sexual-Misconduct--Title-IX-/definitions.html>

Address discrimination and sexual misconduct complaints to the Office of Equity and Access at the contact information below:

Ms. Ameerah McBride, Chief Diversity Officer,  
Director of Equity and Access, Title IX Coordinator

J. C. Kellam Building, Room 164

[mcbridea@txstate.edu](mailto:mcbridea@txstate.edu)

[TitleIX@txstate.edu](mailto:TitleIX@txstate.edu)

Phone: 512-245-2539

Fax: 512-245-7616

### 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 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

Texas State Honor Code – [UPPS 07.10.01](#)

- Policy Statements
- Texas State University Honor Code
- Definitions including examples of Honor Code issues and concerns
- Procedures

Texas State University

Honor Code

The Pledge for Students

The Pledge for Faculty and Administration

Addressing Acts of Dishonesty

<http://www.txstate.edu/honorcodecouncil/Academic-Integrity.html>

Acceptance of Gifts

Taken from: THE TEXAS STATE UNIVERSITY SYSTEM, SYSTEM RULES AND REGULATIONS:

## 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.

Texas State College of Health Professions Grade Appeals

The School of Nursing as a department within the College of Health Professions abides by the policies of the college. Students wishing to appeal a grade must follow the Grade Appeal policy put forth by the college

- Statement 02.03.33 Grade Appeals
- Attachment: Grade Appeal Review Form

[www.health.txstate.edu/About/College-Policies-and-Procedures](http://www.health.txstate.edu/About/College-Policies-and-Procedures)

## ***SECTION 10: GRADUATION***

---

### Degree Audit Report (DAR)

During the first 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 DAR, 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](http://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](http://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.

### 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 ([www.bon.texas.gov/licensure\\_nurse\\_licensure\\_compact.asp](http://www.bon.texas.gov/licensure_nurse_licensure_compact.asp))

A map guide to state-by-state nursing licensure can be found at [www.nursinglicensemap.com](http://www.nursinglicensemap.com).

### Graduate Nurses

Rules and Guidelines Governing the Graduate Vocational and Registered Nurse Candidates or Newly Licensed Vocational or Registered Nurse  
[www.bon.texas.gov/practice\\_guidelines.asp](http://www.bon.texas.gov/practice_guidelines.asp)

## ***SECTION 12: PROGRAM OF STUDY AND NURSING COURSES***

---

### Bachelor of Science in Nursing

Students may refer to the current Texas State online catalog for the most current information. This catalog also includes general information about Texas State University's tuition, student services and graduation procedures.

<http://mycatalog.txstate.edu/>

# ***ATTACHMENTS***

**TEXAS STATE UNIVERSITY  
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 the current *St. David's School of Nursing, Texas State University, BSN Student Handbook*. I hereby agree to abide by all policies and procedures as addressed therein.

---

Student's signature

---

Date

---

Print name

**Download, print and complete for Online Day One.**

**St. David's School of Nursing  
at Texas State University**  
**Disciplinary Policy and Procedures**

**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 School of Nursing's Admission, Progression and Graduation (A-P-G) 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
- 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  
[www.dos.txstate.edu/handbook/rules/honorcode](http://www.dos.txstate.edu/handbook/rules/honorcode)
- American Nurses Association - Code of Ethics for Nurses  
[www.nursingworld.org/codeofethics](http://www.nursingworld.org/codeofethics)

The Nursing Admission, Progression and Graduation (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:**

- Sexual Misconduct (Title IX) Navigation  
<http://www.txstate.edu/oea/Sexual-Misconduct--Title-IX-.html>
- UPPS No. 07.10.01 Honor Code  
[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  
[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.  
Note: All concerns of sexual discrimination including sexual harassment and sexual violence are referred to the Texas State University, Title IX Coordinator, [titleIX@txstate.edu](mailto:titleIX@txstate.edu), 512-245-2539.
2. The Director designates the A-P-G Committee or a subcommittee there of 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). [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 addresses:
  - The purpose of the Behavior Assessment Team (BAT) and its composition
  - Procedures for addressing referrals
  - Operations and procedure guidelines for case management
  - Case Information and confidentiality procedures

### **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.

**Policy and Procedure Statement 02.02.32**

**College of Health Professions**

Student Liability Insurance

[Student Liability Insurance Incident Reporting](#)

[Student Liability Insurance Adverse Event Report Form](#)

**Attachment D**

## Guide to Incident Report Writing

Five key rules to keep in mind when completing an incident report

The purpose of completing an incident report is to document an incident based on information reported to you by the involved individual(s) or as observed by you, if appropriate.

The purpose of completing an incident report is not to assign fault or blame.

When completing an incident report, you should always:

1. Identify, by name, the person who is providing you with information about the incident.

Example: Steve Student said he was removing the covering of a needle in order to draw blood but he said that he looked away for a minute and sustained a needle stick to the palm of his right hand.

2. State only the facts and do not guess, assume or speculate as to how an incident occurred.

Example: Steve Student said he was removing the covering of a needle in order to draw blood and sustained a needle stick to the palm of his right hand. I didn't see Steve Student stick himself, but I suspect the TV distracted him in the nearby lounge. [This is speculation on the part of the person who didn't see the incident.]

Example: Steve Student said he was removing the covering of a needle in order to draw blood but he said that he looked away for a minute and sustained a needle stick to the palm of his right hand. [This is not speculation on the part of the person completing the form as the person completing the form is stating what they were told by Steve Student.]

3. State only the facts pertaining to the specific incident and do not include information regarding prior incidents.

Example: Steve Student said he was removing the covering of a needle in order to draw blood but he said that he looked away for a minute and sustained a needle stick to the palm of his right hand. This is the 5<sup>th</sup> time I've had to complete an incident report because a student has sustained a needle stick while removing the cap of a needle to draw blood. [This information has nothing to do with the current incident and should not be included.]

4. State the facts without judging or characterizing the incident.

Example: Steve Student said he was removing the covering of a needle in order to draw blood but he said that he looked away for a minute and sustained a needle stick to the palm of his right hand. **I think Steve is just clumsy and not very good handling needles.** [This information is judgmental and not factual.]

5. Differentiate between facts you observed and facts as told you by someone else.

Example: Steve Student said he was removing the covering of a needle in order to draw blood but he said that he looked away for a minute and sustained a needle stick to the palm of his right hand. **I did not observe the incident as I was not facing Steve but I heard Steve say “Ouch.”** I asked Steve what happened and he said he had just stuck himself with a needle. [This information is a combination of information relayed by Steve and information based on the personal observation of the person completing the form.]

## Attachment E

### 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://www.statutes.legis.state.tx.us/Docs/OC/htm/OC.301.htm>  
and
2. Texas Board of Nursing's Rules and Regulation Sections 213.27 - 213.30  
[http://www.bon.texas.gov/laws\\_and\\_rules\\_rules\\_and\\_regulations\\_current.asp#toc](http://www.bon.texas.gov/laws_and_rules_rules_and_regulations_current.asp#toc)

These codes and rules and regulations are listed below:

#### **Texas Occupational Codes:**

- [Texas Occupations Code Section 301.252 - License Application](#)
- [Texas Occupations Code Section 301.257 - Declaratory Order Of License Eligibility](#)
- [Texas Occupations Code Section 301.452 - Grounds For Disciplinary Action](#)
- [Texas Occupations Code Section 301.453 - Disciplinary Authority Of Board; Methods Of Discipline](#)
- [Texas Occupations Code Section 301.4535 - Required Suspension, Revocation, Or Refusal Of License For Certain Offenses](#)
- [Texas Occupations Code Section 301.454 - Notice And Hearing](#)
- [Texas Occupations Code Section 301.455 - Temporary License Suspension Or Restriction](#)
- [Texas Occupations Code Section 301.456 - Evidence](#)
- [Texas Occupations Code Section 301.457 - Complaint And Investigation](#)
- [Texas Occupations Code Section 301.458 - Initiation Of Formal Charges; Discovery](#)
- [Texas Occupations Code Section 301.459 - Formal Hearing](#)
- [Texas Occupations Code Section 301.460 - Access To Information](#)
- [Texas Occupations Code Section 301.461 - Assessment Of Costs Prohibited](#)
- [Texas Occupations Code Section 301.462 - Voluntary Surrender Of License](#)
- [Texas Occupations Code Section 301.463 - Agreed Disposition](#)
- [Texas Occupations Code Section 301.464 - Informal Proceedings](#)
- [Texas Occupations Code Section 301.465 - Subpoenas; Request For Information](#)
- [Texas Occupations Code Section 301.466 - Confidentiality](#)
- [Texas Occupations Code Section 301.467 - Reinstatement](#)
- [Texas Occupations Code Section 301.468 - Probation](#)
- [Texas Occupations Code Section 301.469 - Notice Of Final Action](#)

**Texas Board of Nursing's Rules and Regulation Sections 213.27 - 213.30**

- Section 213.27: Good professional Character
- Section 213.28: Licensure of Persons with Criminal Offenses
- Section 213.29: Fitness to Practice
- Section 213.30: Declaratory Order of Eligibility for Licensure

\_\_\_\_\_

*By signing, I acknowledge that I that I have been provided 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' Policies and Procedures**  
**Grade Appeal Policy and Procedures**

**Attachment F**

- [Statement 02.03.33 Grade Appeals](#)
- [Attachment: Grade Appeal Review Form](#)

**TEXAS  STATE  
UNIVERSITY**®

*The rising STAR of Texas*

**Photo/Video Release Form**

I, \_\_\_\_\_, give Texas State University and/or the Texas State University System (herein, "Texas State"), its employees, designees, agents, independent contractors, legal representatives, successors and assigns, and all persons or departments for whom or through whom it is acting, the absolute right and unrestricted permission to take, use my name, testimonial and biographical data and/or publish, reproduce, edit, exhibit, project, display and/or copyright photographic images, pictures or videos of me or my child(ren), whether still, single, multiple, or moving, or in which I (they) may be included in whole or in part, in color or otherwise, through any form of media (print, digital, electronic, broadcast or otherwise) at any campus or elsewhere, for art, advertising, recruitment, marketing, fund raising, publicity, archival or any other lawful purpose.

I waive any right that I may have to inspect and approve the finished product that may be used or to which it may be applied now and/or in the future, whether that use is known to me or my child(ren) or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image or product.

I release and agree to hold harmless/liable Texas State, its Board of Regents, officers, employees, faculty, agents, nominees, departments, and/or others for whom or by whom Texas State is acting, of and from any liability by virtue of taking of the pictures or using the testimonial/biographical data, in any processing tending towards the completion of the finished product, and/or any use whatsoever of such pictures or products, whether intentional or otherwise.

I certify that I am at least 18 years of age (or if under 18 years of age, that I am joined herein by my parent or legal guardian) and that this release is signed voluntarily, under no duress, and without expectation of compensation in any form now or in the future.

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature of parent or legal guardian if  
under 18 years of age

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

601 University Drive | San Marcos, Texas 78666  
WWW.TXSTATE.EDU

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

## Social Media and Networking Policy

### **Attachment G**

**Policy and Procedure Statement 6.02**  
**Effective Date: August, 2012**  
**Review Cycle: E2YRS**  
**Revised: May 28, 2015**

**St. David's School of Nursing**  
**College of Health Professions**  
**Social Media and Networking Policy**

#### **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, Facebook, LinkedIn, Twitter, Pinterest, Tumblr, Snapchat, Instagram, VK, Flickr, Ask.fm, Vine, Reddit, YouTube, Google Plus+, and blogs.

#### **BACKGROUND:**

There are six principles contained in *Social Networking Principles Toolkit* (ANA[a], 2015), which are linked to the *Code of Ethics for Nurses with Interpretive Statements* (ANA[b], 2015), and the standards found in *Nursing: Scope and Standards of Practice* (ANA, 2015[c]). 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 an 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. Students in the St. David's School of Nursing will be informed of the PPS related to Social Media during online orientation.
2. Faculty will be informed of the PPS related to Social Media in the first fall meeting of the Nursing Faculty Assembly.
3. Staff will be informed of the PPS related to Social Media in an email.
4. Students, faculty and staff will also be informed 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: Social Networking-

[security.vpit.txstate.edu/awareness/social\\_networking.html](http://security.vpit.txstate.edu/awareness/social_networking.html)

Identity theft- <http://security.vpit.txstate.edu/awareness/Cyber-Threats/idtheft.html>

Awareness- <http://security.vpit.txstate.edu/awareness/awareness-resources.html>

Phishing- [security.vpit.txstate.edu/awareness/phishing.html](http://security.vpit.txstate.edu/awareness/phishing.html)

Information Security - [http://security.vpit.txstate.edu/awareness/best\\_practices\\_server.html](http://security.vpit.txstate.edu/awareness/best_practices_server.html)

Security Trends- [www.sophos.com/en-us/security-news-trends/security-trends.aspx](http://www.sophos.com/en-us/security-news-trends/security-trends.aspx)

5. 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.

6. 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.
7. 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.
8. 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.
9. Photos posted of the social networking member should be tasteful. They are a reflection on the school, the university, and the nursing profession.
10. 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.
11. Currently enrolled nursing students and current faculty should not use social media websites to conduct classroom or clinical instruction, teaching or learning.
12. 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, 2015[a]).
13. 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**.
14. 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.
15. 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.
16. 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 ([www.nursing.txstate.edu/enteringclass/BSN-Students/student-handbook.html](http://www.nursing.txstate.edu/enteringclass/BSN-Students/student-handbook.html)). **Violation of this policy can result in disciplinary action ranging from written reprimand to dismissal from the program.** According to a 2010 survey of the National Council on State Boards of Nursing (NCSBN), "...an overwhelming majority of responding BONs (33 of the 46 respondents) reported receiving complaints of nurses who have violated patient privacy by posting photos or information about patients on social networking sites. The majority (26 of the 33) of BONs reported taking disciplinary actions based on these complaints. Actions taken by the BONs included censure of the nurse, issuing a letter of concern, placing conditions on the nurse's license or suspension of the nurse's license." (NCSBN, pg. 2, 2014).

#### REFERENCES:

- Anderson, J., & Puckrin, K. (2011). Social network use: A test of self-regulation. *Journal of Nursing Regulation*, 2 (1), 36-41.
- American Nurses Association [a]. (2015). Social networking principles toolkit. Retrieved May 27, 2015 from: [www.nursingworld.org/socialnetworkingtoolkit](http://www.nursingworld.org/socialnetworkingtoolkit)
- American Nurses Association [b]. (2015). Code of ethics for nurses with interpretive statements. Retrieved May 28, 2015 from: <http://www.nursingworld.org/codeofethics>
- American Nurses Association [c]. (2015). Scope and Standards of Practice. Retrieved May 28, 2015 from <http://nursingworld.org/scopeandstandardspractice>
- Boyd, S., & Ellison, N.B. (2007). Social network sites: Definition, history, and scholarship. *Journal of Computer Mediated Communication*, 13 (1), 210-230.
- Henderson, M. & Dahnke, M. D. (2015). The ethical use of social media in nursing practice. *MEDSURG Nursing*, 24, 62-64.
- National Council of State Boards of Nursing. (2014, January). White paper: A nurse's guide to the use of social media. *ISNA Bulletin*, 80, 12-15.