

SouthUniversitySM

RN to BSN PROGRAM



NURSING STUDENT HANDBOOK 2009-2010

Law Dept. review completed (December 4, 2009)

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Preface

Welcome to the South University Bachelor of Science in Nursing Completion Program. You have chosen to pursue a rewarding, dynamic and challenging opportunity. It is our wish that you will experience personal satisfaction with your education at South University as you further develop your professional competencies.

The purpose of this handbook is to serve as a reference for nursing department policies and information. Students are required to read this handbook and the South University Student Handbook to promote effective communication and positive student outcomes. Please note that the information and policies contained in this handbook may be revised at any time. You will be officially notified of any changes as soon as possible.

The faculty, staff and administration are committed to assisting you in your educational and career goals. We look forward to sharing this journey with you.

The South University College of Nursing

The Nursing Program supports the South University policy of nondiscrimination.

South University is an equal opportunity university open to any qualified individual without regard to race, religion, sex, age, color, national or ethnic origin, genetic marker or disability. Pursuant to all applicable federal anti-discrimination laws and regulations, South University does not discriminate against any of the protected categories of individuals in the administration of its policies, programs or activities. This non-discriminatory policy includes admission policies, scholarship and loan programs, employment practices, and all other university-related programs.

OVERVIEW OF THE SOUTH UNIVERSITY BACHELOR OF SCIENCE IN NURSING COMPLETION PROGRAM

The South University Nursing Program joins the American Nurses Association in support of the belief that the Bachelor of Science in Nursing (BSN) degree should serve as the entry level for professional nursing practice. The South University Bachelor of Science in Nursing RN to BSN Program provides students with a solid educational preparation to expand their role within the nursing profession.

AACN's document *The Essentials of Baccalaureate Education for Professional Nursing Practice* (2008) continues to be used to guide South University nursing program and curriculum development. These nine *Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) are:

- Liberal Education for Baccalaureate Generalist Nursing Practice
- Basic Organizational and Systems Leadership for Quality Care and Patient Safety
- Scholarship for Evidence Based Practice
- Information Management and Application of Patient Care Technology
- Health Care Policy, Finance, and Regulatory Environments
- Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
- Clinical Prevention and Population Health
- Professionalism and Professional Values
- Baccalaureate Generalist Nursing Practice

The AACN expectations for knowledge, values, and professional behaviors for the baccalaureate graduate are integral components of the nursing curriculum. Additionally, AACN addresses three components of role development to enable graduates to practice within complex healthcare systems: provider of care, designer/manager/coordinator of care and member of a profession which are used to holistically frame professional nursing practice.

The RN to BSN Program graduate incorporates the concepts of caring, communication, critical thinking, professionalism, and holism to provide care for individuals, families and communities. The comprehensive theoretical and clinical practice components allow South University graduates to develop and strengthen complex skills necessary for professional success and leadership. Graduates of the South University RN to BSN Program are encouraged to continue the educational process and are prepared for the challenges of graduate study.

The RN to BSN Program is designed for the registered nurse student. The program is designed to accommodate registered nurses who wish to pursue their Bachelor's degree while employed full time. The program allows highly-motivated full-time students to complete the program of study in nursing in a concentrated period of time.

The South University RN to BSN Program is offered both online and on ground (Columbia, South Carolina; Tampa, Florida and West Palm Beach, Florida campuses).

DEFINITIONS OF NURSING

Definitions of nursing have evolved due to changes in healthcare, expectations of nursing practice and the nursing profession. The *American Nurses Association (ANA)* is the professional organization representing the over 2.9 million registered nurses in the United States. The ANA has established definitions of nursing, social policy statements, standards of practice, and a code of ethics. Aspects of the ANA documents are integrated into the framework of the nursing program at South University.

The following is the current ANA definition of professional nursing.

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations. (ANA, 2003, p. 6)

Specific values and assumptions undergird Nursing's Social Policy Statement (2003). In addition, six essential features of professional nursing have been proposed as follows:

- provision of a caring relationship that facilitates health and healing,
- attention to the full range of human experiences and responses to health and illness within the physical and social environments,
- integration of objective data with knowledge gained from an appreciation of the patient or group's subjective experience
- application of scientific knowledge to the processes of diagnosis and treatment through the use of judgment and critical thinking,
- advancement of professional nursing knowledge through scholarly inquiry, and
- influence on social and public policy to promote social justice (ANA, 2003, p. 5).

The practice of professional nursing is also defined by statute in the individual state. For example, the Florida Board of Nursing (Statute 464 Rule 464.003 Definitions (3) (a)) states:

“Practice of Professional Nursing” means the performance of those acts requiring substantial specialized knowledge, judgment, and nursing skill based upon applied principles of psychological, biological, physical, and social sciences, which shall include, but are not limited to:

1. The observation, assessment, nursing diagnosis, planning, intervention, and evaluation of care: health teaching, and counseling of the ill, injured or infirm; and the promotion of wellness, maintenance of health, and prevention of illness of others.
2. The administration of medications and treatments as prescribed or authorized by a duly licensed practitioner authorized by the laws of this state to prescribe such medications and treatments.
3. The supervision and teaching of other personnel in the theory and performance of any of the above acts.

Similar definitions are stated in the statutes in each state and students are directed to the following source to find the appropriate State Board of Nursing applicable to their practice opportunities:

<http://www.ncsbn.org/515.htm>.

References:

American Association of Colleges of Nursing. (2008). *The essentials of baccalaureate education for professional nursing practice*. Retrieved January 7, 2009, from <http://www.aacn.nche.edu/Education/pdf/BaccEssentials08.pdf>

American Nurses Association. (2003). *Nursing's social policy statement* (2nd ed.). Washington, DC: Nursebooks.org.

State of Florida. (2008). *The 2008 Florida Statutes*. Retrieved January 8, 2008, from http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch0464/SEC003.HTM&Title=->2008->Ch0464->Section%20003#0464.003

GENERAL INFORMATION

SOUTH UNIVERSITY BACHELOR OF SCIENCE IN NURSING RN to BSN Program

MISSION STATEMENT

The South University Bachelor of Science in Nursing (RN to BSN) Completion Program seeks to prepare competent, caring professional nurses to meet the ever-changing health care needs of individuals, families, and communities.

PURPOSE

Congruent with the purpose of South University, the RN to BSN Program offers a program of study based on a solid liberal education foundation designed to provide professional knowledge and skills to the licensed registered nurse, to support educational mobility and to strengthen community health leadership abilities of nurses who already have a foundation in the profession.

Nursing faculty will serve as educators and role models to provide students with a solid foundation that supports learning and success in practice. Faculty and students work collaboratively to identify student-learning needs and develop strategies that will lead to successful outcomes. The philosophy and conceptual framework pillars of the South University Nursing Program will be modeled and integrated throughout the RN to BSN Program. The nursing profession, South University and the nursing program faculty believe in lifelong learning, professional advancement, and contributing to the advancement of the community. The purpose of the RN to BSN Program is to prepare registered nurses for complex professional roles in order to meet the challenges of their future careers.

PHILOSOPHY

South University offers the RN to BSN Program. The nursing faculty supports the belief that the Baccalaureate degree is the entry into the professional level of nursing practice. The South University RN to BSN Program prepares students for entry into advanced study of nursing. The Bachelor of Science degree from South University will provide students with the credentials for growth and development within the nursing profession well as prepare the student for advanced studies.

This philosophy is congruent with the statements of purpose of South University and the Nursing Program and describes faculty beliefs related to nursing, person, community, health, learning, and environment. These components are viewed independently and then interdependently to demonstrate the nursing faculty beliefs of the nursing profession.

We believe that nursing is a dynamic profession based upon the arts and sciences that works collaboratively with the person and the community to achieve holistic health care goals. Nursing blends evidence-based scientific and technical skills with the humanistic art of caring to provide person and community centered care. The nurse models professionalism and caring by using effective communication and critical thinking in an ongoing effort to promote health and well-being in a comprehensive holistic manner.

Person is viewed as being whole. More than the sum of parts, person is comprised of physiological, intellectual, emotional, spiritual, philosophical and cultural components. Each person is a complex being worthy of human compassion, unconditional regard and concern and deserving of comprehensive holistic health care. Each person has value to self and to the community. Each person has unique individual qualities, values and abilities and shares commonalities with society as a whole. Each person has a responsibility to participate in health maintenance behaviors.

Community is viewed as groups of individuals in various dynamic arrangements. Community may be viewed with specific boundaries such as a finite locality and may also be viewed with fluidity and lack of boundaries such as the global community. Community is the blend of all persons and as such requires a holistic view into cultural, ethnic and religious concerns. Community has common goals and needs related to health, safety, education, and prosperity. The nurse interacts with the community in an attempt to provide education and nursing care to promote health and well-being. Community has a shared responsibility to participate in health maintenance behaviors.

Health is a continuum of physiological, psychological, sociological and spiritual levels of well-being. Health is viewed as a dynamic state in constant flux. Person and community share responsibility for health maintenance and collaborate with health care providers including nurses to promote health and well-being.

Learning is the ability to attain, retain, and utilize knowledge. Learning occurs by integration of the cognitive, affective, and psychomotor domains and is enhanced by focusing on the needs of the learner in a holistic manner. Learning is a continuous process that occurs incrementally throughout the life span. Learning is dynamic and interactive with the teacher and learner both engaged in the teaching and learning process.

The **environment** encompasses the world in which we live. Environmental influences upon the local and global community include the availability and quality of air, water, food and living conditions. The increasing population of the world, pollution, poverty, hunger, homelessness, and the stressors of war and terrorism threaten our environment. People must collaborate with the global community to preserve our environmental resources, which are in jeopardy.

Nursing interacts holistically with the person and the community in an effort to achieve health, well-being and learning. Environmental issues must continue to be addressed to protect the individual and the community and to promote health. Communication and critical thinking are integral to promote learning in the person and the community to maintain health and care for the environment. Utilizing components of professionalism, the nurse further provides high quality holistic care by acting as an advocate in issues with legal, ethical, political, or economic implications. The nurse demonstrates competency in the delivery of complex technical care in addition to the appropriate delegation and management of care.

CONCEPTUAL FRAMEWORK PILLARS

In addition to the purpose and philosophy, the nursing faculty believes in five integral components to nursing practice. These components are viewed as the Conceptual Framework Pillars. The philosophy is built upon these pillars and they support the structure of the nursing profession. Without the strength of the pillars the foundation will weaken and fail. These pillars are used within the constructs of each nursing course at South University and shape the way the student will learn, develop and practice.

The Conceptual Framework Pillars of South University are: Caring, Communication, Critical Thinking, Professionalism, and Holism. Each pillar is defined separately and then interdependently to demonstrate their interconnectedness.

Caring encompasses the nurses' empathy for and connection with the patient as well as the ability to translate the values of altruism, autonomy, human dignity, integrity, and social justice into compassionate, sensitive, safe and appropriate high quality care.

Communication is a dynamic, complex, interactive circular process by which information is shared between two or more individuals. Conveyed formally or informally, communication may be verbal, nonverbal, or written in a social, personal, professional or therapeutic manner. Three elements included in the communication process are the sender, the message and the receiver. Communication is a learned process influenced by an individual's past experiences, sociocultural background and competency.

Critical Thinking is highly developed thought, the outcome of which reflects assimilation of inquiry, reasoning, analysis, evidence-based research and decision making. Knowledge is generated and learning occurs with the application of critical thinking relevant to the discipline of nursing.

Professionalism is a multifaceted process involving competency, legal, ethical, political and economic issues. Nurses utilize the fields of law and ethics in reference to standards of practices, legal interpretations, and shared beliefs concerning health-related behaviors. Professional issues play an ever-increasing role in the establishment and maintenance of high standards and delivery of safe, high quality health care by the contemporary nurse.

Holism is the unity and completeness of person. Holism recognizes that persons are entire entities composed of complex, integrated systems. Conditions of the body, mind and spirit are influenced by culture, religion, education, environment, standard of living, interpersonal relationships, gender and developmental stage. Holistic nursing practice focuses on the whole being in the attempt to achieve optimal wellness through comprehensive health promotion, disease/illness prevention and restorative care of person, family, and community.

Integration of Conceptual Framework Pillars

Nursing practice is based upon caring. The nurse applies the components of professionalism together with critical thinking and effective communication skills to engage in holistic caring for person, the family or the community. The conceptual framework pillars are singularly important and collectively essential as the underpinnings of the nursing profession.

PROGRAM OBJECTIVES

Students graduating from the Bachelor of Science in Nursing Program will have demonstrated their acquisition of competencies and proficiencies related to the following:

- **Liberal Education for Baccalaureate Generalist Nursing Practice:** Synthesize knowledge from nursing, the physical and social sciences, arts, and humanities in the practice of professional nursing practice.
- **Basic Organizational and Systems Leadership for Quality Care and Patient Safety:** Apply critical thinking skills in establishing priorities, delegating responsibility, formulating decisions, and maintaining accountability in the practice of professional nursing through the application of nursing standards.
- **Scholarship for Evidence Based Practice:** Integrate care and concern for humanity, with scholarly research and systematic inquiry to deliver evidenced based, comprehensive, and holistic nursing care which promotes health and quality of life.
- **Information Management and Application of Patient Care Technology:** Utilize informatics and technology to adapt to the challenges of nursing practice of today and the future.
- **Health Care Policy, Finance, and Regulatory Environments:** Demonstrate professionalism by advocating for legal, ethical, financial and political issues involving health care.
- **Interprofessional Communication and Collaboration for Improving Patient Health Outcomes:** Communicate effectively and collaboratively within nursing and other healthcare disciplines to empower patients experiencing health challenges through education and promotion of health and well-being.
- **Clinical Prevention and Population Health:** Utilize the nursing process to collaborate with consumers and other health professionals to initiate improvements in healthcare and promote health and well-being in persons, families and communities.
- **Professionalism and Professional Values:** Demonstrate a self awareness of and commitment to excellence in nursing practice through the pursuit of community, educational, and organizational opportunities to enhance personal and professional growth.
- **Baccalaureate Generalist Nursing Practice:** Provide holistic caring to diverse patient populations, across the lifespan in a variety of settings with technical proficiency that integrates foundational, discipline-specific and interdisciplinary knowledge essential for professional practice.

GRADUATE COMPETENCIES

Students who successfully complete the nursing program will be able to:

- Apply critical thinking to formulate professional practice decisions by utilizing theoretical and empirical knowledge from scientific, humanistic and nursing disciplines.
- Utilize the nursing process, as a problem solving approach, in assessing and analyzing health problems in diverse clinical settings.
- Provide professional holistic nursing care based on knowledge derived from theory and research.
- Provide technically proficient, competent comprehensive care.
- Communicate effectively with persons in need of care and persons who are part of the healthcare delivery system.
- Integrate discipline-specific and interdisciplinary knowledge to nursing practice in a complex highly technical, rapidly changing health care environment.
- Demonstrate professionalism and caring in nursing practice.
- Collaborate with clients, healthcare providers, and members of the public, to build community partnerships that achieve healthcare goals and promote individual, family and community wellness.
- Demonstrate responsibility and accountability for individual nursing practice, and participate in the supervision of selected personnel in the provision of nursing care.
- Seek opportunities for educational advancement, personal and professional growth, and lifelong learning.
- Engage in professional role behaviors, using leadership and management skills to improve nursing, improve healthcare delivery, and meet the changing needs of society.
- Practice nursing in an ethically and legally responsible manner.

OUTCOME STATEMENTS

1. Eighty five percent of enrolled students will graduate.
2. Students are required to develop a portfolio as they progress through the program. Collaborative evaluation (student and faculty) during the capstone course provides evidence of professional growth.
3. At least ninety percent of graduates of South University RN to BSN Program will be satisfied with their performance and growth based upon the following criteria:
 - A. Reliability
 - B. Interpersonal skills

- C. Application of knowledge
 - D. Critical thinking skills
 - E. Performance of technical skills
 - F. Stress management skills
 - G. Communication skills
 - H. Attendance and punctuality
 - I. Personal appearance
 - J. Flexibility
4. At least ninety percent of employers of South University RN to BSN Program graduates will be satisfied with the employees job performance based upon the following criteria:
- A. Reliability
 - B. Interpersonal skills
 - C. Application of knowledge
 - D. Critical thinking skills
 - E. Performance of technical skills
 - F. Stress management skills
 - G. Communication skills
 - H. Attendance and punctuality
 - I. Personal appearance
 - J. Flexibility

GRADUATION REQUIREMENTS

To graduate from the nursing program a student must satisfy the following requirements:

1. The student must complete the course requirements described in the catalog in effect when the student enrolled. Students who leave the university longer than one calendar year will be required to meet catalog requirements in effect at the time of their return.
2. Grades of “C” or higher in all nursing courses.
3. A cumulative grade point average (G.P.A.) of 2.5 or higher.

PROGRAM ACCREDITATION

The South University BSN Completion program at the Columbia Campus is a candidate for accreditation and the South University BSN completion programs at the Tampa and the West Palm Beach (including Online RN to BSN Program) campuses are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington DC 20036-1120; 202-887-6791; www.aacn.nche.edu.

DISABILITY SERVICES

South University does not discriminate on the basis of disability in the recruitment and admission of students, in the recruitment and employment of faculty and staff, or in the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) is the Dean of Student Affairs.

The Dean of Student Affairs provides assistance for students with disabilities. Services are varied depending on individual needs and include, but are not limited to individual campus orientation, academic accommodations, and assistance in university activities. Students with disabilities are encouraged to contact the Dean of Student Affairs to ensure reasonable accommodations.

Students with disabilities, whether a visible or hidden disability, are required to provide appropriate documentation of that disability to the Dean of Student Affairs. Once registered, the Dean of Student Affairs will work collaboratively with the student and faculty to provide reasonable accommodation for the student to have a successful academic career. The Dean of Student Affairs will protect the confidentiality of the student's disability.

ESSENTIAL FUNCTIONS RELATED TO THE PROFESSION OF NURSING

Students in the nursing program at South University must demonstrate the ability to perform specific cognitive functions and psychomotor skills in order to succeed in the profession of nursing. Nursing students must possess the ability to perform all functions that are necessary components of the nursing program. Any student with a documented disability who wishes to discuss reasonable accommodations is encouraged to meet with the Dean of Student Affairs.

The Dean of Student Affairs will determine what reasonable accommodations may be provided for students with disabilities and will complete an accommodation letter that will be given to the Nursing Program Director.

The following Core Performance Standards are necessary for all nursing education programs for program admission and progression as described by the Southern Regional Educational Board Council on Collegiate Education for Nursing. See <http://www.sreb.org>

1. Critical Thinking: demonstrate judgment and identify cause/effect relationships in the clinical setting as well as develop and utilize nursing care plans.
2. Interpersonal skills: demonstrate effective interactions with clients and colleagues from various social, emotional, cultural, and intellectual backgrounds
3. Communication skills: demonstrate effective verbal and written communication skills while interacting in all learning environments.
4. Motor skills: demonstrate physical ability to assess clients, perform technical skills involving gross and fine muscular movements and motor strength.
5. Mobility- demonstrates ability to move effectively in patient care areas; perform CPR.
6. Sensory Integrity: demonstrate ability to effectively assess and care for clients utilizing the senses of sight, hearing, smell and touch.

ADMISSION TO SOUTH UNIVERSITY RN TO BSN PROGRAM

The applicant seeking admission to the RN to BSN Program:

- Has received an associate degree from an accredited nursing program or is a diploma graduate, from an accredited nursing program with a minimum cumulative GPA of 2.5 in all completed nursing coursework.
- Holds a valid and unencumbered RN license in state of clinical practice.
- Meets Essential Functions as described above.

In addition, all general education prerequisites must be completed before the student takes any professional nursing courses beyond the 3000 level.

**Prerequisite Courses and Nursing Curriculum for the South University
RN to BSN Program**

General Education/Prerequisite Courses

| | |
|--|------------------------|
| Humanities | 24 credit hours |
| <i>English Composition sequence</i> | <i>3 courses</i> |
| <i>Humanities Electives</i> | <i>2 courses</i> |
| <i>Public Speaking</i> | <i>1 course</i> |
| Math and Science | 42 credit hours |
| <i>Math Electives</i> | <i>2 courses</i> |
| <i>Statistics</i> | <i>1 course</i> |
| <i>Anatomy and Physiology (with lab)</i> | <i>2 courses</i> |
| <i>Microbiology (with lab)</i> | <i>1 course</i> |
| <i>General Chemistry</i> | <i>1 course</i> |
| <i>Nutrition</i> | <i>1 course</i> |
| <i>One approved elective</i> | <i>1 course</i> |
| Social Science | 12 credit hours |
| <i>Human Growth and Development</i> | <i>1 course</i> |
| <i>General Psychology</i> | <i>1 course</i> |
| <i>Sociology</i> | <i>1 course</i> |
| Other Electives | 12 credit hours |
| <i>Computer Elective</i> | <i>1 course</i> |
| <i>Open Electives (any)</i> | <i>2 courses</i> |
| Total General Education/Prerequisite Curriculum Credits | 90 |

Nursing Transfer Credits **45**

| Nursing Curriculum | Credit Hours |
|--|---------------------|
| NSG3005 Transition into Professional Nursing for RN's | 4 |
| NSG3012 Principles of Assessment for RNs | 4 |
| NSG3016* Caring for a Multicultural Society | 2 |
| NSG3028* Caring for the Community | 4 |
| NSG3036 Introduction to Nursing Research | 3 |
| NSG4028 Concepts of Teaching & Learning | 4 |
| NSG4029 Leadership in a Diverse Society | 4 |
| NSG4055 Illness & Disease Management across the Life Span | 4 |
| NSG4064 Financial Management for Nurses | 4 |
| NSG40XX Nursing Elective | 4 |
| <i>(NSG4045 Health Promotion across the Life Span, NSG4065 Complementary & Alternative Methods in Nursing, NSG4066 Palliative Care, or NSG4067 Gerontological Nursing)</i> | |
| NSG4070 Legal and Ethical Issues in Nursing | 2 |
| NSG4075 Holistic Professional Nursing | 6 |
| Total Nursing Credits | 45 |
| Total Program Credits | 180 |

*At selected sites, an allowable substitution for this two-course sequence (NSG 3016 and 3028) is the sequence of NSG 3069 and 4069 Caring for Diverse and Vulnerable Populations I & II)

ACADEMIC INFORMATION & COLLEGE OF NURSING POLICIES

GRADING SYSTEM

The College of Nursing will follow the South University grading policy with the following interpretations. Students must earn a grade of “C” or higher in all courses.

| Course Grade | Range | Interpretation |
|--------------|--------|----------------|
| A | 90-100 | Excellent |
| B | 80-89 | Above average |
| C | 70-79 | Average |
| D | 60-69 | Below Average |
| F | 0-59 | Failure |

MAKE-UP EXAMINATIONS/ASSIGNMENTS

Make-up examinations and assignments will only be permitted in cases of documents student hardship. Some courses may have policies that prohibit make-up examinations.

CRITERIA FOR ALL REQUIRED PAPERS

1. All formal papers must be submitted in accordance to specifications of course instructor. Students must follow directions listed in the course syllabus.
2. All students must utilize Microsoft Word for all documents sent as directed by ACO or course syllabus.
3. Correct spelling, grammar, and punctuation are essential components of collegiate writing. Unsatisfactory papers will be returned to the student for revision.
4. All papers must be stapled.
5. Any references used must be appropriately documented/referenced using the Publication Manual of the American Psychological Association (APA format) (Sixth Edition).
6. Incidents of plagiarism and/or academic dishonesty will be subject to the Academic Integrity policy. Please refer to this topic listed in the *South University Student Handbook* and the *Nursing Student Handbook*.
7. All papers must be submitted by the required dates. Late papers will receive a reduction in grade. Exceptions to the due date will be made only under an extraordinary circumstance; arrangements must be made with the instructor in advance.

The Electronic Portfolio for RN to BSN Program

The College of Nursing for South University is initiating an electronic portfolio assessment tool for all RN to BSN students, beginning Fall 2009. Students will begin their portfolio when enrolled in "Transition into Professional Nursing for RNs," NSG3005. This tool will provide students with an opportunity to create a profile of their learning during the academic program. The focus of the electronic portfolio is to assess student progress in becoming a generalist nurse.

According to the American Association of Colleges of Nursing (AACN, 2008), baccalaureate generalist nurses:

- are providers of direct and indirect care
- are designers, coordinators, and managers of care
- are members of the profession and in this role are advocates for their patients and their profession

The electronic portfolio is an important tool that supports student growth and professional development. It will also allow the program faculty to assess student development and support student efforts to achieve competence as a baccalaureate generalist nurse.

Development of the electronic portfolio:

The electronic portfolio will be initiated concurrently with enrollment in NSG3005 for each student. Students will be required to submit selected assignments from each of the nursing courses the student completes. It is critical that students keep up with this effort as they can only submit from a particular course while they are active in it.

Reflection on learning:

Selected graded assignments (known as artifacts) are inserted into the electronic portfolio. Students are asked to write a brief guided reflection as follow-up to the selected assignment. Students will be asked to complete a final reflection as part of their Capstone course, NSG4075.

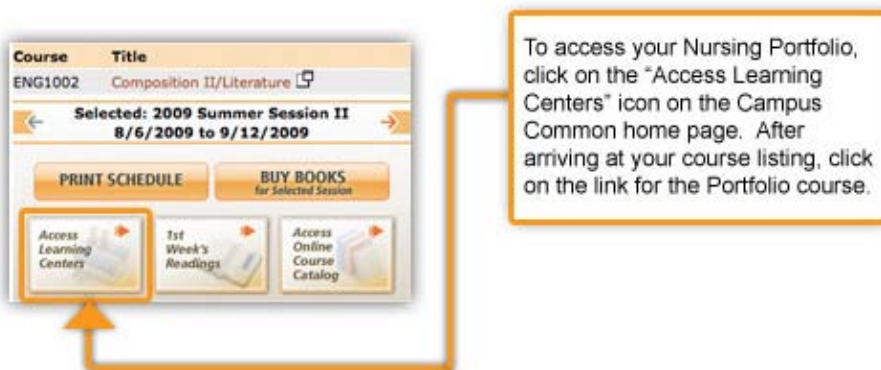
Grading of the electronic portfolio:

The electronic portfolio will be assigned a grade as part of the NSG4075 course. The electronic portfolio will constitute 10% of the total grade for the NSG4075 course.

Why the electronic portfolio is important:

The electronic portfolio is important because it offers an alternative lens for considering personal learning and development. It allows the student to reflect on their development as an emerging professional, focusing on their competence in critical thinking, effective communication, and lifelong learning.

Student access to the electronic portfolio:



Using the navigation on the left, please proceed to the next page.

EMERGENCY LEAVE

A nursing student may be granted an official emergency leave for personal or medical reasons for a period not to exceed one calendar year. The student must make this request in writing and meet with the Nursing Program Director to seek approval. If the emergency leave is approved, the Nursing Program Director will provide the student, the registrar and the Director of Financial Aid with written notification including applicable timeframes of the leave. The student must notify the Nursing Program Director at least thirty calendar days prior to the anticipated date of re-entry. Students will not be required to repeat successfully completed nursing courses. In all cases of emergency leave, the student is required to complete the full nursing curriculum to be eligible to earn the degree of Bachelor of Science in Nursing. The student who fails to re-enter the nursing program within the timeframe established may be required to apply for readmission to the nursing program. (For purposes of deferring loan payments during a program approved emergency leave, federal regulations limit the leave to six months.)

WITHDRAWAL POLICY

Students are permitted to drop/add a class through the first week of a term. Any student considering withdrawals must communicate directly with the Nursing Program Director or if online, the Student Advisor. If the student chooses to withdraw, the student will be directed to the Registrar and Financial Aid officers. There is no guarantee of reinstatement for a student who withdraws from the nursing program.

ACADEMIC INTEGRITY

The South University Nursing faculty teaches and models professionalism. Students are held accountable for maintaining academic integrity. The nursing program supports and follows the academic integrity policy as written in the *South University Student Handbook*.

PROGRESSION POLICY

Once admitted to the South University initial licensure or to the nursing concentration in the RN to BSN Program, successful completion of all courses within each quarter is required for progression to the next quarter. Nursing courses must be passed with a minimum grade of C or better. Additionally, students must maintain a term GPA of 2.5 or greater in every quarter of the program. If part time in the RN completion program, students must maintain a term GPA of 2.5 or greater in the last 3 courses or 12 credits attempted, whichever is greater.

Note: To graduate with the baccalaureate nursing degree, the student must have a cumulative grade point average of 2.5 or higher for all nursing pre-requisite course work taken at the University, a cumulative grade point average of 2.5 or higher for all course work in the nursing program.

DISMISSAL FROM NURSING PROGRAM

A student is subject to dismissal from the South University RN to BSN Program due to the following conditions:

1. Failure to maintain a grade of "C" or higher in any course.

2. Failure to maintain satisfactory progress as described in the *South University Catalog*.
3. Breach of academic integrity.
4. Dismissal from a clinical affiliation for reasons related to safe, legal and ethical practice as defined in the Nurse Practice Act, applicable to your state.
5. Violation of the South University Nursing Program Code of Ethics.
6. Dismissal from the university due to disciplinary violations per the South University Code of Conduct as stated in the *South University Student Handbook*.

Students who are dismissed due to item #1 should refer to the reinstatement policy as indicated in the *Nursing Student Handbook*. Students who are dismissed due to item #2 should refer to the *South University Catalog* for the appeals procedure. Students who are dismissed due to items 3, 4, 5, or 6 should refer to the discipline procedure in the *South University Student Handbook*.

REINSTATEMENT

Students who are dismissed from the South University RN to BSN Program due to failure to achieve a “C” or better in any nursing course may attempt to be reinstated into the program.

The process that the student will follow to seek reinstatement is as follows:

1. The student must write a letter to the Program Director requesting that reinstatement be considered.
2. The student must have a G.P.A. of 2.5 or higher.
3. Re-admission will be considered on space availability.
4. The student will be given only one opportunity for reinstatement.

STUDENT COMPLAINT (GRIEVANCE) PROCEDURE

Effective communication is encouraged among nursing administration, faculty, staff and students. If a student has an issue that is unable to be resolved within the Nursing Department, that student may follow the Student Complaint Procedure as written in the *South University Student Handbook*.

COMMUNICATION ISSUES

Students are encouraged to communicate with faculty as needed. Telephonic and email communication is required for online students. Students attending on ground may meet with faculty, appointments are encouraged. South University email is available to all students.

- Students are expected to check their email frequently. (Online students will receive specific course requirements for communication).
- On ground students are permitted to tape record lecture classes. Recording devices of any type are prohibited in any practicum setting.
- Check the Directory in Appendix D for contact information.

FACULTY ADVISORS

Students are assigned to a faculty advisor during the first quarter of the program and are encouraged to make appointments as needed during the program.

STATE NURSES ASSOCIATION

All students are encouraged to join and participate in the Nursing Association of your respective state. For details on joining, go to the American Nurses Association website at <http://nursingworld.org>.

SOUTH UNIVERSITY HONOR SOCIETY OF NURSING

South University Honor Society of Nursing is a local nursing honor society. The chapter was established in 2008 at South University in Tampa, Florida. Students who meet eligibility criteria will be invited to join. Members of the professional nursing community and graduates in clinical practice may also be invited to join the organization.

EMERGENCY SITUATIONS

In the event of a severe weather condition, stay tuned to local media for notifications of school and college closings. If the faculty is notified to cancel classes related to any emergency situation, every effort will be made to notify students in an expeditious manner. Likewise, in the event of emergency situations in their local area, online students should maintain their personal safety and when possible, communicate with course faculty.

CAMPUS DRESS CODE (on Ground Students)

From the *South University Student Handbook*:

Dress: South University seeks to properly prepare students for the general business and professional community. Students in Health Professions majors have specific dress requirements which are defined by their departments. If a student is improperly dressed, he/she will not be permitted to attend class or use University facilities. **Improper dress includes but is not limited to clothing that is inappropriately revealing.**

In keeping with the South University dress code, students are encouraged to wear business casual or professional attire to all classes and program-related functions. Clothing must be in good condition.

ATTENDANCE POLICY

Students are expected to attend all class sessions. Absences may affect course grades and one's ability to pass the course. Students are expected to contact course faculty if unable to attend classes or course-related activities.

INFORMATION RELATED TO PRACTICUM COURSES

STUDENT HEALTH REQUIREMENTS

Annual Student Health Assessment

All nursing students are required to obtain an annual physical examination. The physical examination must be completed on the South University College of Nursing (CON) **Student Health Assessment** form. Completed forms must be submitted to the CON upon acceptance into the RN to BSN Program.

TITERS, IMMUNIZATIONS AND TUBERCULOSIS POLICIES

Titers:

All students are required to have serum titer results for the following: Rubella, Rubeola, and Varicella Zoster Virus. Titers must be obtained to determine immunity. Positive results indicate immunity and usually prevent the individual from contracting the disease. Negative results indicate a lack of immunity and students are strongly encouraged to receive immunization against these diseases.

Immunizations:

Hepatitis B Immunization is strongly recommended for all nursing students. Documentation of the completed series of three immunizations is requested. This information is addressed on the physical examination form. Students may elect to refuse these immunizations by signing a declination form releasing South University and/or any clinical facility of any responsibility related exposure to Hepatitis B. Students are encouraged to obtain a Hepatitis B titer 6-8 weeks after the 3rd Hepatitis B immunization. If this titer is positive, lifelong immunity has been established.

Tetanus immunization is strongly recommended for all nursing students. Tetanus immunization must be updated every ten years. Rubella, Rubeola (MMR), and Varicella immunizations are strongly recommended for all nursing students with negative titer results.

Tuberculosis testing:

Upon entrance to the Nursing program, students are required to have a physical assessment to determine exposure to Tuberculosis. The assessment involves a skin test with Purified Protein Derivative (PPD). *Students with a history of taking BCG vaccine and with known positive PPD results should not be given a PPD test.*

Students who test positive to the PPD test must be assessed by their health care provider and submit a treatment plan that includes one documented negative chest x-ray with documentation of no active chest disease. The Tuberculosis assessment must be submitted upon entrance to the nursing program and at the one-year anniversary date from that initial assessment.

*All students are required to keep a copy of all health records submitted to the College of Nursing.

*Reassessment of Titers is not required as part of the annual physical examination update.

HEALTH ISSUES AFFECTING STUDENT ATTENDANCE

Nursing students are required to attend all nursing classes to facilitate learning and meeting course objectives. Nursing faculty will provide assistance to students who are absent from class due to extenuating circumstances related to serious or prolonged health issues. Healthcare provider (Physician, Advanced Practice Nurse, or Physician Assistant) assessment and medical clearance is required for any student who wishes to return to class after resolution of serious or prolonged health issues (including childbirth-see section below). The occasional simple health alterations will not require Health Care Provider assessment and/or medical clearance.

PREGNANCY

This policy pertains to RN to BSN Program students attending campus based programs and online students attending preceptorships.

In the event that a nursing student becomes pregnant, the student is requested to:

1. Advise the Nursing Program Director who will advise the other nursing faculty.
2. Obtain written information from the healthcare provider (Physician, Advanced Practice Nurse, or Physician Assistant) related to medical clearance for the student to continue to participate in the nursing program with inclusion of the expected date of delivery.
3. Discuss current health and pregnancy status with Nursing Program Director and faculty.
4. The postpartum student must have medical clearance from the attending healthcare provider (Physician, Advanced Practice Nurse, or Physician Assistant) and the student must communicate directly with the Nursing Program Director before returning to the nursing program.

HEALTH INSURANCE

South University strongly encourages each nursing student to carry health insurance or comparable coverage for emergency medical care. Proof of health insurance coverage may be required by some of the clinical facilities and agencies prior to student participation at clinical sites.

Students without health insurance will be asked to sign a statement, which acknowledges the individual's responsibility for any expenses related to any illness or accidents that may occur while participating in the South University nursing program.

ACCIDENT/INJURY POLICY

Any student who suffers an accident or injury as a result of being a student at South University must report this occurrence to the faculty person directly responsible for that course. The faculty person will advise or refer the student as necessary and complete appropriate incident reports.

STUDENT LIABILITY INSURANCE

All nursing students are provided with a professional liability insurance policy through South University. This policy is limited to students during their clinical practicum courses taken at South University.

CARDIOPULMONARY RESUSCITATION (CPR) COURSE

Students must have current Health Care Provider CPR certification prior to attending NSG4075.

COMPREHENSIVE BACKGROUND CHECKS and LEGAL IMPLICATIONS

Students selected for the BSN Completion Program are required to obtain a criminal background investigation. Students are responsible for the cost of the criminal background investigation. While an arrest record will not keep you from enrolling in the nursing program, it may affect your ability to complete the educational experience, graduate, and/or obtain employment.

DRUG TESTING

Health care facilities require that all persons caring for patients submit to drug screening. Students will submit to urine drug screening upon selection to the nursing program and as directed by the Nursing Program Director to comply with affiliated health care facility requirements. Students with positive urine drug screens will not be permitted to attend clinical practice courses which could result in dismissal from the nursing program. A student with a positive urine drug screen will be required to obtain medical clearance to assess “fitness for duty”. Students are responsible for the financial costs of required drug tests.

HEALTH CARE FACILITIES

Health care facilities affiliating with South University are located throughout the community. Community based clinical experience will be determined based upon student selection, faculty approval, facility availability and appropriate clinical learning opportunities. The Nursing Program is committed to clinical excellence. Clinical facilities are cooperatively selected to provide optimal student learning.

APPENDICES

APPENDIX A

SOUTH UNIVERSITY BACHELOR OF SCIENCE IN NURSING PROGRAM CODE OF ETHICS

1. **Practice of nursing:** Nursing students will abide by all State Board of Nursing rules and regulations. A nursing student shall practice nursing as a student only within the courses of an approved program in which the student is enrolled and under the supervision of program faculty. The student will also adhere to the regulations of the state of RN practice or preceptorship.
2. **Provision of care:** Nursing students will incorporate the foundational pillars of caring, communication, critical thinking, professionalism and holism when caring for patients, families and communities. Recognizing the inherent worth and uniqueness of individuals and populations the nursing student demonstrates respects of the patients' rights to make decisions about their health care.
3. **Social Justice:** Nursing students support fairness and nondiscriminatory behaviors to assure equal treatment under the law and equal access to quality health care.
4. **Professional integrity:** Nursing students are honest, respect human dignity and demonstrate accountability for their own actions. Nursing students protect patients from harm by seeking to remedy errors made by self or others. Nursing students take action to prevent or limit unsafe or unethical health and nursing care practices by self and/or others.
5. **Confidentiality:** Nursing students value and preserve the confidentiality of patients and health care providers.
6. **Rules, regulations and policies:** Nursing students will abide by the rules and policies of the *South University Nursing Student Handbook*, the *South University Student Handbook*, and any assigned facility or agency utilized in a South University educational experience. Additionally, nursing students will abide by the *Code of Academic and Clinical Conduct of the National Student Nurses' Association*.

A violation of the South University Code of Conduct, the South University Bachelor of Science in Nursing Program Code of Ethics or the Code of Academic and Clinical Conduct of the National Student Nurses' Association may result in dismissal from the nursing program. Students who violate any ethical code will be afforded due process, as specified in the South University disciplinary procedure.

APPENDIX B

*Code of Ethics for Nurses**

1

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

2

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

3

The nurse promotes, advocates for and strives to protect the health, safety and rights of the patient.

4

The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

5

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

6

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

7

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

8

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

9

The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice and for shaping social policy.

From *Guide to the Code of Ethics for Nurses* by the American Nurses Association (2008), p. 145.

APPENDIX C

SOUTH UNIVERSITY COLLEGE OF NURSING Bachelor of Science in Nursing Program Preceptor/Faculty Evaluation of Student Clinical Performance

Student Name: _____ Course Number/Title: _____

Clinical Faculty: _____ Clinical Facility: _____

Faculty Evaluation of Student Clinical Performance

The Evaluation of Student Clinical Performance addresses clinical objectives as they relate to the Conceptual Framework Pillars: Caring, Communication, Critical Thinking, Professionalism, and Holism. Clinical performance will be formally evaluated by preceptor and discussed with the student providing feedback to facilitate clinical learning. Students must pass all objectives at the final evaluation in order to pass the course.

Evaluation Criteria

Pass – Successfully meets the objective. **Fail** – Does not meet the objective.

| Conceptual Framework Pillars | FINAL | |
|---|--------------|-------------|
| | Pass | Fail |
| Caring | | |
| 1. Demonstrates caring behaviors toward patients, families and members of the health care team. | | |
| 2. Integrates caring and concern for humanity with scientific knowledge to promote health and quality of life. | | |
| 3. Demonstrates awareness of and accepts responsibility for self. | | |
| 4. Inspires trust through caring competent nursing behaviors. | | |
| Communication | Pass | Fail |
| 1. Communicates effectively with all persons in need of care, and persons who are part of the health care delivery systems. | | |
| 2. Collaborates with persons experiencing health challenges by providing education and promoting health and well-being. | | |
| 3. Exhibits effective and timely documentation of pertinent information in the medical record and clinical tools. | | |
| 4. Actively participates in clinical conferences. | | |
| 5. Accepts and profits from constructive feedback. | | |
| 6. Demonstrates learning and competency in completion of written assignments. | | |
| Critical Thinking | Pass | Fail |
| 1. Demonstrates clinical application of theoretical knowledge and integrates the nursing process in practice and written formats. | | |
| 2. Integrates relevant pharmacological data and anticipates client response related to medications. | | |
| 3. Explains rationale for all procedures and nursing care. | | |
| 4. Develops a client-focused plan of care that incorporates the interdisciplinary health care team. | | |
| 5. Applies critical thinking skills in establishing priorities, delegating responsibility and formulating decisions. | | |

| Conceptual Framework Pillars | Final | |
|--|-------------|-------------|
| | Pass | Fail |
| Professionalism | | |
| 1. Arrives on time to practice experiences and conferences. | | |
| 2. Attends all practice experiences. | | |
| 3. Maintains confidentiality and observes HIPAA regulations. | | |
| 4. Demonstrates competency in performance of technical skills. | | |
| 5. Complies with facility guidelines for standard precautions and blood borne pathogens. | | |
| 6. Demonstrates competence and safety in the calculation, preparation, and administration of medications. | | |
| 7. Applies and integrates nursing research into clinical nursing practice. | | |
| 8. Demonstrates initiative, assertiveness and self-direction in seeking out learning opportunities. | | |
| 9. Adheres to the South University Code of Conduct, the Nursing Program Code of Ethics as well as program and agency policies. | | |
| 10. Demonstrates knowledge of economic, political, legal and ethical factors. | | |
| Holism | Pass | Fail |
| 1. Recognizes unique needs of all persons and utilizes information to provide comprehensive, holistic care. | | |
| 2. Honors human dignity and respects client choices. | | |
| 3. Provides professional holistic nursing care based on knowledge derived from theory and research. | | |
| 4. Recognizes conditions of the body, mind, and spirit that are influenced by culture, religion, education, environment, standard of living, interpersonal relationships, gender, and developmental stage. | | |

NUMBER of CLINICAL HOURS COMPLETED: _____

PRECEPTOR COMMENTS: _____

PRECEPTOR SIGNATURE: _____ **DATE** _____

STUDENT COMMENTS: _____

STUDENT SIGNATURE _____ **DATE** _____

FACULTY SIGNATURE _____ **DATE** _____

APPENDIX D

**SOUTH UNIVERSITY COLLEGE OF NURSING
CONTACT INFORMATION**

| | |
|---|---|
| <p><i>Columbia Campus</i> 9 Science Court Columbia, SC 29203 Phone: 803.935.4403 FAX:</p> <p>Administrative Assistant Program Director (On Ground) Ms. Harden</p> | <p>803.935.4403 803.935.4404 lharden@southuniversity.edu</p> |
| <p><i>Tampa Campus</i> 4401 North Himes Avenue Tampa, FL 33614-7095 Phone: 813.393.3800 FAX: 813.393.3814</p> <p>Administrative Assistant Program Director (On Ground) Dr. Parrish</p> | <p>813.393.3702 813.393.3703 dorparrish@southuniversity.edu</p> |
| <p><i>Savannah Campus</i> 709 Mall Boulevard Savannah, GA 31406 912.201.8000</p> <p>College of Nursing Dean Dr. Kearney-Nunnery</p> | <p>912.790.4096 rkearney-nunnery@southuniversity.edu</p> |
| <p><i>West Palm Beach Campus</i> 1760 North Congress Avenue West Palm Beach, FL 33409-5178 Phone: 561.478.3380 FAX:</p> <p>Administrative Assistant Program Director (On Ground) Dr. Bartolone</p> | <p>561.478.3380 561.478.3378 pbartolone@southuniversity.edu</p> |

Submittal Page

I am in receipt of the South University College of Nursing Student Handbook for the Bachelor of Science Program including the South University Code of Conduct, the South University Bachelor of Science in Nursing Program Code of Ethics, and the Code of Academic and Clinical Conduct of the National Student Nurses' Association. My signature below indicates I have read and understand the information and policies presented in this publication. I understand that the College and the faculty reserve the right to make changes to adhere to state, regional, and national accreditation standards. I agree to abide by the regulations delineated in this handbook.

STUDENT NAME (PRINT)

STUDENT SIGNATURE

/ /
DATE

WITNESS SIGNATURE

/ /
DATE