



Samford University

Moffett & Sanders School of Nursing



Undergraduate Student Handbook

2022-2023

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Undergraduate Student Handbook

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Samford University

Moffett & Sanders School of Nursing

Dear Students:

Welcome to the Moffett & Sanders School of Nursing (MSSON). On behalf of the faculty and staff, it is my privilege to welcome all new and returning students. We are excited that you are pursuing a Bachelor of Science in Nursing degree and are honored that you have selected our program. Since the school began in 1922, the MSSON has prepared highly qualified and compassionate nurses to provide care and lead in all sectors of the nursing profession. Our primary focus is to help each one of you to be successful and to create a positive learning environment that assists you in achieving your educational and professional goals.

Consistent with the values of Samford University, the faculty have designed a curriculum that will assist you in developing the skills and knowledge required for entry into professional nursing practice and promote the provision of caring, competent, and compassionate service to others. We are prepared to guide, support, and mentor you as you learn the art and science of nursing.

Again, welcome to the Moffett & Sanders School of Nursing. We look forward to working with you throughout your journey as a student and having you join the ranks of MSSON alumni who have been and are providing quality, compassionate health care throughout the world! I look forward to meeting each one of you and I wish you much success in your academic program.

Sincerely,

Melondie R. Carter, Ph.D., RN
Ralph W. Beeson Dean and Professor

Colossians 1:9-14 (NIV)

⁹ For this reason, since the day we heard about you, we have not stopped praying for you. We continually ask God to fill you with the knowledge of his will through all the wisdom and understanding that the Spirit gives, ¹⁰ so that you may live a life worthy of the Lord and please him in every way: bearing fruit in every good work, growing in the knowledge of God, ¹¹ being strengthened with all power according to his glorious might so that you may have great endurance and patience, ¹² and giving joyful thanks to the Father, who has qualified you to share in the inheritance of his holy people in the kingdom of light. ¹³ For he has rescued us from the dominion of darkness and brought us into the kingdom of the Son he loves, ¹⁴ in whom we have redemption, the forgiveness of sins.

Foreword

The Undergraduate Student Handbook provides information and guidance regarding policies related to your enrollment in the Moffett & Sanders School of Nursing (MSSON). We encourage you to read the Handbook and access it whenever guidance is needed. Your faculty will be glad to clarify any information found in the Handbook.

Non-Discrimination Statement

Samford University complies with applicable laws prohibiting discrimination, including applicable provisions of and amendments to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not unlawfully discriminate on the basis of race, color, national origin, sex, age, disability, genetic information, or veteran status in admission or access to, or treatment or employment in, its programs or services. Inquiries and concerns regarding this policy may be directed to the vice president for business affairs or general counsel, Office of Business and Financial Affairs, 200 Samford Hall, Birmingham, AL 35229, 205-726-2811.

Student Rights and Responsibilities

Students are expected to know regulations and policies found in the Samford University Student Handbook found on the Samford University website: <http://www.samford.edu/files/Student-Handbook.pdf>.

Students with Disabilities

The MSSON endorses the university commitment to students with disabilities and will provide accessible programs, services, and activities and reasonable accommodations for any student with a disability as defined by Section 504 of the Rehabilitation Act of 1973, and by the Americans with Disabilities Act (ADA) of 1990. Students and applicants with disabilities who seek accommodations must make a request by contacting the Director of Disability Resources (DR) at 205-726-4078 or disability@samford.edu.

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Qualified individuals are those who satisfy admission requirements and who can perform essential functions of a nursing program with or without reasonable accommodation or modification. Students must satisfy the Essential Performance Standards of nursing students that is found in this Handbook.

To be eligible for program accommodation, students must self-identify to the Director of DR, who will determine eligibility for services. Once eligibility for accommodations is determined by DR, it is the student's responsibility to request appropriate accommodations. If these standards cannot be achieved by the student, either unassisted or with dependable use of assistive devices, the faculty reserves the right to withdraw the student from clinical courses. For more information, please review the "Academic Support and Disability Resources" section of this Handbook.

A Brief History of Samford University

Samford University is the largest privately supported and fully accredited institution for higher learning in Alabama. Founded by a group of education, economic, and religious leaders, the school was chartered in 1841 and opened its doors on January 3, 1842, in Marion, Alabama as Howard College. It has survived two destructive fires and the partial paralysis of the Civil War and Reconstruction. In 1887 it was relocated to Birmingham, and in 1957 the institution was moved to its present campus. In 1920 Howard College gained membership in the Southern Association of Colleges and Schools – Commission on Colleges (SACS-COC). The establishment of the Teacher Education Division in 1914 and the Division of Pharmacy in 1927 highlighted the school’s continuous growth throughout the years. The historic and renowned Cumberland School of Law, established in 1847 in Lebanon, Tennessee was acquired in 1961.

The University now consists of the Howard College of Arts and Sciences, Brock School of Business, Orlean Beeson School of Education, School of the Arts, Beeson School of Divinity, Cumberland School of Law, and the College of Health Sciences which includes Moffett & Sanders School of Nursing, McWhorter School of Pharmacy, School of Health Professions, and School of Public Health. Samford University was founded by Baptists of Alabama, and today maintains a close relationship with the Alabama Baptist State Convention (Southern Baptist Convention). While the University cherishes this relationship and sees its role centered on Christian belief, Samford is open to students of all denominations and faith traditions.

A Brief History of the College of Health Sciences

The College of Health Sciences (CHS), approved by the Board of Trustees in 2013, is an innovative initiative for Samford University. The CHS includes four schools: Moffett & Sanders School of Nursing, McWhorter School of Pharmacy, School of Health Professions, and School of Public Health. The CHS offers multiple degree programs and majors within the health sciences with an interprofessional education focus that reflects today’s team approach to health care delivery and professional practice. CHS faculty and students have special opportunities for cross-disciplinary collaboration.

A Brief History of the Moffett & Sanders School of Nursing

The MSSON offers programs that meet the requirements for the Bachelor of Science in Nursing degree, the Master of Science in Nursing degree, and the Doctor of Nursing Practice degree. The Moffett & Sanders School of Nursing was founded as a hospital diploma program in 1923. It was the first program in the state of Alabama to achieve accreditation by the National League for Nursing (NLN) in 1955, and it has remained fully accredited throughout its existence. The program transferred to Samford University in 1973 following a merger agreement with Baptist Medical Centers. In 1988 the School moved into a new facility, the Dwight and Lucille Beeson Center for the Healing Arts, on the Samford Campus. The Master of Science in Nursing degree program began in 1995 and the Doctor of Nursing Practice degree program began in 2008. The School is now housed in the College of Health Sciences Building located on the east campus.

Helpful Hints for Your Success

1. Carefully review all written and electronic material pertaining to your role as a student at the Moffett & Sanders School of Nursing of Samford University, including the *Samford University Catalog* and the *Samford University Student Handbook* (available online), which contain important information regarding fees and deadlines. Clarify dates, policies, or other content you do not understand with your advisor or your faculty member.
2. Maintain personal file copies of all forms submitted to the School and/or the University related to application, health, insurance, BLS certification, change of status, employment opportunities, and registering for the NCLEX-RN and applying for licensure.
3. If you experience academic difficulty in any course, make an appointment with the faculty member to discuss study habits, learning style, and other suggestions to prepare for the next examination. Faculty members at Samford University wish you to succeed and will make worthwhile recommendations. Students are encouraged to make appointments with the School's academic coach to strengthen study skills.
4. If a personal or family crisis occurs during the term, recognize that it may affect you for the remainder of the term. Consider various options after discussing the issue with your faculty member or academic advisor. You do not have to share specifics of crisis situations.
5. Be aware that courses in the nursing curriculum as well as other academic subjects require study before class. Highlighting only identifies important subject matter. Learning occurs when you think about the content, put it in your own words and relate the new knowledge to previous knowledge.
6. Studying before each class, making reading notes, taking lecture notes, and supplementing those notes after class are key strategies in helping you succeed. Relax and get a good night's rest before any examination.
7. Take seriously the opportunities provided by your faculty for review and discussion, as well as the use of adaptive quizzing.
8. Store copies of electronic files in various locations, such as one on your computer and a backup on your flash drive.
9. Put your name in all books, notebooks, binders, media storage devices, etc. so they can be returned to you if misplaced.
10. Professional dress is an expectation on several occasions: Awards Day, Induction Ceremony for Sigma Theta Tau International Honor Society of Nursing, and other events as instructed by the faculty. Jeans, tennis shoes, etc. are not appropriate.
11. You must have your own personal laptop computer. Examinations in the MSSON are computer-based and a security software program is used. Go to www.samford.edu/ts for computer requirements.
12. Work closely with your faculty, your advisor, the undergraduate chair, associate deans, and the dean.

Mission

The mission of the Moffett & Sanders School of Nursing is to nurture students while providing quality nursing education in a Christian environment that prepares caring, competent, and compassionate graduates with a commitment to professional practice, scholarship, service, and lifelong learning.

Vision

In response to the evolving demands of the healthcare needs of a global society, the MSSON will be a premier faith-based school of nursing that serves as the standard for nursing education and practice.

Values

- Christian Values
- Advocacy
- Caring and Compassion
- Lifelong Learning
- Academic and Practice Excellence
- Professionalism
- Servant Leadership
- Innovation
- Integrity
- Individual Worth

Philosophy

In fulfillment of this mission, the nursing faculty affirms the following values and beliefs as foundational for nursing practice. Further, these beliefs guide interactions with students, patients, colleagues, other professionals, and the public, and provide the framework for preparing graduates to practice in the changing and complex social, political, economic and health care environments.

The Moffett & Sanders School of Nursing faculty believe:

A **person** is a unique individual, possessing dignity and worth, who is created in the image of God, and is in constant interaction with the environment. A person is composed of physical, psychological, sociocultural, developmental, and spiritual dimensions, but when examined as a whole is more than the sum of the parts. The term “person” incorporates the concepts of learner, self, individual, family, group, community and population.

Health is a dynamic balance among the physical, psychological, sociocultural, developmental, and spiritual dimensions of the person. Adaptation is the process by which one attempts to maintain this balance. The degree of balance between the person and the internal and external factors of the environment determines the individual's level of health. Thus, health exists on a continuum from wellness to illness.

The **environment** is the collective of all conditions, circumstances, and internal and external forces. Environment is affected by physical, psychological, social, cultural, ethnic, spiritual, economic, political,

and ecological factors. It is diverse and ever changing, constantly influencing and responding to dynamic forces including technology, education, values, economic, geopolitical and population characteristics. Individuals, families, groups, communities, and populations share responsibility to foster optimal environmental conditions that are conducive to health and well-being.

Nursing is a professional practice discipline which combines the science of nursing and the art of caring. The science of nursing is the body of knowledge generated from nursing theory and research, as well as knowledge integrated from other disciplines. The decision-making process, which includes the ability to think critically and analytically, is integral to the practice of nursing.

The art of caring is the creative and dynamic application of nursing knowledge, emphasizing the human aspect. Caring emanates from a commitment to preserve and enhance the integrity and dignity of persons. Caring relationships are also central to the educational experience and are based on a fundamental belief in the value of persons and a commitment to facilitate personal integration. Caring relationships begin with the self and embrace all those one touches within the environment.

Professional values and value-based behaviors provide a foundation for the practice of nursing. "Professionalism is the demonstration of high-level personal, ethical, and skill characteristics of a member of a profession" (Catalano, 1996, p. 2) and reflects the beliefs or ideals to which the individual is committed. Professionalism emphasizes altruistic service, competence, and the importance of the profession's service to society. Nursing is an accountable, autonomous practice concerned with personal issues and guided by a body of knowledge and a professional code of ethics.

Nursing education is a process that involves the educator and the learner in collaboratively pursuing and sharing knowledge. The focus of nursing education is critical inquiry which enables the learner to recognize meaningful phenomena, to take appropriate actions in a variety of situations, and to interactively evaluate the outcomes of actions. The reflective process emphasizes creative insight, valuation, and self-realization. The goals of liberal and scientific education must be integrated with those of professional development for students to become competent health care practitioners and informed citizens. Consequently, the integration of the principles of liberal and scientific studies with the principles of nursing care is essential to a student's discovery of a conceptual knowledge of nursing, one that leads to lifelong inquiry and improved patient care outcomes. A climate of mutual inquiry, support, and interdependence contributes to the exchange of knowledge and experience among students and faculty.

The educator has an ethical responsibility to mentor learners to develop their full potential. An educator enters the learning environment as a resource person, facilitator, mentor and co-learner. The educator respects and values the experiences and knowledge of students and fosters their continuing professional role development.

Students are viewed as adult learners. In this context, learners engage in the educational process in a spirit of self-directedness by assuming responsibility for learning. The learner enters the educational

process with a unique personal and cultural history which serves as a rich resource for learning and contributes to self-identity. This background energizes the learning environment and provides the impetus for life-long personal and professional growth. Learning occurs best when it is organized along a continuum from simple to complex. Thus, students gain a foundation of basic core knowledge and skills and progressively add content, concepts, and skills that are increasingly complex.

Students engaged in the Moffett & Sanders School of Nursing educational experience, are prepared as professional practitioners who provide excellence in service and leadership and exemplify the core values of Samford University.

Curriculum

Organizing Framework

The organizing framework for the MSSON provides the overall structure for establishing the curriculum and maintaining its internal consistency. Faculty beliefs and values regarding nursing and nursing education are stated in the mission and philosophy. Program goals and student objectives provide general statements regarding the expected results for students and faculty. These values, beliefs, and expected results are operationalized through the standards established by the AACN and published in *The Essentials of Baccalaureate Nursing Education*, *The Essentials of Masters Nursing Education*, and *The Essentials of Doctoral Education for Advanced Nursing Practice*. These documents provide the structural constructs that guide course content, course objectives and teaching/learning practices within the curriculum. Additionally, each advanced practice specialty utilizes standards as outlined by the appropriate special organization. The family nurse practitioner program is based on Criteria for Evaluation of Nurse Practitioner Programs. The nurse anesthesia program is based on Council on Accreditation of Nurse Anesthesia Educational Programs. Program quality is maintained through a commitment to continuous quality improvement and is implemented through the Systematic Evaluation Plan.

Undergraduate Curriculum

The undergraduate (BSN) nursing curriculum is consistent with the core curriculum required of all Samford University undergraduate students. The core curriculum provides the foundational competencies that contribute to a successful and satisfying life for the nursing professional. The undergraduate curriculum includes the core curriculum (22 credits), the general education curriculum (32 credits), and the nursing curriculum (74 credits).

Core Curriculum (22 credits). The core curriculum includes courses in the areas of biblical perspectives, communication arts, cultural perspective, and fitness and health. This phase shows the interconnectedness of the arts and humanities; develops the ability to read, write, reason and speak; and promotes healthy living and refinement of enduring values.

General Education Curriculum (32 credits). Students are exposed to introductory courses foundational to the practice of professional nursing. The general education courses for nursing majors include math, natural sciences, and social sciences.

Nursing Curriculum (74 credits). The final phase of the curriculum includes all courses required in the nursing major. Students are expected to utilize the knowledge and skills gained in the core and general

education courses. Nursing faculty, through the use of various teaching strategies, assist students in integrating and applying information from other disciplines to broaden their nursing education and practice, assist in attaining required competencies, and support their socialization into the multi-dimensional role of the professional nurse.

Undergraduate Program Outcomes

Graduates with a Bachelor of Science in Nursing degree from the Moffett & Sanders School of Nursing are prepared to:

1. Synthesize and apply knowledge gained from a liberal education and nursing to deliver safe, compassionate, and therapeutic nursing care.
2. Apply principles of leadership, management, and quality improvement to positively impact healthcare outcomes.
3. Integrate reliable evidence from multiple sources to inform practice, make clinical judgments and positively impact patient outcomes.
4. Demonstrate knowledge and skills to use information management and patient care technologies to enhance safe nursing practice.
5. Demonstrate an understanding of the significance of financial and regulatory agencies on quality patient care outcomes and nursing practice.
6. Demonstrate effective communication and collaboration within a multidisciplinary team to deliver care that is patient-centered and evidenced-based.
7. Apply health promotion and disease prevention strategies to assist individuals, population groups, and communities in maintaining and/or improving an optimal level of wellness across the lifespan.
8. Demonstrate professional standards and accountability in working with other health professionals, patients, and communities.
9. Design, implement and coordinate patient centered, evidence-based nursing care across the life span in a variety of health care settings.

Course Syllabi

Course syllabi and related course materials are available in Canvas and updated each semester by the faculty responsible for the course. Because some of the information may be needed prior to the first class meeting, students should check regularly and download information from Canvas as soon as it is posted. Students will need to maintain a copy of each course syllabus for reference.

Examination Policies and Student Responsibilities

The following examination policies and student responsibilities are effective beginning Spring 2022 and will be published in the Undergraduate Student Handbook. Faculty will include pertinent information related to examinations in all course syllabi. The School of Nursing uses ExamSoft for all proctored examinations. Directions for downloading Examplify (the testing platform for using ExamSoft) to the student's personal computer will be provided by Samford University's Technology Services and can be found on the student's Tech Bytes page in Canvas.

Policies for All Exam Takers

1. All MSSON undergraduate students are required to have an operating laptop (see MSSON Student Handbook.)
2. Students are required to register and establish identity following the procedures outlined in ExamSoft's Applications Instructions included in each Canvas course and within the Canvas TechBytes course.
3. Students are required to maintain their personal laptop with the most current operating system, updated software programs, and requirements for necessary programs (e.g., Exemplify, microphone and webcam).
4. Students are responsible for taking an Exemplify mock exam to test the functionality of Exemplify, ExamID and ExamMonitor (if applicable) on their computer prior to the first exam in their courses, so that any troubleshooting that is required can be accomplished. A mock exam for this purpose can be found in Exemplify for each course.
5. Students are required to take proctored course exams on the exact date and time specified in each course. Refer to the course syllabus to review policies regarding late or missed exams.
6. Students must ensure that the exam is downloaded and all technology problems are resolved before testing begins. If any issues arise in downloading, students should contact the ExamSoft Support using this link: support@examsoft.com
7. Exam attendance and punctuality are required. Students are expected to notify the course coordinator of their intention to miss an exam at least 1 hour PRIOR to the exam start time. An acceptable reason for missing an exam must be provided for an excused exam absence to be considered. Acceptable reasons include illness (with a medical excuse), death of a family member, accident, etc. The university bereavement policy will be followed for the death of a family member. Travel, travel delays and social events do not constitute reasons for a missed exam. A medical excuse is required to make up a missed exam due to illness. The medical excuse must be dated within 48 hours of the missed exam and should be provided to faculty within three business days. A medical excuse should not be completed by a family member. Only missed exams with appropriate documentation will be excused and scheduled for an exam make-up. Unexcused absences will result in an earned exam grade of Zero ("0"). Students with an excused exam absence will be required to take a make-up exam within one week of the original exam date. Make-up exams may include a combination of short answer, essay, and fill-in-the-blank questions.
8. Immediately following an exam, students will be asked to complete a *Post-Exam Reflection Tool*. This is a metacognitive tool that will help students think about how they prepared for the exam. The tool may be provided on paper or through Exemplify.
9. During a subsequent class period, students that completed the reflection will be given a chance to review only the questions missed on their exam. Students will complete the review in a secure environment, mimicking the classroom testing environment. All testing policies will apply to exam reviews. Students will open Exemplify. The proctor will provide the exam review password and students will be given 15 minutes to review only the questions missed on the exam.
10. During the exam review, students will be given an *Exam Review Document* to complete. On the document, students will be provided a blank section for comments for faculty review. Following the exam review, students will be asked to turn in the document to faculty. No additional discussion should occur regarding the exam following the review.
11. Students will receive a personal *Strengths and Opportunities* report no later than 5 business days after all students have taken the exam. The report will show content categories in which the student performed well and will also identify categories that the student needs to study further. Student are

encouraged to make an appointment with course faculty to review the strengths and opportunities report, clarify concepts, and discuss study and test taking strategies.

12. Students who have a letter from Disability Resources must follow the procedure outlined in the course syllabus.

Policies for In-Class Exams

Prior to the Exam:

1. The laptop battery should be charged to last for the entire exam. No power cords may be used.
2. Students must have their laptop turned on and ready before the scheduled start time for the exam. Privacy filters may not be used.
3. Close all programs running on your computer prior to logging into Exemplify.
4. Students will download the exam to their personal laptop 30 minutes prior to the exam's published start time using Exemplify. Students must download the exam within the specified timeframe. Students must come to class with the exam downloaded in advance. Additional time will not be made available before the exam begins to download the exam. Students who do not download the exam per faculty instructions will take a make-up exam on a different day and time.
5. All phones must be turned off and stored in the student's backpack. All backpacks must be placed in the front of the room prior to the beginning of the exam.
6. Prior to the start of the exam, all students will be asked to lift their laptop off of the desk.

During the Exam:

1. No food or drink are allowed during the exam.
2. Students may not wear a hoodie, hat, ball cap, watch, or bracelet during the exam.
3. Students may use foam or moldable earplugs during the exam. No personal earbuds or headphones of any type are allowed.
4. Students will be provided with scratch paper prior to the exam. Students may not use any paper other than what is provided during the exam. Students must put their name on the scratch paper upon receipt.
5. If the laptop is not functioning properly, notify the exam proctor immediately. Attempts to restore/resolve laptop functionality will be conducted on a case-by-case basis.
6. Students will use the calculator provided by Exemplify during the exam. Students may also use the highlighter and strike through functions in Exemplify.
7. Students need to be aware that questions may contain an attachment that requires them to scroll down in order to see the attachment.
8. Students may not seek information from any person or source during the exam.
9. A timer will be visible at the top of the student's screen.
10. Faculty proctor(s) will be present and walk around the room during the exam.
11. Faculty will not answer questions during the exam.
12. Students may not get up and move around, access their backpack, or leave the room until all students have completed the exam.

After the Exam:

1. Upon completion of the exam, each student must upload the exam; a GREEN screen indicates that the upload was successful. When the GREEN screen appears, students should raise their hand and show the green screen to the faculty proctor(s).
2. Once the student shows the GREEN screen to the faculty proctor(s), the student must close their laptop.
3. Upon completion of the exam, students should complete the *Post Exam Reflection Tool*. After completing the tool, students must sit quietly at their desk until all students have completed the exam.
4. Students may not use their laptop for any reason. No other papers, books, food or drink may be accessed until all students have finished and uploaded the exam.
5. Students will not see their exam grade immediately after the exam.
6. Faculty proctor(s) will collect all scratch paper/Post Exam Reflection Tools after the exam. No student may leave the classroom until the faculty has determined that all scratch paper/Post Exam Reflection Tools have been collected and gives permission for students to leave. Students should sit quietly until permission to leave is given.

Policies for Online Exams

Online Test Environment Requirements:

1. The online testing environment should mimic the 'in class' testing environment, and is **required** to conform to the following:
 - The student must take their exam in a quiet, secure, well lit room
 - No other people are allowed to be present in the room during an exam
 - No communication with others by any means will be allowed (with the exception of contact with a faculty member or support in an emergency)
 - No talking allowed (to self or others)—audible reading of questions is prohibited, unless specified in Disability Accommodations letter.
 - Sit at a clean desk or clean table (not on a bed or couch)
 - No use of cell phones for any purpose. The only exception is to contact the instructor or technology services in the event of a technical issue
 - No leaving the room or the view of the camera
 - All books, papers, notebooks, calculators, calendars, pictures and/or other materials or devices must be removed from the desktop
 - If scratch paper or dry-erase boards are not approved for the exam, the computer and mouse are the only allowable items on the desk or tabletop. If scratch paper is approved, only one piece of paper and one writing utensil should be on the desk or tabletop. If a dry-erase board is approved, only the board and marker should be on the desk or tabletop.
 - Students may use the notes feature in Exemplify to type out any notes.
 - Student should use the provided calculator within Exemplify
 - If allowed, scratch paper or dry-erase boards should only be used for dosage calculations
 - No writing may be visible on the desk or walls, no papers or posters on desk or walls in the testing room

- No music or television
 - No unnecessary motions such as people or pets walking around or ceiling fans running
 - Lighting in the room must be bright enough to be considered "daylight" quality. Lighting should be the same for the initial ExamID set-up and each exam
 - Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the student
 - No additional computers or monitors
 - No headphones, earbuds, or Bluetooth devices allowed
2. Close all programs running on the computer prior to logging into Exemplify. The following should not be on the desk or computer desktop or used during the exam unless specifically allowed for that examination:
 - Excel
 - Word/Pages
 - PowerPoint
 - Textbooks
 - Websites
 - Calculators
 - Pen and/or paper
 3. After downloading the exam, student's must verify their identity using ExamID. Students must obtain a clear baseline photo prior to the first exam by taking the initial mock exam. Clear photos should be taken prior to each exam. If a student's identity is unable to verify, the student must notify their course faculty immediately with the error code.
 4. After entering the exam, the first question will prompt the student to provide a 360-degree view of the testing environment. Students will also be prompted to ensure they are within the monitoring frame. If scratch paper or a dry-erase board is allowed, the student must show the front and back of the scratch paper/board when prompted, both before and after the exam. If the student fails to comply with these prompts, the student will be asked to take a make-up exam for a first-time offense. Make-up exams may include a combination of short answer, essay, and fill-in-the-blank questions. Repeat offenses, will result in a zero for the exam.
 5. If ExamMonitor flags a student's exam session for review, that student's video and proctoring report will be viewed by the course faculty and the program director. **If cheating is confirmed or the outlined rules are not followed, the student will earn a grade of zero on that exam.** Students are encouraged to treat their personal exam location as if it was on campus.

Other Considerations

1. Students who have a letter from Disability Resources must follow the procedure outlined in the course syllabus.
2. MSSON students are required to have an operating laptop (see MSSON Undergraduate Student Handbook.)

Academic Progression

Grading Scale/Policies and Progression Policy

The faculty of the Moffett & Sanders School of Nursing approve the following grading scale:

91-100	A
89-90	B+
82-88	B
80-81	C+
75-79	C
70-74	D
0-69	F
Clinical Failure	F

Minus grades are not awarded in the School of Nursing.

Grading Policies

Any score at a 0.5 will be taken to the next whole number (Example: 74.5 = 75; 83.5 = 84), if less than 0.5, the score remains at the current whole number (Example: 74.2 = 74; 83.4 = 83). Scores are maintained at the tenth decimal place until the final calculation at the end of the semester. An average of 75% or higher on all unit exams plus the final exam must be achieved in order to be successful in MSSON courses. If the exam average is below 75%, the exam average will be the final course grade and will result in failure of the course. Once the 75% test average is met, all other percentages will be averaged into the overall grade. Failure to achieve a 75% based on the percentages can also result in failure of the course even if the exam average is above 75%.

If a student has concerns regarding an examination or score and wishes to review the strength and opportunity report, he/she must request an appointment with the course coordinator in writing within five (5) days of posting the examination grade. After this time the test will not be reviewed, and grades will not be altered.

Faculty members provide clinical progress reports for students. If a student is having difficulty in clinical, the faculty member will discuss any issues that occur and will also suggest strategies for improvement. It is possible to not meet course requirements at any time throughout the course. It is the student's responsibility to meet with the faculty member at the first indication of a problem.

Nursing is a practice discipline. Regardless of a student's numerical grades on examinations and other written work, it is possible for a student to fail the course clinically. A student may enroll in the same nursing course no more than twice. The student who fails clinically will receive a grade of F. The decision to withdraw and the process of withdrawal from any course is the responsibility of the student. See the current *Samford University Catalog* for more information. If a student has already failed a course clinically prior to the date to withdraw without academic penalty and the student chooses to withdraw, the grade received will be WF. Students may only withdraw or audit a maximum of two required NURS courses.

Progression Policies

Progression policies are published in the *Samford University Catalog* in the School of Nursing section. The course repeat policy published in the *Samford University Catalog* will be followed. A grade of Incomplete

makes the student ineligible to progress to the next nursing course. (See the current *Samford University Catalog*, "Grade Changes".)

In order to progress in the undergraduate program in the School of Nursing, the student must:

- Have completed College of Health Sciences compliance data.
- Submit negative results on drug screen and background check.
- Have a signed Confidentiality Statement on file.
- Make a grade of C (2.0) or better in each required course in the School of Nursing curriculum. Note: A grade of D or F constitutes failure in any required course. The nursing school accepts a C- in any required general education course in the nursing curriculum with the exception of the required science courses.
- Achieve a grade of C or better in all required science courses (anatomy, physiology, microbiology, and chemistry), and can repeat no more than one of the required science courses one time each.
- Complete all required science courses (anatomy, physiology, microbiology, and chemistry) with a minimum science GPA of 2.3 on a 4.0 scale prior to enrolling in any NURS course. All attempts will be calculated.
- Satisfy all prerequisites as prescribed in this catalog.
- Adhere to the following limitation: Students are allowed to enroll in the same nursing course a maximum of two times.

Any student who fails to meet progression standards may continue as a Samford student but will be terminated from the School of Nursing.

Policies Regarding Course Failure

A traditional or five-semester second degree student who fails one nursing course in which a grade of D or F was received may repeat the course the following semester if space is available. If the student fails a clinical nursing course the student may not enroll in another clinical nursing course until the failed course is successfully completed.

Any student who fails two nursing courses with grades of D or F will be terminated from the School of Nursing and is eligible to be considered for readmission.

Any student desiring readmission, who has been terminated from the School of Nursing due to failure and is eligible to be considered for readmission, is responsible for submitting a formal, written letter (no email) to the associate dean of the undergraduate program asking to be considered for readmission. Students seeking readmission must meet current admission criteria and readmission is contingent upon approval from the undergraduate faculty, the associate dean, and space availability. After readmission due to academic failure, one failure in a required nursing course results in permanent termination from the School of Nursing. Termination from the School of Nursing does not change the status of the student's admission or progression at Samford University.

Any student who fails three or more nursing courses or who fails the same nursing course twice with grades of D or F will be permanently terminated from the School of Nursing and is not eligible to be considered for readmission.

All students must adhere to the Code of Ethical/Professional Conduct as specified in the *Samford University Catalog*, School of Nursing section.

The student with an incomplete (INC) in any nursing course may not progress in the nursing curriculum until the incomplete is removed. All prerequisites must be satisfied as prescribed in the *Samford University Catalog*, School of Nursing section.

Graduation Preparation

Each student is responsible for knowing the requirements for graduation. The *Samford University Catalog* provides a detailed listing of requirements for degrees. In addition, Samford University requires convocation credits as indicated and a Samford cumulative GPA of 2.0 in the major. Students should receive an envelope of information from Student Records about mid-term of the last term. The packet contains instructions about graduation. If students plan to graduate and do not receive this information, they should contact Student Records to obtain this information.

Seniors Taking Graduate Courses

Students are allowed to take graduate-level courses in their final two semesters if the following conditions are met:

- The student has earned a minimum 3.0 cumulative GPA on all work done at Samford University.
- The student's total enrollment load for the semester does not exceed 16 credits, including the graduate course(s).
- Credits and grades earned in graduate courses are not applicable to fulfilling requirements for the undergraduate degree and will not be included in the calculation of the undergraduate GPA. Graduate-course earned hours and quality points may be applied to the graduate career only.
- A written petition to take the graduate course(s) is approved by the student's advisor, dean, the graduate associate dean, and the Samford dean of academic services.
- Tuition for the graduate course(s) will be paid at the appropriate regular graduate program rate and will be in addition to the undergraduate fees paid.

Academic Support and Disability Resources

Academic Coaching in the MSSON

The Moffett & Sanders School of Nursing provides academic coaching without charge to students. The academic coach is available to meet with students on an individual basis to assist with time management, study skills, test-taking strategies, stress management, note taking, critical thinking, and problem solving. To schedule an appointment, contact the Undergraduate Administrative Assistant at 205-726-2328.

Academic Success Center

The Academic Success Center (ASC) is a resource center designed to facilitate the student's successful transition through the university. The director works closely with faculty, the Admission office, Career Development, and the Counseling offices to provide academic assistance as needed. First-year and transfer students are particularly encouraged to take advantage of the Center's services. Resources for students include: Foundations (a First Year Experience course), assistance in declaring or changing majors, list of tutoring available on and off campus, and the Success Mentoring Program.

Communication Resource Center

The Communication Resource Center (CRC) offers free tutoring for Samford students in oral, written, and mediated communication, as well as support for developing and improving critical reading skills. The CRC is located in Brooks Hall room 222. Students are encouraged to schedule appointments at [samford.mywconline.com](http://www.samford.edu/mywconline.com). For more information, visit the website at <http://www.samford.edu/departments/communication-resource-center/>

Disability Resources

The purpose of Disability Resources (DR) is to facilitate reasonable and appropriate academic accommodations to college students with disabilities. The information below is designed to help you get started with DR should you wish to request academic or physical accommodations as an undergraduate or graduate student at Samford University.

Accommodations Process

It is the student's responsibility to request accommodations each term. The accommodation letter request form must be completed and turned into the DR office each semester within the first two weeks of class or right before the semester begins. Registered students may request accommodations at any point during the term. However, students that do not give sufficient notice of accommodation request are not guaranteed optimal accommodations will be implemented. Students have an obligation to inform Samford University in a timely manner of accommodation requests.

Students' responsibilities with accommodation requests are as follows:

- Meet with DR to discuss accommodation requests if not already registered with DR for official accommodations.
- Complete an accommodation letter request form that is available in the DR office (University Center, Room 205), or in the Forms & Documents section of the DR website.
- DR will prepare an accommodation letter for your distribution to the instructors of each course for which accommodations are requested.
- Discuss how accommodations will be implemented with the instructor of the course. DR is available to offer suggestions to the student and faculty member.
- Report any problems with accommodation implementation in writing to DR.

Students are encouraged to discuss the Accommodation Letter with faculty before accommodations are to be implemented. Instructors are not obligated to provide accommodations until notified by official letter to do so. Accommodations are not retroactive; that is, faculty are not obligated to accommodate prior exams, assignments, or any course activity before an Accommodation Letter is delivered and discussed. For access to necessary forms and documentation, visit the DR website at www.samford.edu/dr/. For assistance, contact the Director of DR at 205-726-4078.

Convocation Requirements

Samford's Convocation program encourages students to develop both spiritually and academically by providing a variety of programs that seek to integrate faith and learning from a distinctively Christian perspective. As an academic requirement for all undergraduate students, Convocation reinforces Samford's identity as a Christian university that nurtures persons "for God, for learning, forever."

Convocation programs do not attempt to coerce students to worship or to embrace a particular set of beliefs or values. Rather, programs expose students to many perspectives, challenging them to think carefully about matters of faith and learning so that they may act responsibly in the world. For information regarding convocation requirements and opportunities, contact the Office of Spiritual Life. Convocation credit is not required for ASDP and the 5 Semester Second Degree option. A listing of convocation events is found at <https://www.samford.edu/spiritual-life/convocation>.

Financial Aid Information

Complete financial aid information/scholarship advice for nursing students is available through the Office of Financial Aid (205-726-2905; <https://www.samford.edu/admission/financial-aid>). Students receiving nursing scholarships that are recommended to financial aid by the dean will lose the scholarship(s) if convicted of a Samford University values violation. A change to a non-nursing major also eliminates continuance of a nursing scholarship(s).

Professional Liability Insurance

Samford University has coverage for liability arising from the rendering or failure to render professional medical services. Faculty and students are covered while working for Samford within the scope of their duties as faculty or as currently enrolled students. The policy is on a "claims made" form which means any claim must occur and be recorded while the policy is in force. If the coverage is discontinued, Samford may arrange an extended reporting endorsement.

Student Uniform Dress Policy

Any time students are representing the Moffett & Sanders School of Nursing and/or Samford University in a clinical, pre-clinical, observational, or other learning experience, the following student dress policy is in effect. Note: Specific agency dress codes will be followed in some courses. In such instances, faculty will explain the policy.

Female Students

1. The student uniform consists of the required Samford **white** uniform with the Moffett & Sanders School of Nursing logo.
2. Clean, white, low-heeled, enclosed all leather nursing shoes are to be worn with the uniform. No sandals, tennis shoes, or platform shoes are permitted. Laces, when appropriate, must be clean and solid white.
3. Solid white crew socks, without decorations, must be worn with the uniform.
4. Hair must be neat and clean. Hair longer than shoulder length is pulled back, secured in a ponytail or barrette, and worn off the collar. Hair must be pulled back to prevent it from falling into patient field when bending over the patient. Extreme hair styles, colors, ribbons, and ornate hair ornaments are not allowed while performing nursing care activities.

Male Students

1. The student uniform consists of the required Samford **white** uniform with the Moffett & Sanders School of Nursing logo.
2. Clean, white, low-heeled, enclosed all leather nursing shoes are worn with the uniform. No

sandals, tennis shoes, or platform shoes are permitted. Laces, when appropriate, must be clean and solid white.

3. Socks must be worn and must be white.
4. Hair must be neat in style, above collar length. Hair must be pulled back to prevent it from falling into patient field when bending over the patient. Extreme hair styles or colors are not allowed while performing nursing care activities. Mustaches and/or beards, if worn before clinicals, should be neatly groomed and clean. Do not begin growing facial hair during clinicals.

Casual Uniform

1. The casual uniform for both male and female students will be worn when instructed by course faculty.
2. The casual uniform consists of the required Samford **blue** uniform with the Moffett & Sanders School of Nursing logo.
3. Clean, white, low-heeled, enclosed all leather nursing shoes are to be worn with the uniform. No sandals, tennis shoes, or platform shoes are permitted. Laces, when appropriate, must be clean and solid white.
4. Solid white crew socks, without decorations, must be worn with the uniform.
5. Hair must be neat and clean. For females, hair longer than shoulder length is pulled back, secured in a ponytail or barrette, and worn off the collar. Hair must be pulled back to prevent it from falling into patient field when bending over the patient. Extreme hair styles, colors, ribbons, and ornate hair ornaments are not allowed while performing nursing care activities. For males, hair must be neat in style, above collar length. Hair must be pulled back to prevent it from falling into patient field when bending over the patient. Extreme hair styles or colors are not allowed while performing nursing care activities. Mustaches and/or beards, if worn before clinicals, should be neatly groomed and clean. Do not begin growing facial hair during clinicals.

General

1. The approved white lab jacket with the Moffett & Sanders School of Nursing logo and nametag may be worn as specified by the instructor.
2. Uniforms or lab jackets with the Moffett & Sanders School of Nursing logo are worn when performing assigned student responsibilities related to a nursing course.
3. Sweaters may not be worn as a part of the uniform while on duty. If chilled, the approved lab jacket may be worn. A long-sleeve or $\frac{3}{4}$ sleeve (preferred) solid white crew neck t-shirt may be worn under either uniform with the course coordinator's prior approval.
4. An optional white warmup jacket with cuffed sleeves with the Moffett & Sanders School of Nursing logo may be worn over the student white uniform or casual blue uniform only. This warmup jacket must be purchased from the Moffett & Sanders School of Nursing's approved vendor, is optional, and purchased in addition to the white lab jacket. The warmup jacket may only be worn with the designated uniforms and is course specific. Each course coordinator will determine if the white warmup jacket is appropriate for each clinical setting.
5. Picture ID badges are considered to be a part of the uniform and should be worn at all times.

ID's may not designate any institution other than Samford. Only the Samford University approved badge clip may be worn to secure the picture ID.

6. Jewelry, such as plain wedding bands, conservative style analog wrist watches with a sweep second hand, and small stud earrings (1 per lower lobe) may be worn with the uniform. Bracelets or necklaces are not permitted. No other visible body jewelry is permitted. Students will follow the assigned clinical agency's policy regarding coverage of tattoos.
7. Chewing gum is not permitted.
8. No jeans, cropped pants, shorts, sundresses, halter tops, or open-toe shoes are worn when performing assigned student responsibilities related to a nursing course, including pre-clinical, clinical, and community-based experiences.
9. Proper undergarments are worn and must be white or natural in color.
10. No scented colognes, lotions, aftershave lotion or perfumes are allowed while in the clinical area.
11. Excessive makeup, eye shadows, mascara, and bright lipstick are not permitted. (Excessive will be determined by your clinical instructor.)
12. Fingernails shall not extend beyond fingertips. No nail polish and/or acrylic, gel, or shellac nails may be worn.

Parking Fees at Clinical Agencies

Certain clinical agencies charge for parking. Students assigned to these agencies for their clinical rotations must be prepared to pay for parking. Students are encouraged to carpool to decrease the cost of parking over the semester.

Communication

Academic Advisement

The purpose of academic advising is to assist students in developing meaningful educational plans that are compatible with their life goals. The director of undergraduate student services assists students in planning course schedules, clarifying the registration process, and consulting on academic progress.

Students are responsible for understanding and adhering to the information in the current *Samford University Catalog* regarding progression criteria and course pre- and/or co-requisites.

Changes of Name, Address and/or Telephone Number

Students must update personal contact information through Banner on a timely basis. The same information must be provided to the School of Nursing via email to rbrazil@samford.edu.

Communication with Faculty

Faculty are available to their students during scheduled office hours that are posted on each faculty member's door or at other times by appointment. Clinical instructors will provide information regarding how they can be contacted within the hospital setting. Faculty communicate with students through the Samford email system as well as through Canvas. Students should not use their personal email accounts when communicating with faculty. Administration, Faculty, and Staff contact information is available on the School of Nursing website.

Problem-Solving Channels

1. Discuss problem/issue/concern with faculty member teaching the course or providing clinical supervision. Go first to the person directly involved.
2. If the matter remains unresolved, contact the course coordinator.
3. If the matter remains unresolved, schedule an appointment with the associate dean (205-726-2522).
4. If the matter remains unresolved, schedule an appointment with the dean (205-726-2861).
5. If the matter remains unresolved, contact the provost for academic affairs (205-726-2718).

University Student Handbook

The *Samford University Student Handbook* contains information related to all Samford students and is available on the Samford University website at <http://www.samford.edu/files/Student-Handbook.pdf>.

Format for Writing Papers

Use the *Publication Manual of the American Psychological Association*, 7th ed. to write formal papers. Additional school-specific information may be provided in nursing course syllabi.

Compliance Data

Compliance data required by the clinical agencies we contract with for clinical experiences includes background checks, drug screening, physical exam, immunization history and CPR certification. All of these requirements are above what you submitted to Samford University when you first registered for classes and must be kept up to date until you graduate. While you are enrolled in NURS 241, Health Assessment, you will receive information on how to establish and maintain your compliance accounts. Every student must have an approved compliance account prior to attending any clinical experiences. Each student is responsible for maintaining his/her compliance account. The information that you upload is protected and will be reviewed by a medical officer to determine that the program requirements are met.

Health Information

Health Data and Immunization Requirements

Below is a list of documents that are required for clearance to clinical and will need to be uploaded to your student compliance account:

- CPR certification – American Heart Association for Healthcare Providers
- College of Health Sciences Health Form
- Moffett & Sanders School of Nursing Immunization Form which includes:
 - Initial 2 step TB test or IGRA blood test, an annual 1 step TB skin test is required thereafter.
 - MMR immunization dates
 - Tetanus immunization date
 - Varicella immunization dates
 - Hepatitis B vaccine administration dates
 - Flu shot- yearly

The deadline for submitting all documents to your compliance account will be included in the information that you will receive. Note that the clearance process can take up to one week from the receipt of your documents. For questions about specific health requirements or your ability to comply with any of the

requirements, contact abarron@samford.edu. If you are unable to comply with any health requirement, a waiver, found on the Samford University Student Health Services website, must be completed, and submitted to the Director, Community Partnerships and Clinical Education at abarron@samford.edu prior to the beginning of any clinical experiences. Be aware that clinical facilities used by the MSSON have the right to refuse a non-immunized student the opportunity for clinical experiences in that facility even if a waiver is submitted. In that case, all attempts will be made to secure a comparable experience. Refusal to comply with required health data may impact a student's ability to complete required clinical hours, meet course objectives and progress through the curriculum.

Personal Health Insurance

Personal health insurance is required for all nursing students enrolled in the Moffett & Sanders School of Nursing. Students in the MSSON are required to provide proof of current personal health insurance coverage. Each semester, students in the MSSON are automatically enrolled in the University sponsored student health insurance plan. There is a charge for this coverage. To have the charge removed from his/her Samford account, a nursing student must provide proof of insurance by completing an insurance waiver.

International Students: Based upon federal regulations and University policy, all F and J visa holders are required to carry insurance that meets certain coverage requirements. Information about specific policy carriers, minimum coverage, and premium costs is available from the International Studies Office at 205-726-4334.

CHS Health Form

Prior to entering the clinical area, undergraduate students must have a current CHS health form submitted to their compliance account, this form is different than the one you submitted when you entered Samford.

MSSON Immunization Form

Each undergraduate student must submit evidence of immunity to the following:

Rubella Immunity

Varicella (Chicken Pox)

Students who have not had the Chicken Pox must complete the two-step Varicella vaccine prior to completing the first clinical course in order to progress to the second clinical course. If a student refuses the vaccine, a waiver must be completed, signed, and a copy filed in the School of Nursing.

Hepatitis B

The School of Nursing requires each student to take the three-step Hepatitis B vaccine or provide evidence of a positive titer. University Health Services offers the vaccine, or the student may consult a physician or local Health Department for the vaccination. If a student refuses the vaccination series, a waiver form in the University Health Services office must be completed, signed, and a copy filed in the School of Nursing.

Annual Influenza Immunization

Proof of annual influenza immunization is required by all clinical agencies. Students must upload evidence of immunization to their compliance account prior to the specified deadline. The deadline for

this immunization is set by the clinical agencies and will be communicated to students each fall semester.

Mantoux Tuberculin Skin Test

The School of Nursing requires each student to have an initial, two-step tuberculin skin test, or IGRA/Quantiferon Gold prior to entering the first clinical course. Subsequent testing should be performed annually and should include a one-step Mantoux tuberculin skin test, or IGRA/Quantiferon Gold. Students who test positive must meet current CDC guidelines. A chest X-ray is not an acceptable alternative to a two-step TB skin test or subsequent yearly testing.

Additional Requirements

Clinical agencies may place additional health requirements on students affiliating with that agency. Clinical instructors will notify students when applicable. The student must have completed and submitted all necessary health documentation required by the University, College of Health Sciences, School of Nursing, and all clinical agencies before attending clinical experiences. Any clinical experience missed due to incomplete health requirements will result in an unsatisfactory "U" for the missed clinical day.

Drug Testing

All students are required to submit to drug testing prior to enrollment in clinical nursing courses. Additionally, students may be tested for cause if drug use/abuse is suspected. Students are responsible for all costs associated with drug testing. See the Substance Abuse Policy and Procedure in this MSSON Undergraduate Nursing Student Handbook.

Background Checks

The School of Nursing institutes background checks on all nursing students prior to enrollment in the first clinical nursing courses. Each student is required to have a background check, and submit to, as requested, any additional checks once enrolled in the nursing program. The School of Nursing must certify to all clinical agencies where students practice that each student has had a clear background check. Students are required to follow the procedures established by the School of Nursing. Students must report any arrests or legal convictions that occur prior to or during their nursing education. Reportable examples include, but are not limited to, misdemeanors, felonies, sexual offender convictions or governmental sanctions. The School of Nursing reserves the right to release information regarding the student's criminal history to appropriate clinical agency representatives.

If a student is deemed ineligible for clinical placement in any contracted clinical agency of the School of Nursing, the student will receive a course failure and dismissal from the nursing program. Failure to report arrests or legal convictions will result in dismissal from the School of Nursing. A student's admission may be withdrawn or the student may be dismissed from the School of Nursing due to findings from the background check. Students dismissed will be considered for readmission on a case by case basis depending on the particular situation.

Basic Life Support (BLS) Certification

BLS certification (includes one-rescuer and two-rescuer cardiopulmonary resuscitation [CPR] of adult, child, and infant) through the American Heart Association is a requirement for all clinical nursing courses and must be updated every two years. Initial certification is included in clinical fees and is

offered at the School of Nursing during enrollment in NURS 381. The School of Nursing does not accept online courses. Evidence of current certification is to be uploaded to the student's compliance account. Students must maintain current BLS certification through the last day of each semester, if a student's BLS certification expires during the semester the student will become ineligible to attend all clinical experiences until a current BLS card that meets the MSSON requirements is uploaded. Any clinical experience missed due to expired BLS certification will result in an unsatisfactory "U" for the missed clinical day.

Injury/Illness

Clinical Area, Student Responsibility

Students who are injured or become ill while providing patient care must:

- Notify assigned instructor immediately.
- Follow the agency's policy and procedure for injury or illness, if appropriate.
- Report to either personal physician or the University Health Center.
- If a needlestick injury occurs, an incident report should be completed and sent to Dr. Amanda Barron (abarron@samford.edu), Director, Clinical Education and Community Partnerships, who will provide information on the MSSON policy and procedure.
- Do not report to the clinical area when ill, experiencing an elevated temperature, nausea, vomiting, diarrhea or any other symptoms of illness. Students are responsible for notifying the clinical instructor and clinical unit of illness. Any student who is absent from clinical must make an appointment with the Director, Clinical Education and Community Partnerships, Dr. Amanda Barron (abarron@samford.edu) within 48 hours of the absence to discuss options to make up the missed experience. All clinical experiences missed due to illness or injury must be made up in order for the student to meet course objectives and be eligible to sit for licensure.
- Following any illness, injury, or surgery, the student must have a full and complete medical release in order to return to clinical.

Clinical agencies will not provide medical care free of charge for students who are injured or become ill during the clinical experience. Students are responsible for any expense incurred. Each student is required to carry personal health care coverage.

Clinical Area, Faculty Responsibility

Faculty must:

- Know agency policies regarding student injury or illness during clinical experience.
- Obtain a release of responsibility signed by the student if treatment is delayed or omitted.
- Complete an incident report and submit to the Director, Clinical Partnerships and Clinical Education who will notify the undergraduate chair/undergraduate associate dean and file in the student's permanent record in the School of Nursing.
- Direct student to complete the MSSON Medical Release Form following illness, injury or surgery.

Clinical Area, University Campus Responsibility

- Notify faculty and/or undergraduate department chair/undergraduate associate dean, and Campus Safety.

University Health Services

University Health Services (<https://www.samford.edu/departments/health-services/>) is located in F. Page Seibert Hall. The entrance is adjacent to the commuter parking lot. The clinic provides primary care services, including acute care for illness and injuries, health maintenance and management of stable, chronic conditions. Students may contact University Health Services at 205-726-2835 or SUhealth@samford.edu.

Honors and Leadership Opportunities

Awards

Awards are given each year to honor students who have excelled in the areas of caring, academic excellence, leadership, and service to others in the University, churches, the local and world community, and the nursing profession. Personal and professional data sheets are updated each semester during advising sessions. The dean and the Student Life Committee refer to these data sheets when considering special opportunities.

Honor Societies

Students may be invited to join the international honor society for nurses, Sigma Theta Tau International, Gamma Eta Chapter. The purposes of this society are to:

- Recognize superior achievement.
- Recognize the development of leadership qualities.
- Foster high professional standards.
- Encourage creative work.
- Strengthen commitment to the ideals and purposes of the profession.

MSSON students often qualify for University honors such as *Who's Who among Students in American Universities and Colleges*, Alpha Lambda Delta, Hypatia, Omicron Delta Kappa, Phi Kappa Phi, and Phi Gamma Mu. Students are urged to respond when notified of their eligibility for recognition.

Samford University Association of Nursing Students

Samford University Association of Nursing Students (SUANS) is a constituent of the Alabama Association of Nursing Students (AANS) and the National Student Nurses Association (NSNA). The purpose of SUANS is to aid in the development of personal and professional growth by providing programs that are timely. By becoming more involved in the profession and sharing experiences with others, students are able to broaden their outlook.

Student Membership on Nursing Committees

Students have the opportunity for representation to provide perspectives and opinions regarding their nursing program via membership in either the Academic Affairs or Student Life committees. Invitations are extended to both undergraduate and graduate students to participate as representatives to these committees. Each committee has one undergraduate student and one graduate student, along with an alternate. Students serve one year on the respective committee and during their tenure, have full voting

privileges and responsibilities with the exception of any committee activities which include a review of student and/or faculty records.

Student Government Association/Samford University Committees

Nursing students have the opportunity to participate in Samford governance through the Student Government Association. The School of Nursing is represented on the Student Senate, the legislative branch of the SGA, which provides a voice for Samford students in the decision-making process of the University. Senators are elected each spring. Students interested in the requirements, qualifications and procedure for being elected to the Senate, contact the SGA office. SGA Committee members are appointed from the Senate members. SGA is discussed further in the current *Samford University Student Handbook* (<http://www.samford.edu/files/Student-Handbook.pdf>).

Learning Resources

Computer Support

Personal computers should have the most current internet browser and virus protection available, along with current versions of Microsoft Office Suite. Computer Support is available 24/7. Call 205-726-2662 or email support@samford.edu.

Experiential Learning and Simulation Center

The Experiential Learning and Simulation Center is available for all students enrolled in the CHS. In the Center, students from all health care disciplines come together to develop their technical skills and refine their clinical judgment and decision-making abilities, and learn about the importance of communication, teamwork, and collaborative practice. Located on the third floor of the CHS, the Center revolutionizes the way students learn everything from simple skills and tasks to strategies for managing complex health care scenarios. The Center utilizes the most sophisticated technology available including an electronic health record system, human patient simulators, and a digital recording and playback audio visual system that is used for debriefing, evaluation, and demonstration.

Citrix

Citrix is a remote access service which allows Samford University to make certain software applications available from a web browser. Applications that were formerly only accessible in a Samford University computer lab or workstation are available when off campus. All you need to access these applications is a web browser and the Citrix Receiver. Only currently enrolled students and employees with a valid Samford user name and password can log into <https://apps.samford.edu>. Operating Systems supported through Citrix include Windows, Apple OSX, Linux, and Chrome OS. Software that is available through the service includes Microsoft Office, ArchMap, Mathematica, SPSS, and MiniTab. More information regarding Citrix usage can be found on the Technology Services website at www.samford.edu/ts.

Samford University Library

Samford offers a wealth of library resources featuring extensive print and electronic collections, as well as multimedia resources that include microfilm, music scores, and audio and video recordings. The online catalog and other full-text electronic resources are available to students 24/7 via the Internet. Other libraries in the Birmingham area cooperate with Samford on a reciprocal basis, increasing the variety of resources directly available to the Samford community.

The Samford University Library is the primary library for all students, faculty, and staff. In addition to

books, ebooks, periodicals, unique collections, and full-text electronic resources, the library houses a large government documents collection. Individualized and group instruction in the use of library resources is provided on a regular basis by librarians. A computer laboratory, computer classroom, individual and group study rooms, multimedia viewing and listening rooms, meeting rooms with advanced presentation and conferencing capabilities, and a lounge area are available. For more information, see the Library Web page at <http://library.samford.edu/>. For more information about library resources for nursing students, go to <http://samford.libguides.com/nursing>. For assistance with any research endeavors, contact a librarian at <http://samford.libanswers.com/index.php>.

Licensure Information

Graduates of the MSSON are eligible to apply for licensure upon completion of the program. Because each state has specific requirements for licensure as a registered nurse, students should begin the process by searching the board of nursing website for the state they plan to seek licensure. Each licensed registered nurse is responsible for knowing and adhering to the laws that govern nursing as outlined in the state's nurse practice act and regulations. For more information, visit the NCSBN website at <https://www.ncsbn.org>. During the final semester of enrollment in the MSSON, students will receive specific information about how to register for the NCLEX-RN examination and how to apply for licensure.

Student Conduct

Students in the School of Nursing must adhere to the standards of conduct specified in the *Samford University Student Handbook* as well as to certain standards of behavior appropriate for all health professionals. Students shall comply with legal, moral, and legislative standards that determine acceptable behavior of nurses. Noncompliance may be cause for suspension/dismissal from the School of Nursing and denial of permission by the Alabama Board of Nursing to take the licensure examination. Students should refer to the section of this Handbook regarding licensure information for the State of Alabama.

Academic Integrity

Students in the School of Nursing must adhere to the standards of academic integrity as established by Samford University. Students are advised to read the entire section on academic integrity in the *Samford University Student Handbook* and to adhere to the *Samford University Student Guide to Academic Integrity* for further clarification related to behavioral expectations.

Professional Conduct Policy

Students are expected to consistently conduct themselves in a professional manner. When a faculty member determines that a student's behavior reflects decision making resulting in unsafe or unethical nursing practice, lack of adherence of established policies and procedures, and/or unprofessional conduct, the School of Nursing faculty reserves the right to immediately assign a course grade of "F" and the student will be administratively withdrawn from the course at that point. Administrative withdrawal prohibits the student from further attendance and/or participation in class or clinical.

Such behaviors may include, but are not limited to:

1. Committing fraud or deceit while enrolled in the School of Nursing, including falsifying, plagiarizing, or in a negligent manner making incorrect entries on records or any other written work.
2. Committing a HIPAA violation including engaging in activities that breach client confidentiality,

such as unauthorized access to clients' charts, photocopying documents from clients' charts, verbally communicating with unauthorized individuals, and communicating to others about client information in public places.

3. Posting comments and/or images on social media that could identify the student as an MSSON student, identify a clinical experience or facility, or identify a client are all in violation of the MSSON Confidentiality Statement, MSSON Social Media Policy, clinical guidelines, and HIPAA.
4. Participating in disorderly conduct or breach of the peace, such as obstruction or disruption of teaching, physical or verbal abuse, or detention of any person while engaged in any School of Nursing activity. This includes unprofessional and/or inappropriate communication with faculty, staff, clients, or peers.
5. Negligently or willfully implementing nursing care in a manner that fails to meet generally accepted standards for the students' level of preparation, such as administration of medications without supervision or performance of invasive or potentially dangerous procedures without supervision.
6. Negligently or willfully violating any rule, regulation, or policy of the School of Nursing such as unexcused clinical absence or excessive unexcused clinical tardies.
7. Exhibiting a physical, mental, or emotional behavior which renders the student unable to provide nursing care with appropriate skill and safety in accordance with course objectives and clinical facility policies and procedures.
8. Negligently or willingly acting in a manner inconsistent with the health or safety of others.

Grievances that result from failure to adhere to appropriate personal and professional conduct should follow the complaint process as outlined in the current *Samford University Student Handbook*.

Social Media Policy

The Social Media Policy applies to students enrolled in the MSSON who use electronic communication for school-related purposes such as interactions about course activities or clinical experiences. Social media includes any form of electronic communication where students share information, messages, ideas, pictures, or video. Examples of social media include, but are not limited to, Facebook, Instagram, Twitter, Snapchat, GroupMe, YouTube, LinkedIn, and allnurses.com. Social media is never truly private. Posts can be copied and shared on other sites. Search engines can find posts years after the publication date, and archival systems save deleted postings. By identifying yourself as an MSSON student through postings, you are connected to your patients, families, clinical agencies, agency staff, peers, and faculty.

Students have both an ethical and legal responsibility to maintain patient privacy and confidentiality. Breaches of patient privacy and confidentiality can be intentional or inadvertent, but either can result in sanctions. Sharing of sensitive and/or confidential information is protected by HIPAA and FERPA, whether the information is discussed through traditional channels of communication or electronically. Improper use of social media by students may violate state and federal laws established to protect patient privacy and confidentiality. Such violations may result in both civil and criminal penalties. Additionally, future employers will search social media before interviewing and hiring applicants.

While in the clinical setting, students must follow the agency's policy related to the use of social media in order to maintain patient privacy and confidentiality. While outside of the clinical setting, students must follow this MSSON policy.

When a faculty member determines that a student has violated the Social Media Policy, the School of Nursing faculty reserves the right to immediately assign a course grade of “F” and the student will be administratively withdrawn from the course at that point. Administrative withdrawal prohibits the student from further attendance and/or participation in class or clinical. Penalties related to HIPAA or FERPA violations would be determined through civil or criminal courts.

To safeguard patients, students, and faculty, the MSSON adheres to principles for social networking published by the American Nurses Association linked at <https://www.nursingworld.org/social/>:

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

Students are expected to follow these guidelines without exception:

- Adhere to standards of professional behavior in both the classroom and clinical settings, whether face-to-face or in an online environment.
- Follow HIPAA guidelines at all times.
- Do not post identifiable information concerning patients, families, clinical agencies, peers, or faculty in any online forum or on a webpage.
- Do not share or post any information, photos, or recordings gained through the nurse-patient relationship.
- Maintain professional boundaries in the use of electronic media.
- Do not “friend” patients, families, faculty, or agency staff on Facebook or other social media.
- Do not make disparaging remarks about patients, families, faculty, or agency staff, even if they are not identified.
- Do not take photos or make recordings of patients, families, faculty, or agency staff on personal devices, including cell phones.
- Do not take photos or videos inside or outside of the clinical agency.
- Promptly report a breach of confidentiality or privacy to the course coordinator and the Director of Clinical Partnerships and Clinical Education.

For further information regarding professional responsibilities and social media, refer to the National Council of State Boards of Nursing’s website at <https://www.ncsbn.org/347.htm> and the National Council’s White Paper: *A Nurse’s Guide to Use of Social Media* at https://www.ncsbn.org/Social_Media.pdf.

Attendance Policy

Each student contributes to the learning experiences of classmates. Therefore, students are expected to punctually attend and be prepared for all classes, laboratory, and clinical experiences.

1. **Classroom:** Class attendance is required, and punctuality is a course expectation. Failure to attend class without notifying the course coordinator PRIOR to class will result in a zero on the quiz for that day, a

zero on the classroom assignment for that day and a zero for the daily participation grade. No make-up work will be allowed for missed in-class assignments. You must complete the course attendance requirement at the beginning of class to be counted as present.

2. Clinical: Clinical attendance is mandatory and includes all hospital, community, lab, and simulation experiences. Clinical experiences may be scheduled on any day the university is open. All clinical absences must be made up with the date determined at the discretion of the course coordinator. Failure to attend clinical experiences without prior permission from the course coordinator will result in a grade of unsatisfactory for that day's clinical experience. An acceptable reason for the absence must be provided for an excused clinical absence to be considered. Acceptable reasons include illness (with a medical excuse), death of a family member, accident, etc. The university bereavement policy will be followed for the death of a family member. Travel, travel delays and social events do not constitute reasons for excused absences.

All clinical absences must be made up regardless of excused or unexcused status. A medical excuse is required to make up a missed clinical experience due to illness. The medical excuse must be dated within 48 hours of the missed clinical experience and should be provided to faculty within three business days. A medical excuse should not be completed by a family member. Students returning to clinical following extended illness, accident or surgery must complete the MSSON approved medical release form. All students who miss a clinical experience for any reason must make an appointment with the Director of Clinical Education and Community Partnerships (abarron@samford.edu) within 48 hours of the clinical absence to discuss the reason for the absence and a clinical make-up plan. The only exception is for those students who miss a clinical experience on Friday or Saturday, they must make an appointment on the following Monday.

Clinical Tardiness: Students MUST be on time for all clinical activities. Please see the following guidelines for clinical tardiness:

First Offense – Student will receive a “warning” from their clinical faculty. This “warning” will be noted on the student’s clinical evaluation.

Second Offense - Student will receive an “Unsatisfactory” for the clinical day and will remain on the clinical unit. The student will be placed under a clinical remediation plan.

Third Offense - Student will receive an “Unsatisfactory” for the clinical day and will be sent home from the clinical unit with an unexcused absence. This clinical absence must be made up.

Note: If a student is tardy to clinical 30 (thirty) minutes or greater with no notification to their clinical instructor, they will be considered a no-show and will be placed under a clinical remediation plan immediately. Student will receive an “Unsatisfactory” for the clinical day. Any portion of a clinical day that is missed may result in a full clinical make up day. Student must personally communicate with the clinical instructor if they will be late and must use approved communication channels.

3. Exam Attendance: Exam attendance and punctuality are required. Students are expected to notify the course coordinator of their intention to miss an exam at least 1 hour PRIOR to the exam start time. An acceptable reason for missing an exam must be provided for an excused exam absence to be considered.

Acceptable reasons include illness (with a medical excuse), death of a family member, accident, etc. The university bereavement policy will be followed for the death of a family member. Travel, travel delays and social events do not constitute reasons for a missed exam. A medical excuse is required to make up a missed exam due to illness. The medical excuse must be dated within 48 hours of the missed exam and should be provided to faculty within three business days. A medical excuse should not be completed by a family member. Only missed exams with appropriate documentation will be excused and scheduled for an exam make-up. Unexcused absences will result in an earned exam grade of Zero ("0"). Students with an excused exam absence will be required to take a make-up exam within one week of the original exam date. Make-up exams may include a combination of short answer, essay, and fill-in-the-blank questions.

Access to Canvas Courses

Students will have access to their current Canvas courses when the course coordinator makes the course available at the beginning of the semester. During the semester, students may access any files available to them and download for their use in meeting the course objectives and for future reference. Two weeks following the end of the semester, these Canvas courses will no longer be available to students.

Personal Safety Guidelines

Students should be aware of the following safety practices and basic safety protocols:

1. Always be alert to your surroundings.
2. Take responsibility for yourself and ensure that someone knows where you are all the time.
3. Ensure that you have detailed directions to the clinical site.
4. Keep your car in good working condition and have a full tank of gas. Keep your car windows closed and the doors locked.
5. Do not leave items on car seats or visible from the outside; lock any valuables in the trunk of the car before arriving on-site.
6. Have an extra set of keys in case you lock your keys in the car.
7. Make sure your cell phone is charged.
8. Pull onto the shoulder or into a parking lot instead of attempting to drive, talk on the phone and/or read directions at the same time.
9. Never leave your car or building if there is anything that does not seem right to you.
10. Ask for assistance to your car.
11. Travel in pairs whenever possible.
12. Have a buddy-system for entering and exiting facilities.
13. Know each clinical agency's escort service and how to access it.
14. Ask for the escort service; it is expected that you will use this service.
15. Report any suspicious person or activity to the proper personnel. If you are driving into an area and see suspicious activity near the clinical area, drive a few blocks away and call the clinical instructor to find out how to proceed. Pay attention to your instinct. If you are concerned for your safety, call your clinical instructor or the clinical facility's public safety department. Do not go into a situation where you feel you will not be safe. If you feel threatened, leave immediately and notify your clinical instructor and public safety.

16. For additional information, complete the CDC course, *Workplace Violence Prevention for Nurses*, located at http://www.cdc.gov/niosh/topics/violence/training_nurses.html.
17. Search on the web for “run hide fight/hospital/videos” to view scenarios of workplace safety tips and other information.

Behavior in the Classroom and the MSSON

- Students are expected to be on time for all classes and to be prepared for class so that meaningful participation may occur among faculty and students.
- Talking in class when faculty are teaching or when students are presenting is rude and unacceptable. Faculty have the right to ask that this behavior stop. If this behavior continues, the student(s) will be asked to leave the classroom.
- No one is allowed to attend a class unless enrolled in the course. The exception is the prospective student who has cleared attendance to a class through the Admissions Office and the MSSON.
- No children are allowed in classes, the computer labs, or the clinical simulation center.
- No pets are allowed in the MSSON.
- Texting or use of computer for any purposes other than educational is not allowed. See Technology Use Policy.
- Cell phones may not be turned on or visible in the classroom. All cell phones must be turned off during class and test taking. Any student whose cell phone is not turned off during a test will receive a zero on that test.

Behavior in the Clinical Area

Clinical failure is based on the unsatisfactory performance of the student in relationship to the course objectives, expected behaviors, and attitudes that are consistent with those of a professional nurse. A student enrolled in a clinical nursing course may receive a clinical failure for one or more of the following:

- Failure to demonstrate satisfactory progress.
- Unsatisfactory final clinical evaluation.
- Violation of the Professional Conduct Policy and/ or Technology Use Policy found in the current *Undergraduate Student Handbook*.
- Acts of dishonesty.
- Demonstrating behaviors that, in the judgment of the faculty, constitute unsafe or potentially unsafe practice.
- Occurrence of 3 instances of the following behaviors or 3 occurrences of the same behavior:
 - Inappropriate language, dress or behavior.
 - Unexcused absenteeism or tardiness in the clinical setting.
 - Failure to follow clinical course policies, policies of the clinical agency, or recommendations of the supervisor.
 - Lack of preparation or inadequate preparation for the clinical setting.

- Inappropriate interactions: patient, families, staff, instructor, peers, any member of the health care team.
- Inappropriate use of technology.
- Posting of any information related to clinical experiences on social media.

Note: A clinical failure, regardless of theory grade, constitutes a course failure and a grade of “F”.

Blood/Body Fluid Exposure

In case of suspected exposure to potentially infectious blood or body fluids, the student shall:

1. Stop current activity. Evaluation and treatment should begin within one hour.
2. Cleanse wound with soap and water. Flush eyes with water any splash.
3. Report to supervisor/faculty and the appropriate facility supervisor. You should follow the clinical agency’s employee blood and bodily fluids exposure protocol for receiving immediate medical treatment.
4. An incident report should be completed and sent to Dr. Amanda Barron (abarron@samford.edu), Director, Clinical Education and Community Partnerships, who will provide information on MSSON policy and procedure.

Shadowing Policy

Job shadowing with a nurse for the purpose of exploring a specific type of nursing can be helpful in identifying if the student sees him/herself working in that area after graduation. Job shadowing is an experience that must be arranged by the individual student. Because job shadowing is not a school-sanctioned activity, MSSON faculty and staff do not participate in arranging or overseeing job shadowing experiences. Students who arrange a job shadowing experience must adhere to the following guidelines:

- Students must adhere to all agency policies and procedures related to job shadowing.
- Job shadowing is an observational experience only; no direct patient care can be provided.
- Students may not represent themselves as an MSSON student while arranging or participating in a job shadowing experience.
- Students may not wear their MSSON nursing uniform, lab coat, nametag, or anything that identifies them as an MSSON student during a job shadowing experience. To do so would be a violation of the MSSON Professional Conduct Policy.
- Job shadowing must be done on the student’s own time and will not replace any clinical hours for an MSSON NURS course.
- All situations observed during a job shadowing experience must be kept confidential.

Student Complaint Process (Grievance Policy)

Students should follow the complaint process as outlined in the current *Samford University Student Handbook* available at <http://www.samford.edu/files/Student-Handbook.pdf>.

Professional/Legal Standard

The MSSON recognizes its responsibility to provide a healthy environment within which students may

learn and prepare themselves to become members of the nursing profession. The MSSON is committed to protecting the safety, health, and welfare of its faculty, staff, and students and people who come in contact with them during scheduled learning experiences. The MSSON strictly prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs. Any nurse or nursing student who tests non-negative for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation of the Alabama Nurse Practice Act and the Alabama State Board of Nursing Rules and Regulations.

Furthermore, any nurse or nursing student who is aware that another nurse or nursing student has violated a provision of the Alabama Nurse Practice Act is obligated to report that nurse to the Alabama Board of Nursing. A failure to do so in and of itself is a violation of the Alabama Nurse Practice Act and the Alabama State Board of Nursing Rules and Regulations. Similar professional expectations apply to nursing students. Any nursing student who is aware that another nursing student is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to a School of Nursing faculty member.

Substance Abuse Policy and Procedure

Statement of Purpose

The intent of the Substance Abuse Policy is twofold: to identify students who are chemically impaired and help them to return to a competent and safe level of practice. Emphasis is on deterrence, education, and reintegration. All aspects of the policy are conducted in good faith and with compassion, dignity, and confidentiality.

Testing Procedures

When. The MSSON requires the student to submit to drug testing under any or all of the following circumstances:

- Random testing as required by the clinical sites of the School of Nursing
- For cause (see Testing for Cause Statement); and
- Part of a substance abuse recovery program.

Failure to comply. Failure to comply with random drug testing at the specified time without administrative permission will result in suspension from clinical attendance until testing is complete.

Cost. The cost for random testing is included in the student's safety fee. The student who is tested for cause will be responsible for paying the cost for the urine drug screen at the time the test is administered.

Facility. The Moffett & Sanders School of Nursing utilizes a compliance vendor for collection of specimens and testing. Testing will be performed utilizing the vendor's laboratory policies.

Sample Collection. The collection techniques will adhere to the guidelines in accordance with U.S.

Department of Transportation 49 CFR Part 40 following chain of custody protocol. The compliance vendor will collect urine samples at the discretion of the dean of the Moffett & Sanders School of Nursing. The process and procedure for sample collection will adhere to the contract between the compliance vendor and the Moffett & Sanders School of Nursing.

Substances. Substance-related disorders are listed in the *Diagnostic and Statistical Manual of Mental Disorders*, fourth edition, (DSM-IV). Substances of abuse are grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylcyclohexylamines and sedatives, hypnotics, or anxiolytics. Testing may include any of these drug categories. The School of Nursing shall have the authority to change the panel of tests without notice to include other substances as suggested by local and national reports or circumstances.

Non-negative Results. If a non-negative result is obtained, the urine sample will be sent to a Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory. If the specimen results are non-negative after the screening process at the laboratory, the urine samples will be sent for Gas Chromatography/Mass Spectrometry (GCMS) confirmation. All positive results will be reported to the Medical Review Officer (MRO). After review by the (MRO), positive results will then be reported to the appropriate associate dean. All non-negative urine samples will be frozen in a secure and locked freezer compartment at the (SAMHSA) laboratory.

Testing for Cause

Any nursing student suspected of abuse related to the use of drugs, including but not limited to alcohol, may be subjected to testing. The decision to drug test for cause will be drawn from those facts in light of the experience of the observers and may be based on, but not limited to:

- Observable phenomena such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a drug.
- Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, absenteeism, tardiness, and deterioration of work performance.
- A report of drug use provided by reliable and credible sources which have been independently corroborated.
- Information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional.
- Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while on a clinical site premise.
- Conviction by a court, or being found guilty of a drug, alcohol or controlled substance in another legitimate jurisdiction.

Testing for cause will be conducted using the following procedure:

1. The faculty member or designated preceptor will have another health care provider confirm the suspicious behavior.
2. The student will be asked to leave the area and go with a faculty member or individual designated by the faculty and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be

made after conferring with a department chair, associate dean, and/or dean.

3. If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy and clinical site policies.
4. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committee designated by the dean of the Moffett & Sanders School of Nursing.
5. If the lab test is negative for substances classified in the current *Diagnostic and/or Clinical Statistical Manual of Mental Disorders*, the student will be allowed to return to clinical activities without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).
6. If any part of the lab test is non-negative for substances classified in the current *Diagnostic and/or Clinical Statistical Manual of Mental Disorders*, the student is in violation of the Moffett & Sanders School of Nursing Substance Abuse Policy and the Samford University Drug and Alcohol Policy. As provided in this policy in the section entitled, “Non-negative Drug Screen, Sanctions, Treatment, Referral, Re-application, Opportunity for a Re-Test”, violations will result in the imposition of disciplinary sanctions up to and including expulsion of the student (*Samford University Student Handbook*).
7. Confidentiality will be maintained.
8. Failure to comply with “for cause” drug testing will result in immediate administrative withdrawal and a course grade of “F”.

Confidentiality

All testing information, interviews, reports, statements and test results specifically related to the individual are confidential. Drug test results will be sent to the appropriate associate dean in the School of Nursing. Records will be maintained electronically in a secured location. While the issues of testing are confidential within the University community, the information regarding substance abuse and rehabilitation must be shared with the Alabama Board of Nursing when the graduate applies for a license and may be shared with a parent or legal guardian as provided in the following paragraph. Pursuant to the Family Educational Responsibility and Privacy Act (20 USC 1232g) Samford University may disclose, to a parent or legal guardian of a student, information regarding any violation of a Federal, State or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student’s education records, if (A) the student is under the age of 21; and (B) the institution determines that the student has committed a disciplinary violation with respect to such use or abuse.

Non-Negative Drug Screen, Sanctions, Treatment, Referral and Re-application, Opportunity for a Re-Test

A non-negative drug screen will result in three different actions.

1. Moffett & Sanders School of Nursing

Hospitals and clinics cannot afford to compromise on patient safety, health and welfare. Therefore, if a nurse tests positive on a drug screen, the nurse is released from employment immediately. Nursing students are held to this same standard. Hospitals and clinics will not allow a nursing student who tests

positive on a drug screen to continue in training or service in their organization. Violations of the Samford University Drug and Alcohol Policy will result in the imposition of disciplinary sanctions by the MSSON up to and including expulsion of the student. (“Drug and Alcohol Policy” as printed in the *Samford University Student Handbook*). In order to assure patient safety at clinical sites, a positive drug screen will be considered evidence of drug use/abuse by the student.

A non-negative drug screen of any substance, including but not limited to the following, will result in immediate dismissal from the Moffett & Sanders School of Nursing: alcohol, amphetamines or similarly acting sympathomimetics, cannabis (marijuana metabolites), cocaine, hallucinogens, inhalants, opioids (methadone, codeine, hydrocodone, hydromorphone, morphine, oxycodone, propoxyphene), phencyclidine (PCP) or similarly acting arylcyclohexylamines and sedatives, hypnotics, or anxiolytics (methaqualone, barbiturates, benzodiazepines). Action taken under the Drug and Alcohol Policy will be independent of action taken, if any, through the Student Values Process. Dismissal from the Moffett & Sanders School of Nursing is not automatically a dismissal from Samford University. The student will be ineligible to receive a letter of good standing from the dean of the nursing program.

2. Samford University

Violations of the Samford University Code of Values will result in the imposition of disciplinary sanctions up to and including expulsion of the student, (“Code of Values” as printed in the *Samford University Student Handbook*). Results of a non-negative drug screen will be referred by the dean of nursing to the Associate Dean for Student Services and Values Advocacy. Action taken through the Student Values Process will be independent of action taken, if any, under the Substance Abuse Policy of the MSSON.

3. Referral to a Substance Abuse Treatment Program

A student with a non-negative drug screen will be referred to a Substance Abuse Treatment Program.

Opportunity to Request a Re-Test:

If a test result is non-negative, the student may request a re-test of the original urine sample. A student who desires to have the original sample re-tested must file a written request with the dean of the Moffett & Sanders School of Nursing within three (3) business days following notification of a positive drug test result. The student will be responsible for all costs of the re-test. If the re-test is negative the student will be reinstated.

Incidence of Recurrence:

If a non-negative test for substance abuse is found once a student is re-admitted to the School of Nursing, the student will be dismissed from the Moffett & Sanders School of Nursing and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the dean of the nursing program.

Student Release Form:

As a condition of progression, each student will sign the “Substance Abuse Policy Release Form” (included in this Handbook) agreeing to adhere to the terms and conditions of the Substance Abuse Policy and Procedure.

Moffett & Sanders School of Nursing

Policies and Procedures Checklist

My initials on each item and my signature on this document signify that I have read each item and that my questions have been answered to my satisfaction regarding the requirements for me to follow the policies and procedures of the School of Nursing as well as the agencies used for clinical practice. All the following policies can be found in their entirety in the School of Nursing's Undergraduate Student Handbook:

Number	Initials	
1.		I understand that the School of Nursing institutes background checks and drug screens on all students.
2.		I understand that I must report any arrests or legal convictions that occur prior to or during my nursing education. Reportable examples include, but are not limited to, misdemeanors, felonies, sexual offender convictions or governmental sanctions. The School of Nursing reserves the right to release my information regarding criminal history or drug screen results to appropriate clinical agency representatives. If I am deemed ineligible for clinical placement in any contracted clinical agency of the School of Nursing, I will receive a course failure and dismissal from the nursing program. Failure to report arrests or legal convictions will result in my dismissal from the School of Nursing. I am aware that I may be dismissed from the School of Nursing due to findings from the background check or drug screen. Students dismissed will be considered for readmission on a case by case basis depending on the particular situation.
3.		I understand that I must comply with legal, moral, and legislative standards that determine acceptable behavior of nurses. Noncompliance may result in suspension/dismissal from the School of Nursing and denial of permission by the Alabama Board of Nursing to take the licensure examination.
4.		I understand that students in the School of Nursing must adhere to the standards of academic integrity as established by Samford University.
5.		I verify that I understand and continue to meet the Admission and Progression Performance Standards as stated on my application to the School of Nursing and on the health form.
6.		I understand I must submit current health data and immunization records as required. To attend clinical, the following health data must be on file: personal health insurance, health form, basic life support (BLS) certification, rubella immunity, varicella (chicken pox), hepatitis B, 2-step tuberculin skin test, drug testing, and any additional requirements.
7.		I understand that if health data requirements have not been submitted by the established due date and cleared by ESS, I will be unable to attend clinical experiences and will receive unsatisfactory ratings until requirements are satisfied.
8.		I understand that the School of Nursing's Undergraduate Program has an examination policy that must be followed in each nursing course.
9.		I understand that an average of 75% or higher on all unit exams plus the final exam must be achieved in order to be successful in this course. If the exam average is below 75%, the exam average will be the final course grade and will result in failure of the course. Once the 75% test average is met, all other percentages will be averaged into the overall grade.
10.		I understand that no additional points (daily grades, assignments, projects, etc.) will be added unless the 75 percent test average is met first. Failure to achieve a 75% average based on all percentages can also result in failure of the course even if the exam average is above 75%.
11.		I understand that clinical failure may result regardless of the grade in theory. The student who fails clinically receives a grade of F.
12.		I understand that a student who fails one nursing course in which a grade of D or F was received may repeat the failed course the following semester. If the student fails a clinical nursing course, the student may not enroll in another clinical nursing course until the failed course is successfully completed.
13.		I understand that a student who fails either one nursing course twice or two nursing courses with grades of D or F will be terminated from the School of Nursing.
14.		I understand that a minimum grade of C (2.0) in all required nursing courses and a Samford cumulative GPA of 2.0 are mandatory for progression in the nursing program. A grade of D or F constitutes a failure in any course required by the School of Nursing. Minus grades are not awarded in the School of Nursing.

Number	Initials	
15.		Generic (traditional), transfer, and five-semester second degree students must achieve at least a 2.30 GPA on all required science courses (Anatomy, Physiology, Chemistry, Microbiology) in order to progress in the undergraduate program.
16.		I understand that when a faculty member determines a student's behavior reflects decision-making resulting in unsafe or unethical nursing practice, lack of adherence to established policies and procedures, and/or unprofessional conduct, the School of Nursing faculty reserves the right to immediately assign a course grade of F and the student be administratively withdrawn from the course at that point.
17.		I understand that students are expected to punctually attend and be prepared for all classes, laboratory, and clinical experiences. Examinations missed due to class absences may not be made up unless a written medical excuse is provided. A written medical excuse must also be provided to make up a missed clinical experience. Clinical absences for any reason other than illness are unexcused and may result in an unsatisfactory rating for the missed experience.
18.		I understand that faculty have the right to dismiss a student from the clinical setting if there is evidence of behavior indicating the student may not be capable of providing safe care to assigned client(s).
19.		I understand that unless I have documentation in my files from the counselor in Samford University's Disability Resources defining the need for separate testing areas or increased testing time, no specific accommodation will be made.
20.		I understand that undergraduate students are required to complete 60 convocation credits (30 of which must be completed by the end of the student's sophomore year) as outlined in the MSSON undergraduate student handbook. Accelerated and 5-semester second degree students are exempt from this requirement.
21.		I understand that the clock time each week in clinical semesters is approximately 30 hours and is only lab, class, or clinical time. I am aware that I am responsible for studying and class assignments in addition to class, lab, and/or clinical attendance.
22.		I understand that I may not enroll in each nursing course more than twice.
23.		I understand that if I have enrolled in the same nursing course twice, and I am not successful in the course, I cannot progress in nursing and must change my major to continue as a student at Samford University.
24.		I understand that if I audit/withdraw from a nursing course, I can re-enroll in that course the following semester only if there is adequate space.
25.		I understand that the MSSON Social Media Policy must be followed and that violation of the Policy may result in a course grade of "F" and administrative withdrawal from the course.

Student Signature

Date

Printed Name

Admission/Progression of Persons with Disabilities to the Moffett & Sanders School of Nursing

Students with disabilities are considered for acceptance to the Moffett & Sanders School of Nursing (MSSON) based on their ability to meet the objectives of the program and to perform required activities. Students and applicants with disabilities who seek accommodations must make a request by contacting Disability Resources at 205-726-4078 or disability@samford.edu).

MSSON ADA Awareness Statement

MSSON endorses the university commitment to students with disabilities. MSSON will provide accessible programs, services, and activities and reasonable accommodations for any qualified student with a documented disability as defined by Section 504 of the Rehabilitation Act of 1973, as amended, and by the Americans with Disabilities Act (ADA) of 1990.

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Qualified individuals are those who satisfy admission requirements and who can perform essential functions of a nursing program with or without reasonable accommodation.

To academically progress and to complete the program, students must satisfy the Essential Performance Standards of nursing students.

To be eligible for program accommodation, students must present disability documentation to the Director of Disability Resources (DR), who will forward eligibility requirements to the MSSON course coordinator for implementation. Once eligibility is determined, it is the students' responsibility to request appropriate accommodation. If these standards cannot be achieved by the student, either unassisted, with dependable use of assistive devices, or with a reasonable accommodation, the faculty reserves the right to withdraw the student from clinical courses.

Clinical Practicum/Lab Course Standard

Issue	Standard	Some Examples of Necessary Activities (not all-inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgement	Identify cause/effect relationships in clinical situations, develop nursing care plans, ability to make safe judgments when planning and implementing all psychomotor nursing prescriptions
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from diverse backgrounds	Establish rapport with patients and colleagues; negotiate interpersonal conflict; respect differences in clients; respect the cultural diversity of clients and co-workers
Communication	Hearing, speaking, reading, and writing sufficient for interaction with others in verbal and written form	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient responses
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces	Move around in patients' rooms, work spaces, and treatment areas; administer CPR, assist in ambulation, have sufficient mobility and stamina to function over an 8-12 hour period in a hospital setting (twist, bend stoop/squat, move quickly, climb, walk).
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Calibrate and properly use equipment (blood pressure cuffs and syringes); position, lift, and transfer patients; ability to lift up to 50

		pounds; obtain and process specimens; insert catheter; administer injections; use a computer; twist or squeeze with fingers; stand and maintain balance; reach and bend; move within confined spaces
Physical Strength and Endurance	Physical stamina sufficient to perform full range of required client care activities for entire length of work role	Sustain repetitive movements; maintain physical tolerance; lift; push and pull; support 25 pounds; move heavy objects weighing 10-50 pounds; defend self against combative client; carry equipment; use upper body
Emotional Stability	Able to assume responsibility and accountability for own actions	Establish therapeutic boundaries; provide client with emotional support; adapt to stress; deal with the unexpected; perform multiple responsibilities concurrently; handle strong emotion
Hearing	Auditory ability sufficient for observation and assessment necessary in nursing care	Hear verbal exchanges among health care personnel and patients, monitors alarms, emergency signals, auscultator sounds, cries for help; ability to hear in situations when not able to see lips of speaker; ability to hear sounds of a normal or faint volume
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Able to read handwritten documents (chart data); able to see small calibrations on syringes; sphygmomanometer, thermometers; observe patient responses to interventions and/or health problems; ability to detect subtle color changes
Tactile	Tactile ability sufficient for physical assessment	Perform palpation; functions of physical examination and/or those related to therapeutic intervention, e.g., pulse, body parts, temperature of skin or fluids

Distance-Accessible Course Standards

Issue	Standard	Some Examples of Necessary Activities (not all-inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Synthesize reading assignments, able to write course assignments
Interpersonal	Interpersonal abilities sufficient to interact with individuals and groups from diverse backgrounds	Interact with classmates and course instructors on course related subjects; able to work with other students on a group project
Communication	Communication abilities (hearing, speaking, reading, and writing) sufficient for interaction with others in verbal and written form	Communicate with faculty and other students via e-mail and electronic threaded discussions
Motor Skills	Physical abilities sufficient to use a computer	Complete written assignments and examinations by typing on the computer
Hearing	Auditory ability sufficient to complete class assignments	Listen to online audiovisual presentations
Visual	Visual ability sufficient to participate in course activities	Complete reading assignments and watch audiovisual presentations

NOTE: It is important for nursing students to have a realistic view of the demanding curriculum before deciding to pursue the degree. Students are encouraged to contact the School of Nursing if there are questions about his/her abilities to function in the clinical settings. **If the student's ability to meet these standards changes at any time, it is the responsibility of the student to notify faculty and the Director of Undergraduate Student Services.**

_____ I meet all Performance Standards required by the School of Nursing.

_____ I do not/ _____ am not sure that I meet all Performance Standards required by the School of Nursing. I understand that I must meet with the Undergraduate Department Chair and a representative of the faculty to discuss/clarify before I can be considered for admission/progression in the School of Nursing.

All information I have provided is complete and accurate.

Student Signature

Date

Printed Name

Moffett & Sanders School of Nursing
Substance Abuse Policy Release Form

I, _____, have read the Substance Abuse Policy of the Moffett & Sanders School of Nursing, Samford University, and agree as a student in the Moffett & Sanders School of Nursing to comply with all aspects of the policy as written including urine testing.

I agree that ESS, a drug testing facility, is authorized by me to provide the results of this test to the Dean of the Moffett & Sanders School of Nursing for use in enforcing the Substance Abuse Policy and Procedure.

I agree to indemnify and hold ESS and its directors, officers, employees and agents harmless from and against any and all liabilities or judgments arising out of any claim related to 1) compliance of Samford University with federal and state law and 2) Samford University's interpretation, use and confidentiality of the test results, except with ESS is found to have acted negligently with respect to such matters.

I agree to indemnify and hold Samford University and its trustees, officers, employees, and agents harmless from and against any and all liabilities or judgments arising out of any claim related to 1) compliance of ESS with federal and state law and 2) ESS's interpretation, use and confidentiality of the test results.

I further understand, acknowledge, and agree that my failure to adhere to the conditions specified in this policy will result in my dismissal from the Moffett & Sanders School of Nursing. Furthermore, I agree to abide by the provisions for determining dismissal and to follow the conditions of re-acceptance as outlined.

I acknowledge that under the Family Education Responsibility and Privacy Act, 20 USC Section 1 232g, Samford University may disclose, to a parent or legal guardian of a student, information regarding any violation of any Federal, State or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education record, if (A) the student is under the age of 21; and (B) the institution determines that the student has committed a disciplinary violation with respect to such use or possession. I agree that a positive drug screen will be considered a determination by Samford University that I have committed a disciplinary violation with respect to such use or possession and if I am under the age of 21 years Samford University may disclose such information to my parent(s) or legal guardian.

I represent and certify that as of the date of my execution of this document I am _____ years of age. Failure to comply with random drug testing at the specified time without administrative permission will result in suspension from clinical attendance until testing is complete. Failure to comply with random drug testing at the specified times without administrative permission will result in suspension from clinical attendance until testing is complete. Failure to comply with "for cause" drug testing will result in immediate administrative withdrawal and a course grade of "F".

Student printed name

Student Signature

Date

Witness

Date

Moffett & Sanders School of Nursing
Confidentiality Statement

I hereby agree to hold in confidence any information that I am made aware of pertaining to patients and/or their families during all of my clinical experiences while I am a student in the Moffett & Sanders School of Nursing. I recognize that patient records and patient interviews are confidential and private and that I will share information only with those authorized to have the information as necessary to care for the patient/family. I will not disclose any information to any unauthorized person or permit any person to examine or make copies of any report or document prepared by me, coming into my possession, or to which I have access. I will not use patient names or other identifying information on assignments that I submit to fulfill course requirements. I further agree never to use any information for my advantage or personal gain.

I realize that the unauthorized disclosure of information by me may violate state or federal laws, and that unauthorized release of information may result in my dismissal from school and legal action against me.

I have read this agreement, understand it, and agree to abide by it.

Print Name

Signature

Date

Witness

Date

College of Health Sciences Simulation Center
Confidentiality Agreement

As a participant in a simulated patient care environment, I understand that the objective of this training program is to train individuals to better assess and improve their performance in difficult patient care situations. Simulation-based training is designed to challenge participants. It is a safe environment where mistakes are expected, and participants and observers will learn from their own as well as others' mistakes.

Because of this, I will maintain strict confidentiality regarding both my performance as well as the performance of others, whether witnessed in real time or on media. I understand that failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants. This would seriously impair the effectiveness of this simulation-based training program. I understand that repercussions of breaking confidentiality are decided upon by individual faculty members.

In order for every participant to achieve the best learning environment, I understand and will observe strict simulated patient and peer confidentiality about the details of the scenario, team member actions, and the debriefing discussions, at all times to which I am both directly and indirectly exposed.

Signature _____

Date _____

Print Name _____

CHS Simulation Center
Consent for Participation and Audiovisual/Photography

As a participant in training in a simulated patient care environment, I understand that I will be both an active participant in realistic scenarios and an observer of others immersed in similar situations (either in real time or in media form). I understand that participating in simulation-based training is part of my clinical learning experience. I will engage in and participate in the simulation fully as a professional and treat it as a realistic patient care experience.

As a learner in the CHS Simulation Center, I acknowledge understanding that audio and video surveillance is present throughout the floor. I also understand that while participating in simulation-based training, participants involved in the scenario will be recorded for educational purposes only. Photographs and live video may be taken of any activity in the Simulation Center by approved persons only. This material may be used for the Samford University website and/or promotional purposes. I understand that I will not be compensated in any way for the use of my image.

My signature acknowledges that I have read and understand these statements.

Signature _____

Date _____

Print Name _____



Samford University

Moffett & Sanders School of Nursing

Medical Release Form

Student's Name

has been under my care from _____ to _____.

Based on my evaluation, he/she is:

_____ Released to return to classes.

_____ Not released to return to classes.

_____ Released with full clinical activity privileges including, but not limited to, patient transfer, lifting, pulling, bending.

_____ Not released to clinical activities.

CRNP/Physician/PA Signature

Date

Clinic Name (add clinic stamp if available)

Address

Telephone

E-mail

Student Signature

Date

Receipt of Student Handbook

RECEIPT OF STUDENT HANDBOOK

I, (print) _____, am aware that the Moffett & Sanders School of Nursing Undergraduate Handbook is online and hereby acknowledge responsibility for reviewing its contents. I will clarify with my advisor any part(s) I do not understand. I further understand that failure to follow the rules and regulations contained in the handbook may result in various consequences according to the infractions.

Student Signature _____ Date _____

Permission to Display/Present Work

PERMISSION TO DISPLAY/PRESENT WORK

I, (print) _____, hereby give the Moffett & Sanders School of Nursing permission to display and/or present examples of my work as a part of a program review process by accrediting or approving organizations and their designated personnel.

Student Signature _____ Date _____

Permission to Provide References

PERMISSION TO PROVIDE REFERENCES

I, (print) _____, realize that in the future, references will be requested by potential employers. I give permission to the Moffett & Sanders School of Nursing administration and/or faculty to provide the requested information. A copy of the reference will be placed in the student's file.

Student Signature _____ Date _____



Moffett & Sanders School of Nursing
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800 Lakeshore Drive
Birmingham, AL 35229
www.samford.edu/nursing