

Department of Nursing



Undergraduate Student Handbook

2024-2025

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** Any blue, underlined content throughout this handbook is a link that can be clicked for more information.*

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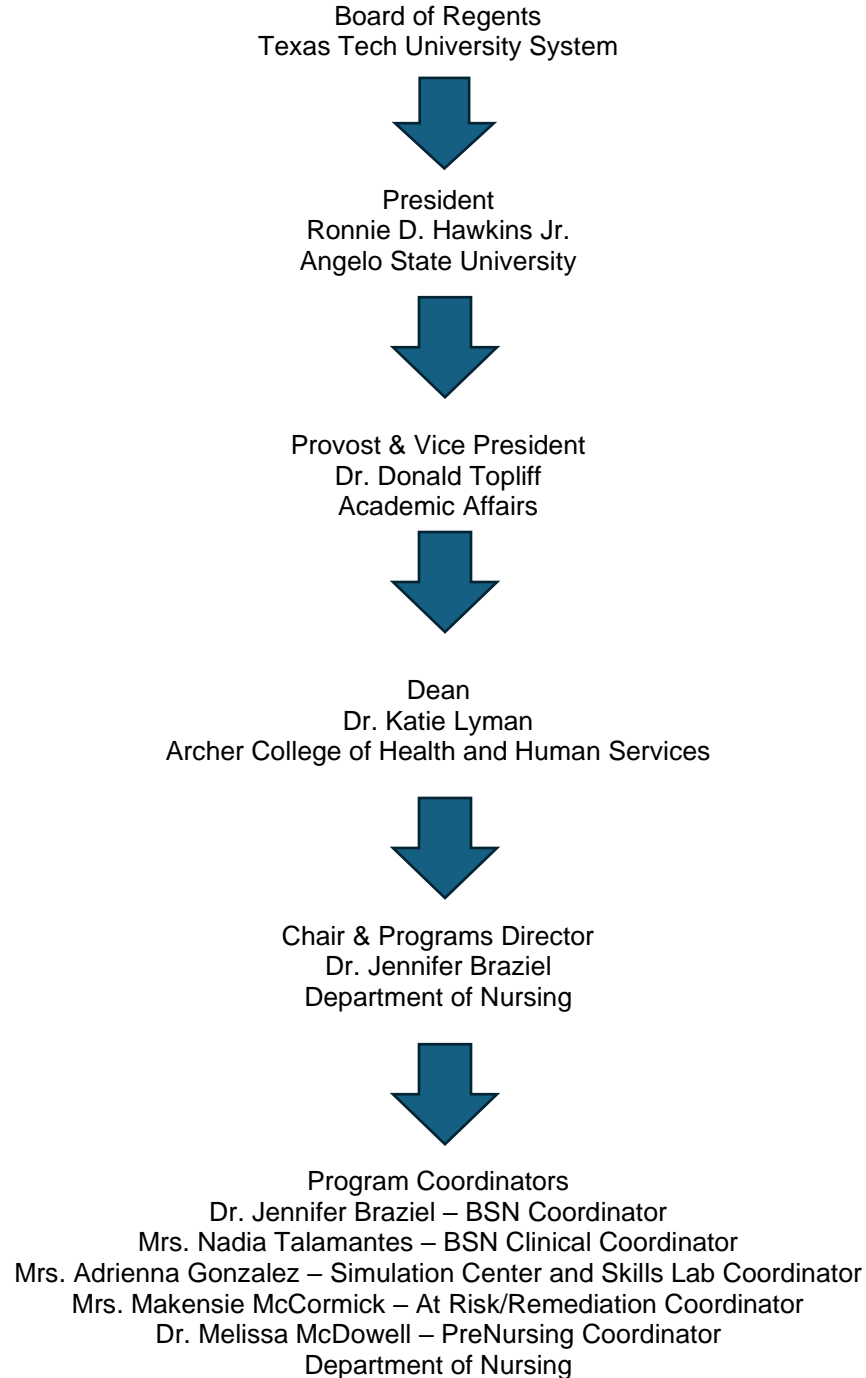
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NURSING DEPARTMENT ORGANIZATIONAL CHART



ARCHER COLLEGE OF HEALTH AND HUMAN SERVICES

Mission Statement

To educate a student body from various backgrounds in the health and human service professions through rigorous curricular activities that prepare students to take leadership roles in a competitive, technological, multicultural and global environment, engage students and faculty in the discovery of knowledge through education, research, service, and co-curricular experiences, and extend the boundaries of Angelo State University to enrich the quality of lives, especially for individuals in under-served and vulnerable populations, through inter-professional and community collaborations.

ASU DEPARTMENT OF NURSING

Mission

The Department of Nursing supports the overall Mission of Angelo State University by offering graduate and undergraduate nursing programs that produce professionals committed to improving the health of individuals, groups, and communities both locally and globally. As practitioners and educators, our graduates effectively lead and advocate for safe, high-quality health care that respects diversity and is responsive to a dynamic and technologically complex society.

Philosophy

We believe nursing is a unique, caring, scientific and practice discipline built upon a solid foundation of knowledge in the liberal arts and sciences. Each level of nursing education expands upon prior knowledge and competency through the integration of research-based evidence. Our programs produce compassionate and skilled nurses prepared to meet the healthcare needs of a global society.

We believe the nurse delivers person-centered care as a member of the inter-professional team utilizing therapeutic partnerships and patient advocacy that emphasizes health promotion, health restoration, and disease prevention.

We believe in student-centered, adult learning principles and provide a supportive, engaging, educational environment facilitating personal and professional growth for leadership and lifelong learning.

We believe lifelong learning is nurtured in an environment of mutual respect and shared responsibility for the development of clinical reasoning, ethical conduct, and personal accountability.

Accreditation

The baccalaureate degree programs in nursing, master's degree program in nursing, and post-graduate APRN certificate program at Angelo State University are accredited by the Commission on Collegiate Nursing Education. [Commision on Collegiate Nursing Education](#)

Commission on Collegiate Nursing Education
655 K. Street, NW Ste. 750
Washington, DC 20001

Phone: (202) 887-6791 Fax: (202) 887-8476

In addition, all nursing programs have full approval status by the Texas Board of Nursing.

Texas Board of Nursing
1801 Congress Avenue,
Suite 10-200
Austin, TX 78701
Office: (512) 305-7400
Fax: (512) 305-7401
[Texas Board of Nursing](http://www.texasnursing.org)

Guiding Documents

The BSN Program curriculum is designed to prepare graduates to practice according to the Nurse Practice Act and the Standards of Nursing Practice as set forth in the Texas Board of Nursing Rules and Regulations relating to Nurse Education, Licensure, and Practice.

The Essentials: Core Competencies for Professional Nursing Education of the American Association of Colleges of Nursing (2021) provides the framework for the BSN programs' purposes and outcomes. This document is available electronically at [The Essentials: Competencies for Professional Nursing Education \(aacnnursing.org\)](http://www.aacnnursing.org)

Additional professional nursing standards utilized by undergraduate faculty in the development and revision of the BSN programs' curriculum include the CCNE Accreditation Standards; QSEN Framework; and the Differentiated Essential Competencies of Graduates of Texas Nursing Programs. These 25 competencies are available at <http://www.bon.state.tx.us/>.

Accountability and Responsibility Statement

The *Department of Nursing Undergraduate Student Handbook* contains information specific to the Generic BSN (nursing pre-licensure) students. Unless directly specified, all information labeled as "BSN" or "BSN program" pertains to the Generic BSN students. This document does not supplant information provided in the *Angelo State University Student Handbook* or the *University Catalog*. Students must know the rules and regulations pertaining to Angelo State University as well as the Department of Nursing. All students are expected to adhere to the policies of both.

A copy of the Department of Nursing Undergraduate Student Handbook is made available to all students either in print or via internet. All nursing students will be held accountable and responsible for the information in this publication.

These policies and statements are subject to continuous review and evaluation. Students will be notified of any changes through announcements and email. Students should refer to the "real-time" version of the *Undergraduate Student Handbook* on the Department of Nursing website which reflects the most current information: <http://www.angelo.edu/dept/nursing/>.

Nursing students are required to sign and return each semester a "*statement of understanding*" form that they have received and understand this information. This form will be placed in each student's file.

By signing this statement, nursing students understand that they are responsible for the

information in the Department of Nursing Undergraduate Student Handbook. They also understand that nurses work in conditions that may place them at risk for exposure to physical harm and to communicable diseases. Every effort is made to protect nursing students from harm while engaged in their studies. All nursing students are responsible for employing safety measures available to them and for reporting any exposure immediately to the clinical instructor.

Confidentiality

Nursing students, as members of the nursing profession, must demonstrate respect for privacy and confidentiality of others. Based upon the belief in dignity of the human being, each nursing faculty member and student shall maintain the privacy and confidentiality of each human being. Discussion of any confidential information in public areas, hallways, elevators, etc. is strictly prohibited. Posting of confidential information on social networking sites is strictly prohibited.

DEPARTMENT OF NURSING FACULTY AND STAFF

The nursing faculty and staff represent a wide range of professional interests and years of experience. A complete list of nursing faculty, including information on educational preparation, clinical expertise, and graduate field of study can be accessed from the link below.

[Nursing Faculty/Staff Webpage](#)

ACADEMIC DEGREE PROGRAMS

The Department of Nursing offers one undergraduate nursing track, the Generic Bachelor of Science in Nursing (GBSN). Each student's individualized education plan is developed to meet that person's unique circumstances and career goals. Academic advisors assist the entering and ongoing students each semester. See the current ASU Catalog for program specific requirements and admission criteria. Please click on the link below to view program specific information on the Department of Nursing website.

<http://www.angelo.edu/dept/nursing/>

PRE-LICENSURE BSN AGGREGATE STUDENT OUTCOMES

1. NCLEX-RN first time pass rate will be 80% or higher.
2. NCLEX-RN Pass rate within one year will be 95% or higher.
3. Graduation rates for Pre-licensure BSN will be 80% within 3 years after enrollment in NUR 3314.
4. 90% of graduates will be employed in their major at graduation.
5. Alumni satisfaction is in the top 50% of ranked peer institutions.
6. 95% of employer respondents express satisfaction with nursing graduates.

BSN PROGRAM OUTCOMES

Upon program completion, the BSN graduate will be prepared to:

1. Integrate nursing and related theories into the planning and/or delivery of safe nursing care.
2. Engage leadership concepts, skills and decision-making in the planning and/or implementation of patient safety and quality improvement initiatives.

3. Identify and appraise best research evidence to improve and promote quality patient outcomes.
4. Utilize technology to access information, evaluate patient data, and/or document care.
5. Participate in political/legislative processes to influence healthcare policy.
6. Engage in effective collaboration and communication within interdisciplinary teams.
7. Design and/or implement health promotion and disease prevention strategies for culturally competent care.
8. Demonstrate standards of professional, ethical, and legal conduct.
9. Practice and/or coordinate, at the level of the baccalaureate prepared nurse to plan, and/or implement patient centered care.

Admission into BSN Program

Admission to the BSN Program requires application to the Nursing Department. Admission cycles are every Fall and Spring semester. Candidates for admission may be asked to attend an interview during the admission selection process. Students admitted to the BSN Program are required to be full-time and must sequentially complete all courses as published in the BSN Degree Plan. Part-time degree completion is not allowed. If a student fails a course, drops a course, or is dismissed from the BSN Program, this will automatically drop the student from the BSN Program due to the inability to sequentially complete the BSN Program curriculum as a full-time student. The student must reapply to the BSN Program in order to be granted an opportunity to continue on in the program. Readmission is not automatic and is not guaranteed. For more information on BSN program readmissions, see *Standards for Readmission into BSN Programs* below.

Standards for Progression in Undergraduate Programs

The following standards must be maintained by each nursing student to progress through the BSN Program:

- Compliance with all rules and regulations outlined in the Department of Nursing Undergraduate Student Handbook and the current Angelo State University Catalog.
- Successful completion of each required nursing course with a grade of C or higher.
- An overall grade point average (GPA) of 2.5 or better on the 4.0 scale.
- Current American Heart Association CPR certification (provider level).
- Validation of Texas Department of Health immunization requirements for students enrolled in clinical courses must be on file in the departmental office prior to clinical assignments.
- Ability to meet requirements of area health agencies related to criminal background checks and other screenings (e.g. drug) that may be required of specific agencies.
- Demonstration of safe performance in Clinical, Simulation, and Skills courses/activities/rotations at all times.
- Adherence to the *Code of Ethics* of the American Nurses Association.
- Compliance with all rules and regulations of the current Nurse Practice Act of the State of Texas when in the performance of nursing duties in the Nursing Program.
- Demonstration of professional character by functioning within the legal, moral, and ethical standards of the nursing profession as evidenced by the integrated pattern of personal, academic, and occupational behaviors consistent to the professional conduct required for nursing practice.
- Compliance with all requirements of the clinical facility while engaged in student clinical experiences. These include, but are not limited to, criminal background checks and drug screening. The student is responsible for all costs associated with these requirements.
- Compliance with the Angelo State University Student Academic Honor Code.

Should a nursing student be dismissed for failure to maintain any of these standards, the student may appeal the dismissal. Students should follow the Grievance/Appeal Procedure policy found within this Undergraduate Student Handbook.

BSN Program Dismissal

Failing to meet expected standards to include academic and professional conduct may result in program dismissal at any time. A student in jeopardy of program dismissal will receive a written notification from the Program Council requesting a meeting with the student and informing the student of the offenses/issues. During the set meeting, the student will be given the opportunity to be heard and allowed to defend the offenses or issues they were notified of.

A student shall be recommended for dismissal if the Program Council determines that the student has:

The words “pattern” and “excessive” used below are defined as 2 or more incidences.

- Not performed satisfactorily in academic pursuits to include but not limited to: pattern of failing course competencies; pattern of clinical unsatisfactory ratings; excessive absences or tardiness to classes, exams, or clinicals.
- Demonstrated behavior evidencing actual or potential harm to patients, clients, or the public to include but not limited to: an unsafe rating in clinical courses; pattern of failing course competencies; pattern of excessive unsatisfactory ratings in clinical courses.
- Criminal behavior that could affect licensure as set forth in the Texas Rule and Regulation 213.28 (Licensure of Individuals with Criminal History) to include but not limited to: convicted felony (child abandonment, aggravated assault, burglary, robbery, sexual assault, unlawful restraint) misdemeanor of moral turpitude (indecent exposure, false report, forgery, fraud, perjury, tampering with government record, theft).
- Conduct preventing student from practicing nursing with reasonable skill and safety violating current fitness to practice as set forth in the Texas Rule and Regulation 213.29 (Fitness to Practice) to include but not limited to: inability to comply with the Nurse Practice Act, Texas Board of Nursing Rules and Regulations, or accepted standards of nursing practice; substance use disorder; possession, abuse, or misuse of alcohol or drugs prescribed or otherwise; or physical or mental health condition.
- Been deemed by the Nursing Program Council, for just reason, unfit to continue the study of nursing

Should a nursing student be dismissed for reasons noted above, the student will have the opportunity to file grievance in accordance with the *Program Dismissal Grievance* policy listed within this Undergraduate Student Handbook.

Nursing Program Council

The Nursing Program Council is a council of nursing faculty established to guide nursing student situations that place the student *in jeopardy* of course or program failure. This council convenes and meets with nursing students in jeopardy of course or program failure. This council also has the role for any disciplinary action dependent upon the “in jeopardy” situation. Disciplinary action includes but is not limited to: verbal warning, written warning, formal reprimand, course failure, and/or program dismissal. Should a warning or reprimand be given by the council, a plan of action will be created for the student to follow in order to show progression within the “in jeopardy” situation, with the ultimate goal of successful course/program completion. The faculty of record and/or supplemental faculty members will be responsible for remediation and/or plan of action included within the proposed action plan. Failure to show progression and/or to abide by the recommended action plan may result in course failure and/or program dismissal.

“*In jeopardy*” situations include but are not limited to:

Behaviors considered unprofessional for nurses and those seeking nursing licensure (see the *Professional Behavior* policy listed in this Undergraduate Student Handbook)

Continued pattern(s) of unprofessional behavior

Excessive tardiness to didactic or clinical courses

Excessive absences to didactic or clinical courses

Unsatisfactory ratings in clinical courses

Unsafe ratings in clinical courses

When a program council meeting is warranted, the student will be informed of the meeting by their instructor or by the Program Council Chair via email. The date, time, and location of the meeting as well as the reason for the meeting and possible outcome(s) of the meeting will be dictated in the email to the student. The student should prepare for the meeting by reflecting on the “in jeopardy” situation(s) experienced to develop feedback for the council to consider in order for a decision to be rendered. During the meeting, the student will be given the opportunity to openly discuss their “in jeopardy” situation(s), reflections, and feedback. The council may ask the student questions pertaining to their situation(s)/reflections/feedback throughout the meeting. Once the student has had the ability to speak and the council has asked any pertinent questions, the student will step out of the room for the council to deliberate and render a decision regarding the student’s ability to meet course and/or program outcomes. The council will hold a formal vote among the representatives present in which the majority vote will result in the final decision made regarding the student’s status in the program. The student may be asked to return to the room to hear the decision of the council shortly after deliberation, or they may be invited back at another date/time if a longer deliberation period is required.

If course and/or program failure is the decision made by the council, the student will have the opportunity to file grievance in accordance with the Grievance/Appeal Procedure policy found within this Undergraduate Student Handbook.

Standards for Readmission into BSN Programs

A student is allowed only **one readmission** to the BSN nursing program if found eligible for readmission. Readmission for eligible applicants is approved on a **space available basis**. Students applying for readmission after one year will be required to repeat the program application process and re-take all previously completed nursing courses.

Generic BSN Program

Any student who withdrew, voluntarily, from the Generic BSN Program, due to academic reasons or personal issues, may reapply to that program. Any student who failed a Generic BSN course may reapply to that program. Students who have been dismissed from the BSN program may also reapply to that program. Readmission to the BSN program is not automatic or guaranteed. Students are only allowed one readmission into the Generic BSN Program. If a student withdraws or is unsuccessful a second time, they are not eligible to reapply to the nursing program.

A student seeking readmission must complete the [Generic BSN Readmission Application](#) showing the expected entry point. Students will have up to one academic year eligible for readmission.

Entry points for readmission are for “next academic semester” or “following the next academic semester.” Any student seeking readmission after one year will have to go back through the program admission process for the Generic BSN program and will be required to repeat all previously completed courses if accepted back into the program.

A student reapplying must have a minimum cumulative grade point average of 2.5 to be eligible for readmission. Readmission applications are due by 5pm the Monday following finals week. All areas of the readmission application must be completed. Any application that is incomplete will not be accepted for review by the Readmission Committee.

The Readmission Committee meets the week following finals, and reviews all completed readmission applications. The committee may take one of the following actions regarding readmission of a student who withdrew, failed a Generic BSN course, or was dismissed from the program:

1. eligible and admit pending space available in nursing courses and in sequence of application submission in relation to other readmission applicants
2. eligibility pending interview with student
3. not eligible

The student will be informed of their readmission status within seven business days of the application deadline via email. The Readmission Committee carefully considers each student’s unique circumstances that led up to a nursing course failure, dismissal, or withdrawal and what changes the student is willing and able to make to ensure success in the nursing program when rendering a decision for readmission. Readmission Committee decisions are final. Students are not allowed to appeal final Readmission Committee decisions. It is the student’s responsibility to ensure they are registered for the courses approved by the Readmission Committee.

Interviews with the Nursing Readmission Committee

On occasion, the Readmission Committee may request an interview with a student reapplying to the BSN program before a final decision toward readmission is made. If an interview is necessary, the student will be contacted by the Department of Nursing and a date/time for the interview will be scheduled.

Transfer Students

Any student transferring from another University must apply and be accepted to ASU, complete all pre-nursing pre-requisites, and apply to the Nursing Program. An appointment with a pre-nursing advisor (in the ASU Advising Center) is recommended. If a student has attended another nursing school previously, a letter of good standing from the Dean/Director of the nursing program is required with submission of the nursing program application. Please see the Department of Nursing website for additional details:

<https://www.angelo.edu/dept/nursing/>

Criminal Background Check

Security screening, including criminal background checks and drug screening, is required for acceptance into any of ASU’s Department of Nursing degree-granting programs. The student will pay all costs at the time of testing, and is solely responsible for providing all information

necessary to complete the criminal background check and drug screen. Criminal background checks are valid for the duration of the student's enrollment in the program if the student has not had a break in enrollment. A break in enrollment is defined as withdrawal from a program and subsequent readmission. Drug screens must be completed as required by the clinical agencies associated with the Department of Nursing. A student who has a break in enrollment for more than one long semester will be required to have a drug screen upon readmission. Students must notify the Board of Nursing for infractions and possible violations that may occur during the interim between nursing school acceptance and graduation. The School will designate the company(s) approved to conduct the criminal background check and drug screen. Results from any company other than those designated will not be accepted.

In addition, if a clinical agency also requires additional drug screens and/or background checks, the student must consent to such screening and pay the cost for testing. Students who do not consent to drug screening/background checks will be barred from clinical participation and may be subject to dismissal. If the student does not pass the clinical agency screening, the Department of Nursing Chair or designee will review those cases and determine if the student will be able to meet program objectives and successful completion of the program.

The Texas Board of Nursing requires professional pre-licensure programs to inform enrolled students about licensure eligibility requirements and potential barriers to licensure. Upon acceptance into a pre- licensure program, the students' names will be submitted to the Texas Board of Nursing (BON). The BON will conduct their own background check and notify the student of any issues that may impact their eligibility to take the NCLEX-RN exam (See Eligibility to take NCLEX-RN Examination policy below). If the student has any changes in address or name, it is the student's responsibility to contact the BON to make the changes.

Complete documentation may be found at: [TBON Licensure Eligibility](#)

Contact the Texas Board of Nursing at:

Texas Board of Nursing
1801 Congress Avenue,
Suite 10-200
Austin, TX 78701
Office: (512) 305-7400 Fax: (512) 305-7401
[Texas Board of Nursing](#)

Eligibility to take NCLEX-RN Examination

Declaratory Order (DO)

The Texas Board of Nursing (BON) has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the state of Texas. A petition for Declaratory Order (DO) is a formal disclosure to the Board of Nursing of an eligibility issue that may prevent an applicant from taking the NCLEX-RN and receiving initial licensure. The DO permits the Board of Nursing to make a decision regarding a student's/petitioner's eligibility for licensure prior to entering or completing a nursing program.

YOU SHOULD SUBMIT THE DO IF:

1. You submitted fingerprints as part of the New/Accepted Student Roster process (see process below) and you received an outcome letter from the Board of Nursing requesting the submission of the DO.

OR

2. You submitted fingerprints as part of the New/Accepted Student Roster process and received a Blue Card, BUT have to disclose a non-CBC (criminal background check) related eligibility issue (questions 2-5 on the DO).

New/Accepted Student Roster Process

BON New/Accepted Student Criminal Background Check PROCESS:

- **Step One:**
The Texas based nursing program submits the New/Accepted Student Roster to the BON.
- **Step Two:**
BON staff enters the data into our internal fingerprint database. This step is what adds them to the list with MorphoTrust.
- **Step Three:**
BON staff sends an email to the designated contact at the school advising that the roster has been entered into our system.
- **Step Four:** Students will receive an email from IdentoGo including the Service Code and instructions on scheduling their appointment. The email will be sent to the email address provided on the school roster. **Students should not attempt to schedule fingerprinting until contacted to do so.** Make sure your email is current with your nursing program records. Attempts to get fingerprinted before data is entered into the BON database could delay the process and cause the student to repeat the entire process over.
- **Step Five:**
The BON receives information from The Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) regarding the criminal background check (CBC) results and staff inputs this data within ten business days.
- **Step Six:**
If a Declaratory Order (DO) has to be filed with the BON based on the results of step 5, the BON will contact the student to do so. If a student knows that something is going to show up on the background check, the student can begin to accumulate the necessary documentation needed to file a DO; however, the BON recommends students wait until receiving notification from the BON to actually file the DO.

Questions on the DO to help determine the need to disclose

Criminal Background

Question 1 on the DO pertains to criminal offenses. If the Board of Nursing wants you to submit a DO based on your CBC (criminal background check) from your fingerprinting, you will be contacted by the board with instructions on how to initiate this process.

Non-Criminal Background

Questions 2-5 on the DO pertain to non-criminal offenses. If you answer yes to any of the questions 2-5 below, you will need to disclose (file a DO) to the Board of Nursing.

2. Are you currently the target or subject of a grand jury or governmental agency investigation?
3. Has **any** licensing authority ever refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

4. In the past five (5) years have you been diagnosed with or treated or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder which impaired or does impair your behavior, judgment, or ability to function in school or work?

(You may answer "No" if you have completed and/or are in compliance with TPAPN for mental illness OR you've previously disclosed to the Texas Board of Nursing and have remained compliant with your treatment regime and have had no further hospitalization since disclosure.)

5. Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?

The Declaratory Order process permits the BON to make decisions regarding eligibility for licensure prior to an applicant entering or completing a nursing program. The review process can take a minimum of three months to two years depending on the petitioner's case, after you provide all required documentation. Statutes and rules governing this petition may be found in the Texas Occupations Code §§301.257, 301.452-301.454 (Nursing Practice Act) and in the Board Rules and Regulations relating to Professional Nurse Education, Licensure and Practice, 22 TAC §§213.27-30 and §§217.11-12. These statutes can be found on the BON's website. Students who have obtained a Declaratory Order Petition must notify and inform the programmatic administrator of the outcome of their petition.

For more information on the Texas Declaratory Order see the Texas BON website under declaratory order.

ACADEMIC EXPECTATION OF STUDENTS IN CLASSROOM AND ONLINE

COVID-19 Nursing Department Policy and Nursing Student Expectations

Nursing students are expected to follow all university COVID-19 policies and safety protocols related to SARS-CoV-2 when on campus and in the Archer College of Health and Human Service Building (HHS). Nursing students are also expected to follow all COVID-19 screening and safety behaviors as mandated by individual clinical facilities when participating in all program clinical practicum courses.

In addition to COVID-19 university policies and clinical partner mandates, the Nursing Department will follow recommendations of the Centers for Disease Control and Prevention (CDC) as well as the American Association of Colleges of Nursing (AACN).

Below are listed guidelines to help define the above-mentioned expectations. The Nursing Department reserves the right to make changes to any COVID-19-related policy at any time in order to stay current with changing mandates from clinical partners and governmental agencies in an effort to keep safety a priority for everyone. Students will be notified immediately of any new changes to the policies. The guidelines listed below are current as of August 2024.

***All students are allowed to take care of COVID-19 patients in hospital and clinical settings.*

UNDERGRADUATE PROGRAMS

General

Vaccine Requirement: COVID-19 vaccination is a requirement for undergraduate programs. Shannon Medical Center is our clinical partner for all program clinical practicum courses and at this time they do

require all nursing students to have a COVID-19 vaccination (2 shot completion). COVID-19 boosters are highly encouraged but not mandated.

Vaccine Exemptions: The Nursing Department does not offer or give vaccination exemptions. However, the Nursing Department recognizes, and honors medical or religious exemptions granted by Shannon Medical Center. Any nursing student looking for a medical or religious vaccination exemption must apply for this exemption with Shannon Medical Center. If a student, requesting an exemption, is not granted that exemption from Shannon Medical Center, that student will not be allowed to continue in the undergraduate nursing program.

Feeling Sick? If you have respiratory virus symptoms that are not better explained by another cause, stay home and away from others (including people you live with who are not sick).

- If you are running a fever, stay home until you have been fever free (without the use of fever-reducing medication) for at least 24 hours.
- You can go back to your normal activities when for at least 24 hours, both are true:
 1. Your symptoms are getting better overall
 - AND
 2. You have not had a fever (and are not using fever reducing medications)
- When you go back to your normal activities, take added precaution over the next 5 days when you will be around other people indoors.
 - Added Precautions such as:
 - Consistent hygiene practices
 - Masks
 - Physical Distancing
 - Testing (either with self, at home tests or go to a testing location)
- If you develop a fever or you start to feel worse after you have gone back to normal activities, stay home and away from others again until, for at least 24 hours, both are true: your symptoms are improving overall, and you have not had a fever (and are not using fever-reducing medication). Then take added precautions for the next 5 days.

What to do in case of Testing Positive: Take steps to prevent spreading COVID-19:

- Stay home and away from others if you have respiratory virus symptoms and follow the above “Feeling Sick?” guidelines.
- If you are not sick, resume normal activities but take added precautions for the next 5 days to include: consistent hygiene practices, masks, and physical distancing when you are around other people indoors.

Clinical Practicums

- Shannon Medical Center is the clinical partner utilized for undergraduate program clinical practicums. COVID-19 vaccination is a requirement from Shannon for all nursing students.
- Any nursing student looking for a medical or religious vaccination exemption must apply for this exemption with Shannon Medical Center. If a nursing student has been granted a medical or religious COVID-19 vaccine exemption, that nursing student will be required to follow related mitigation requirements while in the medical facility which are subject to change.
- If a student is providing nursing care to a COVID-19 positive patient, that student will be required to follow infection control protocols in place by the clinical site.

- Students exhibiting symptoms and/or have a temperature of 100 degrees Fahrenheit or greater will be required to follow “Feeling sick?” guidelines and:
 - Inform their instructor
 - Inform Clinical Coordinator:
 - Mrs. Nadia Talamantes (847-271-4917, Nadia.Talamantes@angelo.edu)
 - Seek medical attention
- Attendance at clinical sites will be determined by the guidelines established by the medical facility at the time of illness. Please be aware that these guidelines may be subject to change.

Student Attendance

It is imperative that students attend lecture, clinical, and laboratory experiences as scheduled. A week’s worth of cumulative absences in any one course will result in faculty evaluation of the student’s ability to meet course objectives; thus, missing a week’s worth of course activities may result in failure of the course. Three tardies (over 5 minutes late for lecture, campus laboratory, or clinical) will equal one hour of absence.

Online: Like face-to-face classes, online classes require weekly attendance. Timely participation in discussion forums or other assigned activities is online classroom attendance. Equivalent weekly attendance is expected and is critical to the successful completion of the course. For example, a three credit-hour course may require 3 separate days of attendance in on-line forums or other activities. Missing one week is equivalent to missing 3 days of class. Failure to contribute in a timely fashion to any weekly discussion is considered an absence. Just like face-to-face classes, missing a week of class may result in evaluation of the student’s ability to meet course objectives and may result in failure of the course.

Two weeks of non-participation in online classes with no communication or explanation to faculty may result in the student being blocked from the class. Any student with a total of three weeks of non- participation, either continuous or episodic, is also subject to withdrawal from class. The faculty member will make at least two attempts to contact the student before removing the student.

Any student who has been hospitalized for mental or physical needs will be required to provide medical release from the attending physician to return to the physical and mental duties of a nurse.

Classroom Behavior

Students are expected to observe the following guidelines for classroom behavior:

1. Neither children nor pets may be brought to classes or clinical agencies under any circumstance. Children must not be left unattended in any area of the building.
2. No smoking is allowed in any university buildings.
3. No food or drinks are allowed in classrooms (sealable water bottles/containers are permitted).
4. Students are expected to be seated by the designated starting time for classes.
5. A student deemed disruptive by a faculty member may be asked to leave the classroom.
6. Cell phones must be turned off during class or lab. Pager/beepers, if used, must be set on silence during class or lab. Messages received during lecture may be returned during class breaks.
7. Laptop computers are allowed in classrooms but students found to be on social networks, checking email, or playing games will be asked to shut down their

computer for the remainder of that class.

8. Communication in class and in online forums must be respectful and professional.

Examinations

Professionalism

As future nurses, students are expected to demonstrate appropriate moral and ethical behavior. It is an expectation of all nursing students that they are not late to examinations. Students must be on time for all exams. If a student is taking an ATI Proctored Examination, a student will not be allowed to test if they are late to the exam. Unless specified otherwise, it is expected that students will work alone and without notes to take online quizzes or tests.

Test Security

Students are expected to maintain test security by **NOT** discussing test questions with peers or attempting to copy exams in any way. Discussing test questions or test content with students who have not taken the tests is a violation of test security, and will result in being reported for academic dishonesty. Failure to report someone else discussing test content is considered academic dishonesty and is reportable to the Student Life Office.

WE TAKE TEST SECURITY VERY SERIOUSLY. *Violations in test security are considered not just academic violations, but ethical violations, which is unacceptable behavior for nursing professionals. If you are found to have violated test security or you are found to have cheated or colluded with other students on an online or in-class test, you will be immediately reported to the Office of Student Life for disciplinary action and at risk for nursing program dismissal.*

Classroom Testing Policy

Day of Test Information

- Students must take tests during the class section time for which they are registered. Occasionally a student may take a test during a different class time, but only if special permission from the instructor has been granted prior to the time the exam was originally scheduled.
- If there are noises or distractions in a testing environment, it is the responsibility of the student to report this to an exam proctor as soon as possible during the exam so corrective action may be taken.
- All cell phones, pagers, PDAs, smart watches, and laptop computers must be turned off and placed in cubicles (in the testing lab), or at the front of the classroom (in classrooms). **NO ELECTRONICS MAY BE ON YOUR PERSON.** If an electronic device near you is discovered turned on, points may be deducted from your exam, which may result in the failure of the exam or course.
- All books, notes, backpacks, book bags, and purses must be placed in cubicles (in the testing lab) and at the front of the classroom (in the classroom).
- The only items allowed on the desks are pencils. For classroom tests using scantrons, please bring at least one #2 pencil with a good eraser. It is advisable to bring extra pencils. **NO PENS ALLOWED.**
- No eating or drinking is allowed during exams. Lozenges or similar hard candy is allowed but must be noise-free.
- The instructor will answer only questions about exam items that do not give away content.
- Be aware that only filled-in bubbles on scantrons count for a grade. Writings, comments, or answers on the test question packet will not count.
- Brief bathroom breaks are allowed at the discretion of the instructor. If a bathroom

break is permitted, the student should bring the entire test packet up to the instructor and retrieve it upon returning. Depending on circumstances, a proctor may need to accompany the student.

- When you have finished the exam, please do not enter the room again until the instructor gives the okay. Please avoid gathering and talking in the hallway outside the testing classroom. The noise can be distracting to the remaining test-takers.
- DO NOT DISCUSS TEST CONTENT ON BLACKBOARD OR IN THE HALLWAYS AND ESPECIALLY DO NOT DISCUSS TESTS WITH STUDENTS FROM OTHER CLASS SECTIONS WHO HAVE NOT TAKEN THE EXAM YET.

The Archer College of Health and Human Services Building Testing Center

The Testing Center provides access to a computerized testing system. Although the Department of Nursing has priority when scheduling exams in the ACHHS Testing Center, other university departments and students may also be utilizing this center. BSN Program nursing courses will utilize the Testing Center for certain examinations. High security is maintained at all times. Personal items will be stored at the front of the room upon entering. No electronics, phones, equipment, etc. will be allowed in the center. Scratch paper and pencils are provided during testing times.

Online Testing

Exams in online courses are always considered an independent student activity – NOT a group activity (unless otherwise indicated by your course instructor). Students are expected to take exams alone and not in a study group. You may not refer to your textbook or any other materials while taking an online exam. It is inappropriate to share answers with other students and/or talk to other students while you are taking the test. Students who do not follow the honor code will be subject to disciplinary action.

Exam/Test/Quiz Time Limits

Since online quizzes and tests are timed, any student exceeding the time limit on a quiz by one minute or more will receive a zero for the quiz. If you are taking the quiz in the classroom, since it is also timed, you will be told to stop testing when the time is up and will not be able to answer any more questions. If you continue writing and answering questions in the classroom, your quiz will be taken, and you will receive a zero.

Exam/Test/Quiz Re-sets

Students are responsible for having a reliable Internet connection for quizzes, exams and tests. Typically, the most common problem during online exams is internet server issues with the student's computer, causing the student to lose access to the exam. For students with unreliable internet service, there are many options for using a reliable computer with a reliable internet connection, including public libraries and ASU computer labs.

Verifiable ASU Issues: On rare occasions, there may be brief problems with the ASU server or Blackboard. While these issues are rare, they are easy to verify and document. If a verifiable ASU problem occurs during testing, students will not be penalized. In the event of a testing issue, the student must contact Information Technology (IT) for assistance at that time. (325-942-2911)

Non-verifiable Issues: For non-verifiable, non-ASU internet problems, test reset requests are subject to administrative evaluation. In the event of a testing issue, the student must contact Information Technology (IT) first for assistance. If allowed, resets will be limited to one per semester. In general, for non-ASU internet or connectivity issues occurring during testing, the following options may occur:

- Students may receive a zero.

- For exams partially completed, faculty may allow students the option of accepting the grade for only the items answered.
- Students may be offered an alternative test form, such as essay or short answer.

Exam/Test/Quiz Rules. Students should be aware of the following rules and procedures:

1. All online exams are administered through Respondus Lockdown Browser, available for download through all Blackboard courses and from the IT Help Desk.
2. During an exam, students will be unable to save or print the questions; this is for test security purposes. **ATTEMPTING TO SCREEN CAPTURE IS A VIOLATION OF STUDENT CONDUCT AND ATTEMPTS WILL BE REPORTED.**
3. Students are encouraged to plan ahead and not wait until the last minute to take exams. Students have a window of time when exams are open. Please take exams as soon as possible to avoid last minute glitches and ensure IT help is available.
4. Major online tests (mid-term, final exam, etc.) will be open for a limited time frame, not more than 16 hours. Online final exams are scheduled in accordance with university rules for specific dates and times and these will be adhered to.

Missed Exam Policy

Major tests (mid-term, final, etc.) will be available for students to take for a timeframe not exceeding 16 hours. **Students must arrange their schedules at the beginning of the semester to be available to take major tests as scheduled in the course calendar.** Test dates and times are posted at the beginning of the semester so that students with inflexible schedule conflicts can either adjust their schedules or drop the class. Test times and dates will not be changed to accommodate individual students. **Make-up exams are generally not allowed**, with the exception of specific emergency situations. There are strict criteria, requiring documentation, for make-up exams due to emergency situations. Missed exams count as 0%.

Exam Make-Up: A student may be allowed to make-up an examination under the following circumstance:

1. Absence is due to serious illness/hospitalization of the student or an immediate family member. Documentation by a health care provider will be required at the time the student requests a make-up exam.
2. Absence is due to a death in the immediate family. Documentation will be required.
3. An absence the faculty deems as unavoidable.

With the exception of a documented emergency situation, to be eligible for a make-up exam in the above circumstances, the student must notify their instructor prior to the absence, and must make arrangements within 48 hours after the absence for the retake. Faculty have the right to offer an alternative form of the exam and/or to deduct up to 10 points from the exam grade. If content objectives are not covered in lectures for reasons of time constraint, cancellation of lecture, or other unanticipated obstacles to lecture completion, the content *will still be eligible for inclusion on the test.*

No extra credit is available to raise test, assignment, or final grades. There are no exceptions.

Exam Counseling

BSN (pre-licensure) students earning a grade of 75 or with a course average of 75 or below will be counseled by faculty within one week after an exam. Students are responsible for making appointments with their instructor for counseling. During this appointment, the student and faculty member will outline a written plan for improvement on a counseling form.

Students in jeopardy of non- progression (grade below 70) will be advised regarding their status before the last drop date. Readmission criteria are outlined in the current University Catalog.

Exam Review

The goal of exam reviews is threefold:

- Improve student's understanding of critical core concepts
- Improve student's test-taking skills
- Maintain exam security

Students will be given an opportunity to review the exam questions and correct responses. Final exams are not reviewed. Faculty will evaluate test questions, analyze results, and identify the most frequently missed concepts.

Exams Preceded by Clinical or Skills Lab Absences

A student who is absent from clinical or skills lab up to 48 hours preceding an assigned nursing examination must present documentation from a health care provider at the time of the exam in order to be eligible to take the test. Students without this documentation will not be allowed to take the exam and thus will receive a grade of zero. The student must see a health care provider on the day of the absence with the excuse dated accordingly. Documentation (excuses) dated after the date of the clinical absence will not be accepted. Faculty have the right to offer an alternate form of the exam and/or to deduct up to 10 points from the exam grade.

Grading Criteria

Course grades will be dependent upon meeting the learning objectives and completing the course specific requirements. Each student will receive the actual grade earned based on exam scores and other graded activities according to the evaluation criteria and percentages outlined in the course syllabus. It is a departmental policy that there is no rounding of grades. (Example 79.9 = 79.9=C).

The following grading scale is used for all courses:

90 -100 = A; 80 -89 = B; 70 -79 = C; 60 -69 = D; 59 OR below = F

Incomplete "I" Grade: Nursing will only consider giving a grade of "I" if the student possesses extenuating circumstances and lacks minimal course requirements such as one or 2 assignments for course completion.

An incomplete is not appropriate for students who lack a substantial amount of work still to be completed in their nursing courses. If a student needs to "step out" of the program due to extenuating circumstances to include but not limited to pregnancy, death of an immediate family member, personal hospitalization, mental reprieve, or personal obligations, that student must withdraw from the program completely.

This student will be allowed to submit a "Readmission Application" instead of going back through the entire admission process once ready to come back. However, this is only true for 1 year from when the student withdrew from the program. After a full year (2 academic semesters), the student will then have to reapply to the program through the general nursing admission process and start the program over.

Guidelines for Written Work

Writing is an essential component of the communication skills that help define professional nursing practice. Clear, precise, logical, appropriate expression of ideas, opinions, and values in nursing is required to provide quality care to clients, families, and communities. High standards for communication lie at the heart of professional nursing practice and should be reflected in all curricular activities.

The discipline of nursing uses formatting standards established by the American Psychological Association (APA) to guide clear and precise professional communication. APA format refers to the APA editorial style (grammar, quotations, etc.) as well as standards for content and organization of a paper and ways to express ideas clearly while reducing bias in language. Knowledge and use of APA recommendations enhance professional communication.

The official source book for formatting papers is the most current edition of:

Publication Manual of the American Psychological Association.
Washington, DC: American Psychological Association.

Students are required to purchase and use the most current Publication of the American Psychological Association (APA). Students are expected to follow the guidelines in this manual. While there are online APA websites with abbreviated guidelines, there is no substitute for the detailed information in the book. Papers with an abundance of noticeable errors, including spelling and grammar, will receive a low grade or an Unsatisfactory for the assignment.

Use of Artificial Intelligence (AI) Tools for Nursing Students

The purpose of this policy is to provide clear guidance to nursing students on the responsible and ethical use of Artificial Intelligence (AI) tools for paper writing and ensuring that academic standards are maintained.

POLICY/PROCEDURE

This policy outlines the guidelines and expectations for nursing students who wish to use Artificial Intelligence (AI) to assist in composing assignments. Artificial Intelligence has the potential to revolutionize healthcare delivery, improve patient outcomes, and enhance the efficiency of clinical practice. The use of AI tools to aid in research and writing can be beneficial, but it must be conducted with caution, academic integrity, and adherence to ethical standards.

1. **Ethical Use, Originality, and Attribution of AI Tools:** It is essential that nursing students approach the integration of AI tools with a strong commitment to ethical standards, academic integrity, and responsible use. The authenticity and professional accuracy of AI is questionable and should be used with extreme caution and professional scrutiny.

It is imperative that students maintain ethical standards and ensure they use AI tools to supplement their own knowledge and skills rather than replace them. A paper that is written by AI is not considered one's own original work. Regardless of what AI program/software a student uses, using any AI program/software to write papers or wholly construct assignments is considered a form of plagiarism. When AI tools are used to *supplement* students in developing their own unique works, proper citations and attributions to the AI tools used must be included in assignments as needed.

It is important to note that tools checking accuracy of writing are acceptable to use. Examples can include the autocorrect feature in Google Docs/Microsoft Word and the app Grammarly. These tools, which review pieces of writing for errors and/or suggestions for edits, are very

different from AI programs that have the capability of writing entire papers. A crucial difference is that it is one's own unique information that is being scanned for possible mistakes versus using AI software that constructs the entire paper/assignment.

2. **Academic Integrity:** Students should uphold the highest standards of academic integrity. Any use of AI tools that could be considered unethical, such as attempting to generate entirely pre-written papers/assignments, is strictly prohibited.
3. **Faculty Approval:** Before using AI tools to *supplement* assignment composition, students should seek approval from their faculty or academic advisors. The use of specific AI tools and their extent of use may vary between faculty and courses.
4. **Transparency:** When submitting assignments that have been aided by AI tools, students should disclose the use of such tools to their instructors. Honesty and transparency are critical.

Incorporating AI tools requires a clear and transparent approach to attribution. Proper acknowledgment of the sources, algorithms, and datasets used is fundamental to academic integrity. Giving credit to the creators of AI models, citing relevant literature, and providing accurate references contribute to a culture of honesty, collaboration, and respect for intellectual property. By adhering to these principles, nursing students affirm a commitment to ethical, original, and referenced use of AI tools. Embracing these standards will not only contribute to the advancement of healthcare but also reflect dedication to providing the highest quality of care to patients.

Nursing students must be committed to producing original work that reflects individual understanding, insights, and contributions to the field.

5. **Data Privacy and Security:** Students should be aware of data privacy and security concerns when using AI tools. Ensure that any sensitive or confidential information used in the research is handled with care and in compliance with institutional policies.
6. **Quality Assurance:** Students are ultimately responsible for the quality and accuracy of their assignments. Some AI may contain questionable research and/or accuracy. Using AI tools does not absolve students of their responsibility to critically evaluate the content generated by AI and making necessary revisions. Be aware that all assignments are subject to anti-plagiarism and AI screening as dictated by each faculty/course.
7. **Consequences of Misuse:** If AI misuse or use without approval is discovered after the assignment has been evaluated with anti-plagiarism/AI detection screening, the student may be subject to consequences as dictated by the academic dishonesty and misconduct policy of the university, possibly resulting in disciplinary actions.

Academic Integrity

In addition to the ASU Academic Honor Code, the Department of Nursing recognizes the strong link between honesty in academic work and professional integrity. Any act of academic dishonesty, including cheating in the classroom or fabrication of reports or records of interactions with clients, is considered incompatible with ethical standards of nursing practice. Students must be able “to promptly inform and fully self-disclose facts, circumstances, events, errors, and omissions when such disclosure could enhance the health status of patients/clients or the public or could protect patients/clients or the public from unnecessary risk of harm”

(Board of Nursing). See the Board of Nursing Rule 213.7 Good Professional Character.

Nursing students are expected to maintain an environment of academic integrity. Actions involving academic dishonesty violate the professional code of ethics, are completely unacceptable, and will not be tolerated in any form. Any student found guilty of any form of dishonesty in academic work will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

"Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts" (Regents' Rules and Regulations, Series 50101, Section 2.2).

All assignments submitted by students are subject to review by anti-plagiarism software. Students found guilty of scholastic dishonesty are subject to disciplinary action in accordance with the ASU Academic Honor Code <http://www.angelo.edu/forms/pdf/honorcode5.pdf>. Disciplinary procedures for academic dishonesty are also explained in the Code of Student Conduct under the section on "Misconduct" in the **Angelo State University Student Handbook** at: <http://www.angelo.edu/student-handbook/>

In a case of suspected academic dishonesty, the faculty member may take any or all of the following action in the order as indicated below:

- F on the assignment or
- F in the course
- Refer the case to the Student Affairs Committee
- Report the student to the Department Chair as is outlined for student filing a grade grievance.

Academic dishonesty includes, but is not limited to:

Cheating:

- Copying from another student's exam or other assignment
- Using or possessing unauthorized materials during a test
- Using, having, or acquiring test answers, test drafts, test copies, etc.
- Discussing or sharing test content with students who have not taken the test

Plagiarism:

- Using someone's work in your academic assignments without appropriate acknowledgement
- Copying another student's paper or any portion of it
- Copying your own work from a previous assignment
- Using ideas from or copying a portion of published material (e.g., books or journals) without adequately documenting the source
- If five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author's name, date of publication, and page number of publications
- If the author's ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing, giving the author's name and date of publication
- If a single author's ideas are discussed in more than one paragraph, the author must be referenced at the end of each paragraph
- Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper

Students are encouraged to review the plagiarism module from the UT Arlington Central Library via <http://library.uta.edu/plagiarism/index.php> and from the ASU library <https://angelo.libguides.com/c.php?g=512049&p=3498883>

Student Advisement

All students **must** be advised prior to registering for **any** courses in any given semester.

After **initial** acceptance to a nursing program, new students must complete a degree plan application (see below) and then contact the Department of Nursing office to set up an advising appointment with a faculty advisor or attend a scheduled group advising session.

Currently enrolled students will be assigned a faculty advisor prior to the advising period for registration. Removal of the advising hold by your faculty advisor is required prior to registration. Students may contact their advisor at any time regarding questions about the curriculum requirements. However, it is ultimately **the responsibility of the student** to be sure requirements for their degree are met. Please contact or meet with your faculty advisor with questions or problems before dropping a course.

Advising

Degree Plan

All students must complete a degree plan application upon acceptance into the nursing program. This can be done online at this link: [Degree Plan Application](#).

A correct and updated degree plan allows students to track progression through the program and ensures that students have the necessary courses and credits to graduate. Filing and maintaining a correct degree plan is the student's responsibility.

Evaluation of Faculty and Course

Students in all programs are given the opportunity to evaluate their courses and the faculty who teach them. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty value student evaluations, and use student suggestions in making modifications in courses, labs and clinical experiences. Evaluation of class, laboratory, and clinical teaching effectiveness are used by individual faculty in identifying areas of strength and areas of needed improvement. Course evaluations are also used in faculty tenure and promotion decisions. The faculty value student evaluation of teaching effectiveness as a means of improving teaching skills.

Angelo State University uses the IDEA (Individual Development and Educational Assessment) system administered through Kansas State University for all lecture course evaluations. Clinical courses may use IDEA or Qualtrics for gathering clinical instructor and clinical site evaluation feedback. The Office of Institutional Research and Assessment administers IDEA for the entire university and has established a policy whereby students can complete course evaluations free from coercion. The classroom or clinical instructor may provide instructions and reminders about the evaluation process. The faculty member is required to leave the room while students are completing the evaluation form, whether online or on paper. If the instructor has specifically requested the evaluation to be given in paper format, an appointed student collects all of the forms, places them in the envelope, seals the envelope, and returns it to the departmental secretary. Paper evaluations are tabulated off-campus and results are not available to individual faculty members until the following semester. The online survey is sent to students'

angelo.edu email address and, once completed, is returned directly to the tabulation center. Please do not miss this opportunity to provide us valuable input into how this course can better serve future students. Students are encouraged to evaluate classroom and clinical instruction using the forms and methods provided. In addition, narrative input is welcome.

Grievance/Appeal Procedure

In accordance with the Grievance and Appeal Procedures for Students at Angelo State University, it is the policy of the Department of Nursing to receive, process, and resolve student grievances in a fair and prompt manner.

Grade Grievance

The Nursing Department follows the ASU Operating Policy 10.03 Grade Grievance policy and procedures in handling nursing student grade appeals. The [OP 10.03 Grade Grievance](#) policy can be found on the ASU Website in the Angelo State University Student Handbook.

Program Dismissal Grievance

Nursing Students who are dismissed from the Nursing Program for reasons outlined within this Undergraduate Student Handbook under *BSN Program Dismissal policy*, may appeal the dismissal.

A student who wishes to pursue grievance must file a written appeal to the Nursing Department Chair within five days from when the rendered dismissal decision was made. The appeal should include a written statement and provide any supporting documentation demonstrating why the dismissal decision should be overturned.

The Nursing Department Chair will then review the grievance appeal and present a written decision to the student within 45 days from receipt of the student grievance appeal received date.

Honors Program

The Department of Nursing supports the ASU philosophy for individualized education for those students that are interested in advanced learning within the basic curriculum. For students who qualify according to the university guidelines, special sections of classes have been developed for using advanced skills and research to meet “Honors” class requirements. Follow the link for more information: <http://www.angelo.edu/dept/honors/>

Student Governance Participation

One area of student participation in nursing program governance is achieved through a student advisory committee. Student participants are elected by their peers. Meetings are held at least once per semester. Students also participate as visiting members to nursing program committees.

Online Learning (e-Learning)

Online Learning is an educational process that takes place when student and instructor are not physically in the same place. Using a computer and an Internet Service Provider (ISP) a student works on coursework when and where it is most convenient. Even though the online class may be more compatible with a student’s schedule, the content and workload are equivalent. In an online class, the instructor provides instruction and facilitates the learning environment. Students can review course materials online, interact with other students and the instructor via email, participate in threaded discussions, chat rooms, and virtual classroom meetings. In the online classroom, students are active participants in their own learning. An

online class may be more demanding than a face-to-face course and require students to have a high degree of self-discipline and motivation to be successful.

Online courses are similar in structure to classroom courses. The courses have a syllabus, may require books to purchase, weekly assignments, projects, papers, and tests. Students will do exercises and solve problems either alone or in small groups. Students will interact with classmates and instructors through online communication tools instead of face-to-face interaction. For online coursework, students must have basic computer skills. These include the ability to:

- Send and receive email
- Attach, send, and open documents from email or internet sites
- Participate in online chats
- Find and access professional internet sources
- Research topics using online library databases
- Use MS Word and PowerPoint programs.

The learning management system (LMS) used by Angelo State University is Blackboard. An LMS is a web-based platform through which instructors can communicate with students, distribute information, and facilitate the exchange of ideas, information, and resources. An LMS offers students easy and immediate access to discussion forums and chats, course materials, assignments and resources, announcements and course calendar.

Most online courses are asynchronous, or designed so that students can conveniently complete their work at any time within the assigned time period via Internet access.

Physical/Mental Performance Policy and Professional and Technical Standards for Nursing Practice

Responsibilities and standards in nursing practice are determined by the Board of Nursing, national accreditation guidelines, and clinical agencies. Practicing nurses and nursing students are held to very high standards of integrity and competencies in order to perform responsible care. According to the Board of Nursing Rules and Regulations, accepted standards of nursing practice include “behaviors indicating honesty, accountability, trustworthiness, reliability and integrity.” In addition, as clearly described in clinical evaluation tools and course guidelines, students must be able to provide safe patient care. Nursing is a practice discipline and successful completion of the nursing program requires that students demonstrate ability to effectively and safely perform several essential skills. All students are assessed in practice labs and clinical practicums throughout the program to confirm adherence to the technical standards, with or without accommodation.

Critical thinking is an important part of clinical judgment needed to provide safe patient care. Students must be able to measure, calculate, reason and quickly analyze information, in order to apply complex information in the classroom and clinical settings.

In order to accomplish the objectives of the program, students must be able to meet the following performance requirements:

1. Visual acuity with corrective lenses to identify cyanosis, absence of respiratory movement in patients, and to read small print on medication containers, physician's orders, monitors, and equipment calibrations.
2. Hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker's face and to hear monitor alarms, emergency signals, call bells from patients, and stethoscope sounds originating from a patient's blood vessels, heart, lungs, and abdomen.

3. Nursing students must be able to provide general care including: physical ability to stand for prolonged periods of time, perform cardiopulmonary resuscitation and function in an emergency situation, lift patients, assist a patient in moving from chair to bed, and move from room to room or maneuver in limited spaces.
4. Ability to communicate effectively in verbal and written form. Ability to speak clearly and succinctly when explaining treatment procedures, describing patient conditions, and implementing health teaching. Ability to write legibly and correctly in patient's chart for legal documentation. Students must be able to process and accurately convey information about the patient status to faculty, staff, and other health care providers in a timely manner.
5. Manual dexterity to use sterile techniques and insert catheters.
6. Ability to prepare and administer IV, PO, SQ and IM medications.
7. Ability to function safely under stressful conditions, adapting to ever-changing clinical situations involving patient care.

Social and Behavioral Requirements (Mental Health): Student nurses must possess sufficient mental and emotional health to exercise good clinical judgment, promptly complete assignments, and function in what can be a physically and emotionally demanding dynamic environment. Nursing students must be able to demonstrate compassion, empathy and concern for others while maintaining mature, sensitive and effective relationships with patients, family and other professionals.

Your mental health is critical to your success in nursing school. The Nursing Department is committed to supporting your mental health. Below are listed helpful contacts.

If you are a student in distress or know of a student in distress there are departmental, university, and national resources to help you.

***If you feel there is an immediate danger to self or others, please call 911 from any campus land-line phone, off campus phone, or mobile phone.
If you are not on campus or in an urban place, The National Suicide Prevention Lifeline is active and can be reached anywhere with any working phone by dialing 988.***

Helpful Contacts:

Departmental

Any nursing faculty or staff member
Nursing Department Main Office Number 325.942.2224

University

ASU Police Department 325.942.2071
ASU Alert/Emergency Management (for campus crisis or emergencies) 325.942.2180
ASU Counseling Center 325.942.2171
ASU Crisis Hotline 325.486.6345
ASU Health Clinic 325.942.2171
Office of Title IX Compliance 325.942.2022
Housing & Residential Programs 325.942.2035
Student Disability Services 325.942.2047

Special Accommodations Request

Persons with Disabilities

Students with disabilities must contact the Student Disabilities Services Office to request any necessary academic accommodations. This student request should be made early in the semester to allow time for appropriate arrangements. The request must be repeated every semester accommodations are needed. For more information on [DISABILITY ACCOMMODATIONS](#), contact Student Disability Services at (325) 942-2047 or ada@angelo.edu.

Related to Clinical Performance

Students with a disability who request reasonable accommodations must meet with the Student Disability Services Director within the first week of classes. The Department of Nursing works closely with the Office of Student Disabilities Services in order to provide accommodations to students who have sought out accommodation requests for various temporary and/or permanent disabilities. Please note that instructors within the Department of Nursing reserve the right to determine if a requested accommodation is in not in alignment with assignment/course/program objectives, course syllabi, the ASU GBSN Undergraduate Student Handbook, or the standards and guidelines set forth by the Texas Board of Nursing and ANA Code of Ethics. Faculty will provide no accommodations without authorization from the Office of Student Disabilities Services. Students are responsible for obtaining appropriate documentation, such as from a health care provider, to support the need for the accommodation. It is the student's responsibility to be a self-advocate when requesting accommodations and turn in any appropriate forms to their instructors. A request must be submitted for faculty review every semester accommodations are needed.

Professional Behavior

All BSN students are expected to follow the highest standards of professional behavior in order to promote integral aspects of the nursing profession, including ethical conduct, integrity, and honesty. Students represent the Angelo State University Department of Nursing and the nursing profession, so students must demonstrate specific ethical obligations, standards, and commitments to patients and society. These professional and ethical standards are delineated in the American Nurses Association [Code of Ethics for Nurses](#), as well as the Texas Board of Nursing Rules and Regulations, specifically sections including Rule §213.27 [Good Professional Character](#) and Rule §217.12 [Unprofessional Conduct](#). Unprofessional behavior towards faculty, staff, peers, clinical partners, patients, family members, healthcare professionals, and the public can lead to significant issues in the progression of students enrolled in the BSN program. This type of behavior may be grounds for course failure and/or program dismissal.

Definitions of Unprofessional Behavior

The information below outlines examples of violations in professional behavior within the BSN program. Please note that this list is not all-inclusive. These examples include but are not limited to:

- Plagiarism (See the *Academic Integrity* section within this Undergraduate Student Handbook)
- Cheating (See the *Academic Integrity* section within this Undergraduate Student Handbook)
- Falsification of information
- Aiding and abetting dishonesty
- Engaging in illegal, violent, or criminal behavior/activity that could affect licensure as set forth in the Texas Rule and Regulation 213.28 (Licensure of Individuals with Criminal History) to include but not limited to: convicted felony (child abandonment, aggravated assault, burglary, robbery, sexual assault, unlawful restraint) misdemeanor of moral turpitude (indecent exposure, false report, forgery, fraud, perjury, tampering with government record, theft).
- Sexual misconduct or harassment

- Incivility or bullying (see <https://www.nursingworld.org/practice-policy/work-environment/violence-incivility-bullying/> for more information)
- Disruptive behavior (including disrupting classes, presentations, or other activities/programs within the ASU Department of Nursing)
- Failing to demonstrate responsible planning, accountability, or commitment to education
 - The University calendar is accessible to all students several months before the start of each semester. In addition, course calendars are posted at the start of each semester. Work, appointments, special events/activities, and travel should be arranged outside of scheduled classes/clinical. Students are expected to adhere to the attendance and assignment policies outlined in course syllabi and within this Undergraduate Student Handbook, including policies pertaining to multiple incidences of tardiness or absence. Students are expected to attend all scheduled classes/clinical rotations in order to fulfill credit requirements and meet course objectives for each course.
- Inappropriate use of social media (See the *Social Media Policy* section within this Undergraduate Student Handbook)
- Impairment by use of drugs (prescribed or unprescribed) or alcohol
- Failing to arrive prepared for clinical or didactic courses.
- Engaging in irresponsible, unsafe, or harmful practice (See the *Clinical Practicum Expectations for Students* section within this Undergraduate Student Handbook)
- Failing to report errors, incidences, or lack of care in the clinical setting
- Failing to document accurately and completely in the clinical setting
- Failing to communicate or collaborate with colleagues, faculty, or other healthcare professionals
- Violating HIPAA policy in the academic or clinical setting (See the *Confidentiality Policy/Agreement* section within this Undergraduate Student Handbook)
- Violations of the ANA Code of Ethics for Nurses and/or the Texas Board of Nursing Rules and Regulations

When a student is found in violation of professional behavior, they may receive an unsatisfactory rating by an instructor which requires a documented meeting and action plan development. A second violation in professional behavior warrants a course team meeting with documented counseling and action plan development. A third violation warrants a Program Council Meeting to be held to determine the status of the student within the program. There are violations in professional behavior that are considered “excessive” or would warrant an “unsafe” rating to be given to a student, which requires an immediate Program Council Meeting to be held to determine the status of the student within the program. Examples of excessive violations in professional behavior include, but are not limited to, falsifying information, engaging in unsafe/harmful practice, or engaging in criminal activity. Program Council Meeting decisions related to unprofessional behavior could result in course failure and/or program dismissal for a student.

Required Equipment, Books, Syllabi, and Supplies

Students are required to purchase textbooks, equipment, and supplies as outlined in individual course outlines. Students not having the required equipment and supplies will not be able to complete course requirements (lab, clinical or lecture courses).

Scholarships and Financial Aid

All students are encouraged to review financial aid and scholarship information on the Department of Nursing website (see link below). Students needing financial assistance are also encouraged to contact the University Financial Aid Office (see link below).

[Financial Assistance for Undergraduate Nursing Students](#)

[ASU Financial Aid](#)

Withdrawal Policy

The university's policy on dropping courses and/or withdrawal from the university can be found in the current ASU Catalog. If a nursing student drops a course, this will automatically drop the student from the BSN Program due to the inability to sequentially complete the BSN Program curriculum as a full-time student. The student must reapply to the BSN Program in order to be granted an opportunity to continue on in the program. Readmission is not automatic and is not guaranteed.

Deadlines for dropping classes with a W can be found in the University Calendar in the current *Course Schedule*. Please visit [Withdrawals and Refunds](#) for more information.

[ASU Registration and Scheduling](#)

Student should use the [Online Course Drop](#) to withdraw from online courses.

Students can access the [Registrar's Office](#) webpage and click on forms, and it will show the drop slip.

Working for Compensation

Full-time nursing students who work for compensation are at high risk for struggling in classes, failing classes, and failing NCLEX state board exams. For that reason, students are encouraged to limit the amount of time they work for compensation in order to have adequate time for university level study and preparation for course work.

The Department of Nursing at Angelo State University assumes no responsibility for the performance and action of the nursing student while in the clinical facility other than during those times specified as a clinical learning experience and when under the direct supervision of a Department of Nursing faculty member.

If the student chooses to work for compensation, this constitutes a private negotiation and contract between the clinical facility or employer and the student, with the clinical facility/employer assuming the legal responsibility for the action of the student during those times. If a student works for compensation while enrolled in the Baccalaureate Nursing Program at Angelo State University, this arrangement also constitutes a private negotiation and contract between the chosen facility and the nursing student. Under no circumstances should the student identify himself/herself as a nursing student either in writing or by dress, while working for compensation for the clinical facility.

It is the responsibility of the student to regulate his/her outside activities, including working for compensation, in order to ensure success in the accomplishment of his/her educational goals. Academic activities (lab, class, clinical practicum and other scheduled learning experiences) take precedence over the student's work schedule. A student's job schedule must accommodate the academic schedule (class, lab, clinical and other scheduled learning experiences). The student is responsible for informing their employer that school activities take priority over work schedule.

CLINICAL PRACTICUM EXPECTATIONS OF STUDENTS

COVID-19 Nursing Department Policy and Nursing Student Expectations

Nursing students are expected to follow all university COVID-19 policies and safety protocols related to SARS-CoV-2 when on campus and in the Archer College of Health and Human Service Building (HHS). Nursing students are also expected to follow all COVID-19 screening and safety behaviors as mandated by individual clinical facilities when participating in all program clinical practicum courses.

In addition to COVID-19 university policies and clinical partner mandates, the Nursing Department will follow recommendations of the Centers for Disease Control and Prevention (CDC) as well as the American Association of Colleges of Nursing (AACN).

Below are listed guidelines to help define the above-mentioned expectations. The Nursing Department reserves the right to make changes to any COVID-19–related policy at any time in order to stay current with changing mandates from clinical partners and governmental agencies in an effort to keep safety a priority for everyone. Students will be notified immediately of any new changes to the policies. The guidelines listed below are current as of August 2024.

***All students are allowed to take care of COVID-19 patients in hospital and clinical settings.*

UNDERGRADUATE PROGRAMS

General

Vaccine Requirement: COVID-19 vaccination is a requirement for undergraduate programs. Shannon Medical Center is our clinical partner for all program clinical practicum courses and at this time they do require all nursing students to have a COVID-19 vaccination (2 shot completion). COVID-19 boosters are highly encouraged but not mandated.

Vaccine Exemptions: The Nursing Department does not offer or give vaccination exemptions. However, the Nursing Department recognizes, and honors medical or religious exemptions granted by Shannon Medical Center. Any nursing student looking for a medical or religious vaccination exemption must apply for this exemption with Shannon Medical Center. If a student, requesting an exemption, is not granted that exemption from Shannon Medical Center, that student will not be allowed to continue in the undergraduate nursing program.

Feeling Sick? If you have respiratory virus symptoms that are not better explained by another cause, stay home and away from others (including people you live with who are not sick).

- If you are running a fever, stay home until you have been fever free (without the use of fever-reducing medication) for at least 24 hours.
- You can go back to your normal activities when for at least 24 hours, both are true:
 1. Your symptoms are getting better overall
 - AND
 2. You have not had a fever (and are not using fever reducing medications)
- When you go back to your normal activities, take added precaution over the next 5 days when you will be around other people indoors.
 - Added Precautions such as:
 - Consistent hygiene practices
 - Masks
 - Physical Distancing
 - Testing (either with self, at home tests or go to a testing location)

- If you develop a fever or you start to feel worse after you have gone back to normal activities, stay home and away from others again until, for at least 24 hours, both are true: your symptoms are improving overall, and you have not had a fever (and are not using fever-reducing medication). Then take added precautions for the next 5 days.

What to do in case of Testing Positive: Take steps to prevent spreading COVID-19:

- Stay home and away from others if you have respiratory virus symptoms and follow the above “Feeling Sick?” guidelines.
- If you are not sick, resume normal activities but take added precautions for the next 5 days to include: consistent hygiene practices, masks, and physical distancing when you are around other people indoors.

Clinical Practicums

- Shannon Medical Center is the clinical partner utilized for undergraduate program clinical practicums. COVID-19 vaccination is a requirement from Shannon for all nursing students.
- Any nursing student looking for a medical or religious vaccination exemption must apply for this exemption with Shannon Medical Center. If a nursing student has been granted a medical or religious COVID-19 vaccine exemption, that nursing student will be required to follow related mitigation requirements while in the medical facility which are subject to change.
- If a student is providing nursing care to a COVID-19 positive patient, that student will be required to follow infection control protocols in place by the clinical site.
- Students exhibiting symptoms and/or have a temperature of 100 degrees Fahrenheit or greater will be required to follow “Feeling sick?” guidelines and:
 - Inform their instructor
 - Inform Clinical Coordinator:
 - Mrs. Nadia Talamantes (847-271-4917, Nadia.Talamantes@angelo.edu)
 - Seek medical attention
- Attendance at clinical sites will be determined by the guidelines established by the medical facility at the time of illness. Please be aware that these guidelines may be subject to change.

Pre-Licensure Clinical Experiences

The primary goal of the initial licensure program is to prepare the entry-level graduate to provide direct nursing care or coordinate care for a limited number of clients in various health care settings using evidence-based skills. Such clients may have predictable or unpredictable health care needs and are identified as individuals and members of families. The clinical sites include acute care, long-term care, rehabilitation, and community based facilities that deal with clients throughout the life span. Educational experiences are sequenced from simple to complex as students’ progress through the respective course program sequence. The goal of clinical experiences is for the student to develop competence and increasing independence as a practitioner in the delivery of direct patient care, management of multiple clients, and leadership.

Clinical objectives direct the achievements of each course and are the building blocks for progression. In order to maintain the maximum safety of clients in accordance with the [Standards of Professional Nursing Practice](#), students receive direct faculty supervision and assistance from facility staff while caring for clients.

Details about clinical expectations and evaluation are provided in the relevant sections related to

clinical evaluation.

Absences

Pre-Licensure Clinical Practicums. A week's worth of cumulative absences in any one course will result in faculty evaluation of the student's ability to meet clinical objectives and may result in failure of the course. This means that if you have one clinical day a week, missing ONE clinical practicum places you in jeopardy of course failure.

Behavior in the Clinical Agency

Students are expected to observe the following guidelines for behavior in the clinical agency:

1. Students are to adhere to the guidelines outlined by the agency during orientation.
2. Students may not bring children to the clinical agency at any time.
3. Students are to park in designated areas only.
4. Students should be in the clinical agency only when supervised or with the permission of their instructor. In these instances, students should adhere strictly to agency guidelines in terms of chart review, visiting with patient, and proper attire.
5. Students may not use cell phones for activities other than looking up information and other resources in the clinical setting.
6. Pager/beepers, if used, must be set on silence during clinical.
7. Students are subject to all policies regarding drugs, alcohol, and criminal background checks of assigned clinical facilities, including drug screening prior to starting a clinical rotation, random drug testing, and background checks.

It is expected that students remain at the clinical agency/organization/facility for the entire time period assigned. Students should not expect to run personal errands or otherwise leave the clinical site during scheduled meal times or breaks. Emergency requests are granted at the discretion of the instructor and no student shall leave the clinical site without instructor notification and approval prior to leaving.

Pre-Licensure Clinical Contract

The university must have a *Contract of Association* with a particular agency **before** students can begin working with a preceptor. The first step is to identify possible clinical agencies in your community that would be appropriate for the course. We encourage students to communicate with the nursing faculty member(s) who will be teaching the course, as students identify potential agencies and preceptors. We can help determine the appropriateness of an agency or preceptor for the specific clinical objectives of each course.

It can take up to 3 months or longer to get a new contract established. Therefore, if a student wants to utilize an agency with which the university **does not** have a contract, please email or fax the following information in writing to:

Becca Johnson
Phone: (325) 486-
6875
(325) 942-2236 (fax)
nursing@angelo.edu

- Official name of the agency
- Mailing address, telephone number, and fax number of the agency
- Complete name and title of person authorized to sign the contract for the facility
- Your contact person (if you have one)
- E-mail address of contact person (if available)
- Name of your preceptor (if you have one)

It is the student's responsibility to follow up with Ms. Johnson to check on the progress and status of the contract. Even if the department is able to initiate a contract with a particular agency, students should not assume that it will be automatically approved. Sometimes an agency requests changes to a contract, and this will take longer to be reviewed. In some rare cases, the department has been unsuccessful at establishing a contract.

Clinical Performance

Students receive feedback and an appropriate remediation development plan regarding their conduct and behavior in clinical settings. Clinical assignments are graded as "satisfactory" and "unsatisfactory."

Satisfactory Clinical Performance

The student will be considered "Satisfactory" in the clinical setting when student performance on clinical assignments meets certain course objectives.

Unsatisfactory Clinical Performance

A student will be considered "Unsatisfactory" if clinical performance, assignments, appearance, or behaviors do not meet course objectives or professional requirements. This can be from negative performance, lack of preparation, or absence.

1. A student with unsatisfactory clinical preparation/performance may be removed from the clinical site and sent to the department's learning resource lab for further study and preparation, or they may be kept at the hospital with a specific assignment at the discretion of the instructor.
2. A student with demonstrated behaviors that are in violation of Professional Nursing Education, Rule 215.8 will receive an unsatisfactory and may be removed from the clinical site and earn an absence for that clinical day or receive a failing grade for the course and dismissal from the program.
3. Inability to calculate medication dosages can result in remediation.
4. A pattern of more than two clinical "unsatisfactory" ratings may result in the student failing the clinical portion of the course, and as a result, receiving a failing grade for the course.
5. A student with excessive clinical absences (as determined by the faculty team) will be considered unsatisfactory and will result in failure of the clinical portion of the course.

Skills Validation

At the beginning of each semester, students entering clinical courses, starting with their second and subsequent semesters, must pass skills and dosage competency testing prior to being allowed into clinical settings. Failure to pass a competency test associated with a clinical course will result in a clinical Unsatisfactory. Any student who is unsuccessful in passing a competency test will be given remediation assistance prior to attempting a subsequent test. Students who cannot perform skills competency satisfactorily after a total of two attempts may be removed from the course and will receive a grade of "F".

Passing the dosage calculations competency test requires a score of 100%. A student will be given a different dosage test with each attempt. First semester students will have skill validation competencies imbedded within several of their first semester courses. This is to ensure students are achieving course objectives before moving on in course content. Failure to perform a dosage calculation competency test satisfactorily after a total of 3 attempts may result in that student being removed from that course and will receive a grade of "F" for that course.

Unsafe Clinical Practice

A student demonstrating any unsafe practices as outlined below may be subject to disciplinary actions dependent upon the severity of the unsafe practice, including but not limited to the following: written warning, formal reprimand, failure, and/or dismissal. In addition, the student is removed from all clinical practicum sites pending disciplinary action. Every effort will be made to use progressive discipline and provide the student with the opportunity to make up missed clinical hours. However, at the discretion of the faculty member, a student can be failed at any time during the semester for an unsafe practice including but not limited to as defined below.

1. Violates or threatens the physical, psychological, microbiological, chemical, pharmacological or thermal safety of the patient.
2. Violates previously mastered principles/learning objectives in carrying out nursing care skills or delegated medical functions.
3. Accepts assignments beyond knowledge, education, experience or competence.
4. Fails to recognize or accept legal/ethical responsibility for actions as defined in the Nursing Practice Act for the State of Texas or the Code for Nurses of the American Nurses Association.
5. Fails to carry out CDC Standard Precautions.

Failing to meet expected standards may result in academic dismissal at any time. This includes but is not limited to unsafe clinical practice.

Clinical Commendation Policy

When a faculty member observes an outstanding student behavior that is above and beyond the expected clinical behaviors/responsibilities outlined above, the faculty member will discuss the behavior with the Clinical Coordinator and Department Chair to determine if commendation (and what level of commendation) is to be presented to the student. Levels of commendation include the following:

Level 1 Commendation:

The faculty member who recognized the outstanding behavior will meet with the student and complete a clinical commendation form. Both the faculty member and student will sign the form. Two copies will be made, one for the student, and one for the Clinical Coordinator. The original is attached to the student's clinical evaluation form.

Level 2 Commendation:

A level 2 commendation includes the criteria explained in a level 1 commendation in addition to the following: If given approval by the student, the student's admirable circumstance will be presented at either a subsequent, corresponding on campus lecture or clinical (according to the students' preference) in front of their peers. The faculty member will invite any other faculty also involved in teaching the equivalent clinical course to attend the recognition of the student.

Level 3 Commendation:

A level 3 commendation includes the criteria explained in levels 1 and 2 in addition to the following: If given approval by the student, the faculty member will invite the nursing faculty/staff, Clinical Coordinator, Track Coordinator, and Department Chair to attend the recognition of the student. The student will be given a certificate of excellence created by the Nursing Secretary, signed by the Department Chair.

Clinical Evaluation

Formal evaluations are conducted during the semester. A summative evaluation is completed at the end of the semester. This is considered a formal document of students' performance in clinical. Students are graded on levels of achievement for clinical performances: "Accomplished," "Competent," "Developing," "Beginning/novice," or "Dependent/deficient".

Throughout the clinical experience, the student is evaluated by the instructor and preceptors, and feedback is given to the student to improve or correct deficits. The final grade at the end of the semester is based upon the achievement of each course's essential objectives on the Clinical Evaluation Form for that course.

In the event a student is unsuccessful in achieving clinical course objectives, that student will receive a final grade of F for that clinical course. Students must successfully complete both the clinical course and its didactic course simultaneously to receive credit in either course. If a student is unsuccessful in either course, that student will "fail" both courses. Didactic courses with a clinical course must be taken together and successfully completed together in order to progress to the next semester in the program.

Documentation of Clinical Behavior

In order to ensure clear communication with students and adequate documentation within a course, clinical behaviors are documented on the Clinical Evaluation Form. Supplemental documentation is required for unsatisfactory and unsafe performance.

Clinical Coordinator Referral Form

1. When a student demonstrates any unsafe or unsatisfactory practices, faculty will discuss the behavior with the student and complete a Clinical Coordinator Referral Form.
2. The faculty member and the student sign the form and retain a copy. The original is forwarded to the *Clinical Coordinator*.
3. The student is removed from all practicum sites pending disciplinary action if unsafe and may be removed for unsatisfactory performance.
4. The *Team Lead* meets with the student, *Clinical Instructor*, and a minimum of one member of faculty and forwards recommendations to the *Clinical Coordinator* for two unsatisfactory practices.
5. The *Program Council Chair* is notified of unsafe or three unsatisfactory practices.
6. Within seven days, the student is informed of disciplinary action and a plan for improvement.
7. During clinical evaluations, referral slips should be referenced.
8. The *Clinical Coordinator* tabulates the numbers and types of deficiencies occurring each semester and incorporates this information into course planning and revisions.
9. If the *Clinical Coordinator* identifies an excessive number of deficiencies occurring in a particular area, this information will be reported to the *Track Coordinator*.

Student Counseling Form

1. When a student demonstrates any unsatisfactory or unsafe clinical behavior, the faculty will discuss the behavior with the student and complete a Student Counseling Form.
2. The student signs the form and retains a copy. The original is attached to the

student's clinical evaluation form and a copy is attached to the Clinical Coordinator Referral Form.

3. During clinical evaluations, student counseling forms should be referenced.
4. If a pattern of more than two clinical unsatisfactory ratings or unsafe behavior is identified, student failure of the course is considered.

Clinical Commendation Form

When a faculty member observes an outstanding student behavior that is above and beyond their expected clinical behaviors/responsibilities, faculty will discuss the behavior with the student and complete a clinical commendation form according to the Clinical Commendation Policy stated above.

Clinical in Place of Employment

To ensure a broad range of clinical experiences, the student should not have clinical experiences in the area or unit where he/she is working. The student is obligated to inform the faculty immediately if this conflict occurs. Faculty has the final authority in determining if a clinical agency will enable the student to achieve the clinical objectives. Additionally, the student may not do clinical activities at the same time he/she is performing employer-related work for compensation.

Confidentiality Policy/Agreement

In accordance with the current Texas Nurse Practice Act on *Unprofessional Conduct [disclosing confidential information or knowledge concerning the client except where required or allowed by law]* and the [HIPAA](#) (Health Insurance Portability and Accountability Act) guidelines -the faculty of the Department of Nursing have adopted the following policy:

1. Except within the structured, teaching-learning situation, all aspects of the patient/client's medically related information and/or data shall not be discussed with any other person or persons under any circumstances.
2. Proper identification as stated in ASU Dress Code is required before reading charts/records.
3. Under no circumstances is the student to photo copy or record any part of the patient's chart/records.
4. Students may become privileged to clinical agency or organization information, which is considered private. Students who divulge agency or patient information acquired during courses may be immediately dismissed from the Nursing Program.
5. Failure to honor this basic ethical right of the patient/client or agency may result in the immediate dismissal of the student from the Nursing Program.

HIPAA (1996): Annual education materials are available through the Blackboard course delivery system at ASU. Each year, every nursing student must review the HIPAA instructional materials. Each year, clinical instructors will require each student to submit proof of completion of these materials.

Dosage Calculation Testing Policy

Background

The Pre-Clinical Nursing Dosage Calculation Testing Policy exists to facilitate dosage calculation competence necessary for safe nursing practice. The nursing literature reports that the majority of nursing errors occur in medication administration. Many hospitals require nurses to demonstrate dosage calculation proficiency as a requirement for employment. Therefore, it is imperative that nursing students assume personal responsibility for maintenance of dosage

calculation skills throughout the nursing curriculum. Pre-clinical dosage calculation testing serves as a means for continued assessment of these important required skills. In addition, dosage calculation competence may be evaluated on written exams and clinical exercises.

Policy

Students must score 100% on a level-specific dosage calculation test at the beginning of their clinical practicum each semester. A student will receive a clinical unsatisfactory after each attempt on the dosage calculation test if they do not score 100%. Failure of three level-equivalent versions of the dosage calculation test within a semester is evidence of a student's inability to meet clinical objectives, and results in course failure. The student will be withdrawn from the clinical course with a grade of "F" and will receive a grade of "F" for the corresponding didactic course.

Procedure

1. Three equivalent versions of the dosage calculation test will be constructed by the dosage calculation instructor for each clinical course in semesters 2, 3, and 4 of each nursing program.
2. After failure on the first test (score less than 100% correct) the student
 - a. Receives one clinical unsatisfactory.
 - b. Reviews their test with the clinical instructor prior to further testing.
 - c. Completes remediation and further instruction with the clinical instructor.
 - d. Must retake an alternate form of the test within 1 week of test failure.
 - e. May attend clinical practicum while completing remediation during weeks 1-4 **(While at clinical, student may NOT administer medications if they have not passed the dosage calculation test with 100%)**.
3. After failure on the second test the student
 - a. Receives a second clinical unsatisfactory.
 - b. Reviews test with clinical instructor.
 - c. Meets with course faculty team and program director.
 - d. Retakes a third version of the test within 1 week of the second failure.
 - e. May attend clinical rotation while completing remediation during weeks 1-4 **(While at clinical, student may NOT administer medications if they have not passed the dosage calculation test with 100%)**.
4. A third failure on a level-equivalent version of the dosage calculation test is evidence of the student's inability to meet clinical objectives, and results in course failure. The student will be withdrawn from the clinical course with a grade of "F" and will receive a grade of "F" for the corresponding didactic course.

Resources

Resources available to assist students to prepare for the dosage calculation tests include:

1. Instructional materials obtained in NUR 3305, which includes dosage calculation.
2. The clinical instructor, dosage calculation instructor, and tutoring center.
3. ATI dosage calculation skills modules purchased by students prior to the first semester of their program.

Social Media Policy

The Angelo State University Department of Nursing supports the use of social media in personal/non-academic or non-professional contexts. Students may encounter confidential

information within the academic or patient care environment during clinical practicum and must demonstrate professional behaviors and communication. Consistent with Code of Ethics for Nurses with Interpretive Statements [ANA, 2015], Nursing: Scope and Standards of Practice [ANA, 2nd ed., 2015], Nursing's Social Policy Statement [ANA, 2015] and the ASU Confidentiality Statement all students sign at the beginning of their program, it is the student's responsibility to refrain from the following:

- Uploading images/videos of yourself in a clinical environment or uniform*
- Discussing patients, visitors, vendors, or organizational partners
- Talking about physicians, hospital/facility/clinical staff
- Discussing clinical events or news stories involving clinical partners
- Giving medical advice online
- 'Friending' or requesting to friend patients (even when they are no longer patients), Department/College faculty, or staff.
- The only exceptions are individual or group photos of the clinical group and faculty. *ASU nursing faculty reserves the right to order the immediate removal of inappropriate items (HIPPA violations, etc.) that are posted on a student's social media site.

Students preparing to enter the nursing workforce have a professional obligation to understand the nature and consequences of participating in social networking of all types [blogs, Twitter, Instagram, Snapchat, Facebook, etc.]. Patient privacy is a fundamental ethical and legal obligation of nurses. Although social networking venues offer opportunities for mentoring and sharing needed health related education and information among colleagues and the lay public, it also presents risk. The use of privacy settings and the separation of personal from professional information is not guaranteed from being shared or made public in less protected forums. Online content and behavior have the potential to enhance or undermine the individual student's career and/or the academic institution they attend. Students should consider the 'unintended consequences' of any information they share outside the context in which it was learned [adapted from *Principles: Social Networking and the Nurse* [Draft 25 April 2011], American Nurses Association].

In addition to your physical health, your mental and emotional health should be monitored and screened as well. If you are experiencing signs and symptoms related to anxiety and/or depression, please contact the ASU Counseling Services at 325-942-2371 or visiting [Counseling Services](#).

Dress Code

BSN (Pre-Licensure) Students

Projecting a professional image is a responsibility of all students and faculty. Appearance reflects not only upon the individual, but also upon the Angelo State University Department of Nursing and the nursing profession. The following are guidelines for clinical attire. Individual agencies may determine further dress code requirements at their discretion. If a student appears at a clinical agency inappropriately attired, it will be the clinical instructor's or agency representative's prerogative to ask the student to correct the situation.

In addition to the Dress Code for ASU students, as defined by the University, the following is the dress code for students in the BSN Program.

Uniform Requirements

BSN students will wear a "pressed," clean ASU uniform and/or ASU lab coat as designated by agency policy. Uniforms are royal blue and must have the required "ASU" logo. The lab coat will

be white with the required “ASU” logo. The uniforms and lab coats can be purchased at the ASU bookstore or other designated businesses. Strict adherence to the “personal appearance” table criteria is also required to be considered “in uniform”.

1. Uniforms are to be worn for all clinical rotations assigned in program practicum course curriculum to include but not limited to simulation lab rotations, medical surgical rotations, and specialty assigned rotations.
2. Uniforms are to be worn to special events representing the BSN program where professional dress is either requested, required by agency, or for professional appearance to include but not limited to immunization clinics, SAISD based activities, program recruitment events, program educational events, and departmental pictures or videos.
3. Uniforms should be washed after each wearing due to the exposure to pathogens.
4. If t-shirts are worn under the uniform, they must be white.
5. For the male student, no visible chest hair should show above the uniform (this can be addressed by wearing a white undershirt as needed).
6. Nursing student uniforms are not to be worn when at a place of employment. This includes the wearing of the name badge. The uniform is to be worn only during Angelo State University Nursing Program activities.

Name Badges- Photo ID Badges

The name badge is a required part of the nursing student uniform. Nursing student name badges are to be worn in the clinical areas and/or for activities with the Nursing Program.

1. The name badge will be supplied to the student from the nursing program: white background with a photo of the student; first name; and school and program affiliation on the second line.
2. The name badge will be affixed to the student's uniform with a metal badge clip, which will be supplied to the student with the allocation of their name badge. Badge reels or lanyards are not allowed.
3. No other degrees, credentials, certifications or other information can appear on the name badge.
4. The name badge will not be worn in any other activity that is not related to the students' assignment or in any other working capacity. This is strictly prohibited. Identifying oneself as an on-duty ASU nursing student outside of specific ASU-sanctioned clinical experiences warrants immediate course failure and permanent removal from the nursing program.

Lab Coats

A basic white lab coat will be worn as designated by individual clinical faculty, the agency, or specific requirements of the clinical setting. Some clinical areas may require a full, traditional nurse uniform; others may require scrub clothes, etc. All clothing should be clean and project an image of a professional nurse.

Required Clinical Equipment

Specific equipment necessary for clinical will be required as designated within individual clinical courses or per the requirements of visited clinical agencies. This equipment includes but is not limited to a stethoscope, penlight, watch (that measures seconds), and trauma scissors/shears. Smart watches, including Apple watches, will not be allowed during clinical. All equipment must be able to be cleaned/sanitized entirely for proper infection control.

Personal Appearance	Acceptable	Not Acceptable
Overall Clothing	ASU uniform and/ or ASU lab coat. Must be clean, neatly pressed, in good repair and appropriate size. A plain, white long sleeve shirt with no detail may be worn underneath the ASU uniform.	Soiled, wrinkled, torn, noticeably worn, too tight or too loose fitting. The color of undergarments must not be visible through the uniform.
Name Badges	Required part of the nursing student uniform. Must be worn in an easily visible spot above the waistline and follow the proper format. Must be affixed to uniform with metal badge clip.	No name badge, turned around with back showing, damaged, or in a difficult place to read. Use of badge reel or lanyard.
Hair	Neat, clean, professional appearance. Must not hang freely in the face or down the back. Must be worn in a manner that is above the shoulders. Hair accessories to include but not limited to headbands, barrettes, clips, scrunchies, pins or wraps must be one solid neutral color with no ornamentation attached to the accessory. Headbands and wraps must not be more than 1 inch thick. Head wraps for religious purposes are exempt from width requirement. No false/artificial eyelashes. Beards, mustaches and sideburns must be neat and trimmed to 0.5 inches or shorter.	Extreme styles and/or hair color, or unnatural appearance. Extreme hair accessories of unnatural color, size, shape, or with ornamentation that is affixed to the accessory or hangs, wraps, twists, ties, or inserts into hair. Unkempt, unnatural facial hair; facial hair longer than 0.5 inches.
Fingernails	Clean and trimmed nails.	No nail polish or artificial nails of any kind may be worn.
Perfume, Cologne, Deodorant, Hygiene	Good hygiene required and use of deodorant recommended. The use of makeup is at personal discretion.	No excessive perfume, cologne or after-shave. Must not have the smell of tobacco products, smoke or other strong odors on body or clothing. No excessive use of makeup.
Jewelry	None of any kind is to be worn except wedding bands and engagement rings.	No facial jewelry (including tongue jewelry) allowed.
Body Piecing, Tattoos	If ears are pierced, one pair of neutral- colored, small, stud earrings may be worn. One earring in each ear lobe, only.	No visible body piercings or tattoos. Tattoos must be covered if in a visible location. Multiple earrings in one ear are not allowed. Industrial bars and gauges are not allowed in the ears.
Shoes	Shoes must be solid white, either "nurses shoes" or tennis shoes (sneakers). Shoes must be clean and must cover the toes.	Dirty, unpolished shoes. Shoes other than "nurse shoes" or non-white tennis shoes.
Hosiery, socks	White hosiery or socks must be worn.	Dirty, torn or any color except white.
Dresses, Blouses, Shirts	Professional	Spaghetti straps, open backs, strapless, sheer/see through, too tight, too short, wrinkled.
Dress, Skirt Length	Must be professional in length	Anything less than 3-4 inches above the knee
Slacks, Pants	Professional	Denim Jeans, soiled, wrinkled, torn, noticeably worn, too tight/loose fitting.

Dress Code Requirements for Clinical Rotation

Nursing students checking clinical assignments prior to the educational experience are to wear a complete clinical uniform or a clean, pressed white laboratory coat over appropriate, professional clothes as outlined above.

1. The name badge is to be worn on the laboratory coat.
2. Chewing gum when in uniform is not permissible.
3. Excessive perfumes, aftershave lotion, tobacco products, smoke, and other strong odors can be respiratory triggers for some patients. Students may not wear excessive perfume or aftershave lotion and may not have the smell of tobacco products, smoke, or other strong odors on the body or clothing while in the clinical setting. Therefore, students are not allowed to use tobacco products or smoke during clinical hours. Nursing students representing ASU Department of Nursing at career days, college nights, etc., will be expected to wear the appropriate uniform for clinical experiences, unless otherwise informed.

Emergency Messages/Data Sheets

If the Department of Nursing office receives a call for a student that is of an emergency nature, the staff will attempt to locate the student to relay the message. This procedure will be used only for emergencies. It is the student's responsibility to maintain accurate phone numbers with the Nursing office and their clinical instructor. Students are required to fill out and submit a Data Sheet every semester. The link to the data sheet is found on the nursing website under student resources.

Presence of Preceptor

The student will participate in clinical activities only when the designated preceptor has physical presence in the clinical facility and can provide regular contact with the student throughout that clinical period.

Simulation Lab

The primary objective of the ASU Clinical Simulation Learning Center is to promote a superior level of high fidelity learning/teaching for students and faculty by providing a state-of-the-art environment to evaluate basic and advanced nursing skills/behaviors.

- Students are never to discuss events or scenarios occurring in the simulation lab except in debriefing sessions. This is considered a clinical environment, and confidentiality regarding all aspects of scenarios is required and expected. There is zero tolerance for academic dishonesty.
- Students are not allowed to take in scenario cheat sheets or personal cues for the scenario. It is at the discretion of the clinical instructor at the time of the scenario what academic tools are allowed during simulation experiences. Students with cheat sheets and personal cues will be considered cheating and in breach of academic honesty.
- Students are to dress for simulation lab as if attending clinical rotations. Scrubs, name badges, and uniform policies are enforced.
- Faculty members are responsible for supervising all students brought to the lab for training.
- Universal Precautions are to be followed at all times as are all safety guidelines used in the clinical setting. Sharps and syringes are to be disposed of in appropriate containers. Anyone sustaining an injury must fill out an [ASU Exposure Incident Report](#) and report to the ASU University Clinic.
- Equipment may not be removed from the simulation lab for practice, nor are the simulation labs to be used for practicing clinical skills unless supervised by faculty or staff.
- Students may be digitally recorded during scenarios. Viewing of videos recorded during training are only permitted with faculty members. The videos are the property of the nursing department and students may not possess simulation lab videos or recordings.

- Coats, backpacks, and other personal belongings are not to be brought to simulation lab and should be secured before entering the simulation area.
- All electronic devices are forbidden in the simulation lab (cell phones, pagers, any type of recording device, etc.).
- After a simulation, take your personal belongings with you (i.e. papers, pens, stethoscopes, penlights, etc.). All notes should be disposed of after simulation activities are completed.
- Food and drink are not permitted in the simulation labs.
- If you have a latex allergy, inform your instructor before beginning simulation.

Standard Precautions

The Center for Disease Control and Prevention (CDC) Recommended Standard Precautions are outlined below. It is the student's responsibility to maintain compliance with these recommendations in all clinical settings.

Because the potential of diseases in a patient's blood and body fluids cannot be known, blood and body fluid and substance precautions recommended by the CDC should be adhered to for all patients and for all specimens submitted to the laboratory. These precautions, called "standard precautions," should be followed regardless of any lack of evidence of the patient's infection status. Students should routinely use barrier protection to prevent skin and mucous membrane contamination with:

1. secretions and excretions, regardless of whether or not they contain visible blood
2. body fluids of all patients and specimens
3. non-intact skin
4. mucous membranes

Hand Hygiene

The following guidelines will help prevent contamination and must be adhered to by all students:

1. Wash hands after touching blood, body fluids, secretions, excretions, and contaminated items, whether or not gloves are worn, and/or immediately wash hands prior to any client interaction or nursing intervention. Perform hand hygiene immediately after gloves are removed, between patient contacts, and when otherwise indicated to avoid transfer of microorganisms to other patients or environments. It may be necessary to wash hands between tasks and procedures on the same patient to prevent cross contamination of different body sites.
2. Use a plain (non-antimicrobial) soap for routine hand washing.
3. Use an antimicrobial agent or waterless antiseptic agent for specific circumstances (e.g., control of outbreaks or hyperendemic infections) as defined by the infection control program.
4. Perform hand hygiene upon entering and exiting a patient room.

Gloves

Wear gloves (clean, non-sterile gloves are adequate) when touching blood, body fluids, secretions, excretions, and contaminated items. Put on clean gloves just before touching mucous membranes and non-intact skin. Change gloves between tasks and procedures on the same patient after contact with material that may contain a high concentration of microorganisms. Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces, and before going to another patient. Perform hand hygiene immediately to avoid transfer of microorganisms to other patients or environments.

Mask, Eye Protection, Face Shield

Wear a mask and eye protection or a face shield to protect mucous membranes of the eyes, nose, and mouth during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, and excretions.

Gown

Wear a gown (a clean, non-sterile gown is adequate) to protect skin and prevent soiling of clothing during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions or excretions, or cause soiling of clothing. Select a gown that is appropriate for the activity and amount of fluid likely to be encountered. Remove a soiled gown as promptly as possible and wash hands to avoid transfer of microorganisms to other patients or environments.

Patient Care Equipment

Handle used patient care equipment soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been appropriately cleaned and reprocessed. Ensure that single use items are properly discarded.

Environmental Control

Follow procedures for the routine care, cleaning, and disinfection of environmental surfaces, beds, bed rails, bedside equipment, and other frequently touched surfaces.

Linen

Handle, transport, and process used linen soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures and contamination of clothing, which avoids transfer of microorganisms to other patients and environments.

Occupational Health and Blood-borne Pathogens

Take care to prevent injuries when using:

- Needles, scalpels, and other sharp instruments or devices.
- When handling sharp instruments after procedures.
- When cleaning used instruments and when disposing of used needles.

Never recap used needles, manipulate them with both hands, or use any other technique that involves directing the point of a needle toward any part of the body. Instead, use either a one-handed scoop technique or a mechanical device designed for holding the needle sheath. Do not remove used needles from disposable syringes by hand and do not bend, break, or manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in appropriate puncture-resistant containers located as close as practical to the area in which the items were used. Place reusable syringes and needles in a puncture-resistant container for transport to the reprocessing area.

Use mouthpieces, resuscitation bags, or other ventilation devices as an alternative to mouth-to-mouth resuscitation methods in areas where the need for resuscitation is predictable.

Patient Placement

Place a patient who contaminates the environment or who does not (or cannot be expected to) assist in maintaining appropriate hygiene or environmental control in a private room. If a private room is not available, consult with infection control professionals regarding patient placement or other alternatives.

Student Occurrence

Any student involved in a clinical occurrence (e.g. needle stick, patient or student fall/injury, medication error, etc.) must adhere to the following protocol for reporting the occurrence:

1. Notify the nurse responsible for the patient immediately.
2. Notify the clinical instructor, preceptor, and/or faculty member as quickly as possible after the occurrence happens. The clinical instructor, preceptor, and faculty will provide information on appropriate actions to be taken.
3. Notify the charge nurse.
4. Complete the [ASU Exposure Incident Report](#) and report to the ASU University Clinic.
5. Meet any facility policy regarding occurrences.
6. In the case of a student involved in an exposure incident, the supervising faculty member contacts the clinic or emergency room with the student's name and requests an HBV, HCV, and HIV to be drawn. The clinic will draw the labs and conduct the post-exposure evaluation.
7. Seek post-exposure care within 2 hours as follows:
 - Angelo State Student Clinic at Shannon Clinic Jackson –Open 7 Days a Week 7:00 AM – 7:00 PM
 - Shannon Urgent Care South (open M-F 7:00 AM – 7:00 PM, Sa/Su 7:00 AM – 10:00 PM) or Shannon Urgent Care West (open from 7:00 am – 7:00 pm, 7 days a week)
 - Emergency Room of choice – after 7:00 pm and before 7:00 am

CPR Certification

All undergraduate nursing students must maintain a current CPR certification throughout the length of their programs. A copy of a current CPR certification must be on file in the nursing office. Students must have successfully completed an American Heart Association program that includes infant, child, and adult 1-and 2-rescuer procedures in order to obtain a *Health Care Provider CPR Card*.

Insurance

Liability Insurance

Liability insurance is specialty insurance coverage designed to offer protection against claims arising from student nursing practice. Liability insurance is automatically purchased for all undergraduate nursing students enrolled in clinical courses.

Health Insurance

All nursing students are required to have health insurance coverage during their entire tenure as an undergraduate nursing student. Evidence of health insurance coverage is submitted as part of the acceptance packet. Students who do not provide proof of alternate coverage will be required to purchase health insurance through the University Student Health Insurance Plan. A copy of current health insurance coverage must be on file in the nursing office. For more information about university student health insurance please contact Special Events Facilities & Services at (325) 942-2761.

Immunizations

All BSN students must have completed certain immunizations prior to registering for classes. The immunization requirements are mandated by the State of Texas for all students in health-related courses who will have direct patient contact. Evidence of the required immunizations must be submitted to the nursing office upon acceptance. The immunization form must be filled out completely and signed by a health care provider. If the immunization form is not completely filled out or is lacking a health care provider signature, the student will not be able to register. Additional immunizations may be required by the clinical facility. The student is responsible for cost of all required immunizations. The most up-to-date list of required immunizations is contained in the Department of Nursing immunization form. The ASU Undergraduate Student Handbook also has extensive information on immunizations required of college

students in the state of Texas.

[Immunization Form](#)

TB Skin Tests

All students are required to have a tuberculosis skin test done within the calendar year of admission to the nursing program and annually thereafter while enrolled in undergraduate nursing courses. A record of your TB skin test is kept in your permanent file in the Department of Nursing office. Students having a positive TB skin test or who have taken anti-tuberculosis medications must submit a physician's letter of clearance prior to the start of clinical.

STUDENT FACILITIES AND RESOURCE

Assessment Technologies Institute (ATI)

The Assessment Technologies Institute (ATI) is an online, comprehensive, testing and review program, designed to provide students with various learning tools that will assist them in learning course content, identifying strengths and weaknesses, reviewing content, improving test-taking abilities, and ultimately successfully passing the NCLEX for professional licensure.

ATI assessments help prepare students more efficiently for the licensure exam and may also lower program attrition by increasing student confidence and familiarity with nursing content. The assessment evaluates knowledge in relation to the nursing process, critical thinking, therapeutic intervention, communication, and competency skills. The assessments are written from the NCLEX blueprint and are at the application level. Students will be involved in taking both non-proctored exams at home and the proctored computer exams on campus throughout the nursing program. These exams are integrated within each of the nursing courses and are further addressed by the faculty in each of the nursing courses.

The ATI program involves an assessment of critical thinking at the beginning and end of the program, an assessment of nursing knowledge after core nursing courses, and a comprehensive diagnostic predictor examination that is administered in the senior year, prior to graduation. The tests evaluate specific knowledge mastery as students' progress in the program and the results help determine readiness to obtain licensure as a registered nurse. The majority of the testing is administered in a computerized format. Each student will receive a digital study guide for each of the tests. Feedback about the test results is provided to the students as part of the overall program. This feedback is in the form of a detailed assessment of their individual performance on the designated test and provides scores for mastery of nursing content areas, nursing process, critical thinking phases, therapeutic intervention, communication skills, and cognitive levels.

All BSN students are **required** to participate in the designated assessment and review program (ATI) including the designated, proctored exams. Scores on the ATI proctored test will be part of your final course grade. Failure to participate in the scheduled, proctored exams may result in unsuccessful completion of course requirements. Assessments will be administered throughout each nursing course. Materials will be provided to assess level of mastery of course content.

The Proctored ATI Exam will be administered in the computer labs on campus and scheduled by the course instructor. It is recommended that students take the practice tests several times prior to the proctored exam.

Nursing Learning Resource Center

The Nursing Learning Resource Center (LRC) or “Skills Lab” is located on third floor of the ACHHS building. It has two nursing skills labs and a virtual intravenous (IV) therapy lab. The purpose of the LRC is to assist a nursing student at any level to prepare for class, clinical assignments, and/or nursing skills. A student lounge room is located on the second floor of the ACHHS building.

Majority of the LRC equipment and resources are available for independent study or classroom use. Many items are available for checkout upon request. Students should sign in to the designated binders found in the skills lab to log their hours of practice. LRC hours will be posted at the beginning of each semester and may vary from week to week. Please contact the LRC/Skills Lab staff for more information regarding hours and equipment.

ASU OneCard

All students (including online students) **MUST** have an ASU OneCard. This student ID serves as your library card, so students cannot use interlibrary loan or check out books without it. The ASU OneCard is the method through which students who receive a refund from ASU will choose their disbursement option.

For those who are not local, an ASU OneCard can be obtained without coming to campus. The OneCard office needs the following from you:

- An enlarged copy of your drivers' license that can be easily read (not too dark).
- A photo of yourself that shows your face
- A valid mailing address

Students can mail a photo via regular mail or email a digital photo. The ASU OneCard staff can crop and enlarge images so that it will only show your face. Students who have access to a scanner can scan their drivers' license and email as an attachment. Students can also mail a photo and a copy of their drivers' license. **Students should ensure that their mailing address is correct because the ASU OneCard cannot be forwarded.** For more information, go to the [ASU OneCard](#) office web site.

Porter Henderson Library

The university library provides a variety of resources essential for nursing student projects and formal papers, including an extensive nursing collection of monographs and professional journals, online databases, Tex Share Loan Program, and an Interlibrary Loan program. In order to check out materials from the library, you must have an ASU OneCard.

[Porter Henderson Library](#)

[Nursing Library Tutorials](#)

It is important that students become familiar with resources available through the university library at the beginning of the semester by completing the Nursing Library Tutorial.

If you are a distance student (not on-campus) and want to know more about how to access library databases from off campus, click [here](#).

If you are a distance student, the [TexShare Loan Program](#) will assist you in the use of public libraries in your home community. Students may obtain a TexShare card at the Library's Circulation Desk, provided that their Library account is in good standing (e.g. library fines situation). Students will then need to get a borrower's card from the library they visit. Participating libraries' policies vary. Participating libraries and their lending policies can be accessed from the aforementioned URL. Distance nursing students taking online classes who need a TexShare card should contact the Circulation Department at (325)-486-6524 for assistance.

Interlibrary Loan

[This](#) is a library-to-library loan service offered by the Porter Henderson Library to ASU students, faculty, and staff. The primary purpose of ILL is to assist scholarly research by obtaining materials not available locally. For more information on how to submit a request for library materials through this program please contact the [Library's Interlibrary Loan](#) unit. Keep in mind that this process can take 10 to 14 days.

INFORMATION TECHNOLOGY

[Information Technology](#) manages the university's computer infrastructure and technology needs across campus. An ASU computer-access account will allow students to access a number of technological services across campus. Students can get their computer-access account in any general-access computer lab after showing a valid ASU ID card or showing proof of current enrollment. For more information on student technology service please contact [IT support](#) or call (325) 942-2911.

The Information Technology (IT) Help Desk provides phone, e-mail, and walk-in computer support for all faculty, staff and students at Angelo State University. The Help Desk is located in the main computer lab in the Math Computer Science Building Room 111. They offer support at convenient hours for students, either in the lab or by phone. For hours of operation, please check the [Student Computer Access and Printing Services](#) page.

IT Help Desk:

325-942-2911 (local or long distance) 1-

866-942-2911 (toll free)

helpdesk@angelo.edu

Computer Requirements

All students are required to have access to a dependable computer with a reliable Internet Service Provider (ISP or internet connection). Since most nursing courses have online or web-supported components, your computer must meet the minimum requirements listed below. These system requirements will enhance your ability to access and use online course materials as well as review content and lectures presented in class. Students must have a high-speed connection.

Please refer to the [Distance Education](#) page for more information.

Computer hardware and software that are less than these specifications may cause technical problems.

Faculty often use Microsoft Power Point presentation software to present course content, and students will need the software to read the Power Point files (Microsoft Office 2010 or later). A recent version of MS Internet Explorer web browser is also required and can be downloaded free on the Microsoft web page. Many faculty members utilize Flash to present online lectures. Students must download the most recent version of Adobe Acrobat, Adobe Flash Player 7 or higher to view these lectures. Flash Player is a free download at the Adobe Acrobat web page.

Blackboard is an online course management system that provides a variety of tools that allow faculty and students to participate in online courses and/or courses that combine online material and face-to-face classes. Through Blackboard, instructors are able to present course material, administer tests and communicate with students. Students may submit assignments, participate in discussion forums and chat rooms, and check their grades from any computer that has Internet access and a Web browser.

To utilize Blackboard, students must use a computer capable of running Windows XP or later, or Mac OSX 10.2 or later. A reliable high-speed Internet connection is also required. A Windows computer must

have Internet Explorer 7 or later, or Firefox 3.0 or later. Mac users must have Safari 3 or later, or Firefox 3.1 or later. Instructors may also provide content that requires other software to view, including Word, PowerPoint, Excel, Acrobat PDF and a variety of other multimedia formats.

Faculty cannot make accommodations in coursework related to inadequate computer capabilities.

Email Accounts

The university provides an email account to all current students. Students are required to use their ASU email address for the purpose of communicating with the Nursing office, faculty, and for Blackboard assignments. The Department of Nursing will utilize ASU email addresses exclusively in communicating to students. This is particularly important for students enrolled in online courses. Students should routinely check their email for important announcements pertaining to assignments, coursework, schedule changes, etc.

Students must have an ASU email username and password in order to access online library databases from off campus. Students must also have an email username and password to activate their [ASU OneCard](#), which is the official student identification card for ASU students. Student email accounts are created in any of the computer labs on campus.

Distance Students

If a distance student needs assistance obtaining a university email username and password, the [Technology Access Account Agreement](#) form must be completed and faxed to the IT Help Desk at (325) 942-2508. After receiving a username and password, students should immediately change their password.

To access email when away from the university students can login to the [RamMail](#) service using a web browser such as Internet Explorer or Netscape.

RamPort

RamPort is a personalized communication system that provides access to university services and news, as well as outside web media. This innovative online environment for Angelo State University students, faculty, and staff allows access to the ASU Email system, Library, Blackboard, Virtual Calendar, and Course/Departmental Information.

The Department of Nursing at Angelo State University utilizes a Nursing organization in Blackboard to communicate important announcements, upcoming events, and program information. It is the student's responsibility to sign up for the nursing channel and check it frequently for current news and information.

REFERENCES AND RESOURCES

1. [Texas Board of Nursing](#) (BON) The mission of the Board of Nursing for the State of Texas *is to protect and promote the welfare of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely.*
2. From this website, you can access several publications including the Nursing Practice Act, Rules and Regulations, information about the RN Examination, and current issues.
3. [Texas Nursing Practice Act, Rules and Regulations & Disciplinary Sanctions](#) Every student is required to be familiar and follow all guidelines, rules, and regulations mandated by the Texas Board of Nursing in the *Texas Nursing Practice Act*. It is the student's professional and legal responsibility to keep current on all BON regulations.

4. [ANA Code of Ethics for Nurses with Interpretive Statements](#) From this website, you can read the ANA Code of Ethics and order your own copy.
5. [Angelo State University's Honor Code](#)
6. What is [HIPAA](#)?
7. [Centers for Disease Control – Standard Precautions](#)
8. University of Wisconsin-Madison School of Nursing. (2020). Professional Standards and Behavior Code for Nursing Students. [Professional-Standards-and-Behavior-Code-8.20.2020-1.pdf](#)

Student Nurses Association

All nursing and pre-nursing students are invited and encouraged to join the [ASU Student Nurses Association](#). The Association sponsors a number of activities of interest to student nurses. Dues are nominal and required to join. Membership information is available at the beginning of each semester.

Reviewed & Updated: 1/2025