

# BSN

BACHELOR of SCIENCE in NURSING



## 2021-22 STUDENT HANDBOOK

SCHOOL OF NURSING

A SUPPLEMENT TO THE KING UNIVERSITY  
STUDENT HANDBOOK AND ACADEMIC CATALOGUE

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## WELCOME AND INTRODUCTION

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Dear Student,

Welcome to the School of Nursing at King University. Our faculty and staff are delighted to have all new and returning students in the program, and we will do our best to assist you to achieve your professional goals. We want you to enjoy the learning process. Our goal is to involve you by engaging you in an interactive learning experience so you will gain the knowledge necessary to practice nursing. However, your success depends on your willingness to maintain a positive attitude and your ability to care for yourself. You must get your mind and body ready to study and accept personal responsibility for your own learning. If you honor your commitment to yourself, plan realistic strategies, use time efficiently and effectively, and maintain a balance in life activities, you can enjoy the challenge of the educational experience and achieve your personal goals.

We believe nursing is where the future lies. Nursing is an art, the art of nurturing and caring for the whole person in body, mind, and spirit. Nursing is a science that draws on nursing knowledge, its theories, research, expertise and intuition to guide its professional practice. Without exception, it is an exciting time to become a professional nurse! Why? First and foremost, there is a growing need for new nurses to reverse the current shortages that pose a major threat to the future of the world's healthcare system. There is a need for more nurses, especially those who deliver specialized care to staff the world's hospitals and institutions. Second, the profession is at a crossroad, and it is crucial for nursing to position itself in its most visible stance ever in the healthcare marketplace. We take pleasure in the many job opportunities and diversified roles that have evolved. Likewise, we believe King University is where the future is and we congratulate you for choosing to experience this learning with us. It is you, our students, who make this a great place to be. We care about you and your learning, and we look forward to working with you to make this a most memorable and outstanding learning experience.

This handbook provides information about major policies, procedures, and guidelines for the School of Nursing. Please become very familiar with the handbook. However, remember that it is not a substitute for advising available through the School of Nursing. At King University, we hold all students accountable for achieving the competency outcomes in their course of study; we are here to help you succeed.

Keep active, keep involved, and keep in touch. Our warmest regards for academic and personal success.

Sincerely,

***The School of Nursing Dean and Faculty***

# PROFESSIONAL PILLAR DEFINITIONS AND SCRIPTURE SELECTIONS

## SCHOOL OF NURSING GUIDING SCRIPTURE

Let the word of Christ dwell in you richly in all wisdom, teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord. And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by him.

COLOSSIANS 3: 16-17

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### INTEGRITY

**SON Definition:** The ability to walk morally upright in all actions and communications.

**Scripture Selection:** Let integrity and uprightness preserve me; for I wait on thee.

PSALMS 25:21

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### COMMITMENT

**SON Definition:** The dedication and service to patients, the profession, collaboration, and continued learning while holding oneself to the highest standards of performance and accountability.

**Scripture Selection:** Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.

PHILIPPIANS 4:8

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### SERVICE

**SON Definition:** Committing oneself to assist others to serve others and glorify God. Placing others' needs before thy own. Intentional actions that demonstrate a love for others in response to our love for God.

**Scripture Selection:** Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms.

1 PETER 4:10

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### ACCOUNTABILITY

**SON Definition:** Making a decision based upon a knowledgeable understanding of the circumstances, acting on that decision, supporting the decision with evidence-based rationale and reason, and accepting responsibility for the outcome.

**Scripture Selection:** Create in me a clean heart, O God; and renew a right spirit within me.

PSALM 51:10

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### CIVILITY

**SON Definition:** Polite, respectful, and purposefully kind verbal and non-verbal interpersonal communication and behavior.

**Scripture Selection:** And as ye would that men should do to you, do ye also to them likewise".

LUKE 6:31

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### COMPASSION

**SON Definition:** The feeling of deep sympathy or sorrow for another who is experiencing perceived or actual challenges or suffering, with the desire to alleviate the suffering.

**Scripture Selection:** And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you.

EPHESIANS 4:32

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## **NURSING AT KING UNIVERSITY**

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### **DISCLOSURE STATEMENT**

This handbook provides expectations, policies and procedures, information, and guidance to the student and the faculty related to the traditional BSN Program. BSN students must abide by student policies as listed in the King University Academic Catalogue, this BSN Student Handbook and the King University Student Handbook (in that order of precedence). The School of Nursing policies are subject to and consistent with King University policies. The University and School of Nursing reserve the right to make changes in course offerings, faculty members, instructors, preceptors, and degree requirements as educational and financial considerations require. Policies introduced during the academic year or that change from written policy in the School of Nursing BSN Student Handbook will be distributed to students in writing in a timely manner.

Additional sources of information related to student policies are the King University Catalogue which can be accessed at <https://www.king.edu/academics/catalog-and-curriculum/academic-catalog/> and the King University Student Handbook which can be accessed at <https://www.king.edu/student-life/resources-for-students/student-handbook/>.

Course-specific policies may also be found in individual course syllabi. In circumstances where there is conflicting information, the student should seek clarification from the faculty or BSN Program Coordinator. The BSN Student Handbook is applicable to all students in the pre-licensure BSN Program.

### **MISSION STATEMENT**

We prepare students for professional nursing practice from the generalist level to advanced nursing practice in a Christian environment with academic rigor, while preparing professionals who are resourceful, accountable, and with a passion for serving God, community and society.

### **VISION STATEMENT**

The vision of the school of nursing is to be recognized as a regionally respected, student-centric nursing program, steadfast in Christian commitment focused on academic excellence and graduating successful nursing professionals who will serve their communities.

### **PHILOSOPHY**

The philosophy of the School of Nursing reflects our beliefs about the role and the education of the professional nurse at all levels, whether it is a generalist preparation at the baccalaureate level, the specialist focus at the master's level, or the nurse who translates research into practice at the doctorate level. Our philosophy of nursing culminates from a comprehensive blend of nursing theories. Nursing serves society through the competent and compassionate delivery of direct and indirect healthcare services to individuals, families and communities, guided by Christian values.

Nursing is both an art and a science. The art of nursing includes the theories related to caring that promotes respectful relationships and individual worth. The science of nursing is based upon evidence obtained through research as well as effective interventions gained through experience, and with consideration of each individual or population.

In an uncertain and rapidly changing world, the professional nurse is a partner, provider, leader, and an advocate for consumers of health care in an increasingly diverse and aging population. As a professional discipline, nursing is based on a strong foundation of knowledge from the humanities, arts and sciences, and inter-disciplinary edification which together integrate academic and practice components. The professional nurse functions in a variety of roles addressing the incorporation of cultural, physical, spiritual, and intellectual dimensions of personhood and their influence on health, wellness, and illness prevention. The nurse contributes a unique blend of knowledge, skills, and holistic care tailored to individual or population need. The professional nurse adheres to the code of ethics and laws that direct professional standards of nursing practice. Through planned learning experiences at all levels, students are set on a path for professional nursing practice.

### **BELIEFS ABOUT EDUCATION, NURSING EDUCATION, AND CONTINUING EDUCATION**

The mission and vision statements at King University are clear. The mission is to prepare students in a Christian academic community to excel as thoughtful, resourceful, and responsible citizens with a passion for serving God, the Church, and the world. The vision of the University is to aim to be the preeminent small to medium-sized Christian university in the Upper South, with a reputation earned there and beyond as a school serious about its Christian commitment, focused on student success, dedicated to academic excellence, and successful in producing graduates who excel wherever they live, work, and

serve.. This wisdom guides the School of Nursing in expressing its core values to educate nurses who exemplify Christ-like caring behaviors in their personal and professional lives. With intention, the nursing faculty aspire to create a climate that will make a difference in meeting the educational needs of the next generation of nurses; for that reason, faculty are committed to contemporary nursing education that is rooted in practice-based competency outcomes, effective interactive learning strategies, and performance-based outcomes assessment (evaluation) methods. A collaborative process among faculty, students, and the learning environment facilitates role development. With its own goals and priorities to demonstrate the enduring worth of a liberal arts education, the school of nursing philosophy underscores the responsibility to act with moral integrity, to accept social responsibility, to seek social justice, accept diversity, and to mature spiritually with commitment and devotion to the service of nursing.

The faculty believes in an uncertain and rapidly changing world, the professional nurse is both a partner and an advocate for consumers of health care in an increasingly diverse and aging population. As a professional discipline, nursing is based on a strong foundation of knowledge from the humanities, arts and sciences, and from nursing and health-related disciplines, which together integrate academic and practice components. The professional nurse functions in the role of provider of care by focusing on the integration of the physical, spiritual and intellectual dimensions of personhood and their influence on health; the nurse contributes a unique blend of knowledge, skills, and holistic caring. The professional nurse functions in the role of coordinator of care with the knowledge and authority to assign nursing tasks to other health care personnel and to manage and affect patient care outcomes. This role requires assessment and interventions, communication, critical thinking, teaching, management, and leadership skills. The professional nurse adheres to the code of ethics and laws that direct professional standards of nursing practice. By fulfilling each of these roles, the professional nurse acknowledges personal responsibility for lifelong learning.

Students progressively develop these roles through planned didactic and clinical learning experiences throughout the curriculum. To encourage development of values that support community service and are consistent with the Christian orientation of King University, care is provided in and across various community and congregational settings. Culturally competent care is provided to individuals, families and communities within their environments. Care of the physical, psychosocial and spiritual needs is vital to promotion, maintenance and/or restoration of health.

The faculty believe this program of learning and experience prepares nurses for three broad dimensions of responsibility for future practice. They are to: (1) implement existing knowledge and contribute to the expansion of nursing knowledge about health, illness and the healing experience; (2) appraise the influence of the environment and health care systems on health and illness; and (3) influence and promote the use of human-technology links for those receiving and providing health care or using technology for other purposes.

Faculty cultivates the development of attitudes, behaviors, knowledge and skills necessary for students' personal and professional achievement. In selected courses, they use web-enhanced methods as a strategy to promote learning and assist students in preparation for developing a meaningful and successful career in nursing. Faculty encourages development of lifelong learning habits to promote ongoing competency that can be permanently woven into the fabric of being a nurse.

King nursing graduates are prepared, at the beginning level of practice, to meet the AACN Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008). Following completion of the program, all graduates are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN), however, the decision to grant a license is determined by the appropriate state board of nursing.

Upon successful completion of the King University Nursing program and licensure, all graduates are prepared as generalist ready to assume professional nursing roles in a variety of hospital or community settings and all have been provided with an adequate foundation for graduate study. The AACN Essentials of Baccalaureate Education for Professional Nursing Practice are:

- I. Liberal Education for Baccalaureate Generalist Nursing Practice
- II. Basic Organizational and Systems Leadership for Quality Care and Patient Safety
- III. Scholarship for Evidence-based Practice
- IV. Information Management and Application of Patient Care Technology
- V. Healthcare Policy, Finance and Regulatory Environments
- VI. Interprofessional Communication and Collaboration for Improving Patient Health Outcomes

- VII. Clinical Prevention and Population Health
- VIII. Professionalism and Professional Values
- IX. Baccalaureate Generalist Nursing Practice

King University's pre-licensure competencies support the mission of quality and safety in nursing education. As defined by the American Associate of Colleges of Nursing, the curriculum encompasses the knowledge, skills and attitudes related to:

1. Patient-centered Care
2. Teamwork and Collaboration
3. Evidence-Based Practice (EBP)
4. Quality Improvement (QI)
5. Safety
6. Informatics

### **PROFESSIONAL STANDARDS OF NURSING PRACTICE**

All nursing courses are designed to meet the standards as outlined in *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008); *Nursing Scope & Standards of Practice* (ANA 2015); *Code of Ethics for Nurses with Interpretive Statements* (ANA, 2015); *TN Law Regulating the Practice of Nursing* (2015, rev.) & the *Laws Governing the Practice of Nursing and Health Professions in General Code of Virginia* (2018).

### **ACADEMIC AND PROFESSIONAL INTEGRITY**

High standards of integrity are expected of all nursing students in their academic studies and in professional practice within the clinical setting. The behavioral standards that are expected for one's personal life and the meaning of academic dishonesty are outlined in the King University Student Handbook. Additionally, integrity within a holistic framework of care requires that one display respect for oneself and others. In the clinical setting, a student's behavior is to be based on the American Nurses' Association Code for Nurses. Most importantly, this code expects nurses to protect patients' confidentiality, to refrain from any abuse of patients under your care, from any use or misuse of patient medications, and to be honest in documenting a patient's condition and your own assessments and interventions. Nursing students must maintain high professional standards, including being physically, intellectually, emotionally, and academically prepared for each clinical experience with their patients. Students must demonstrate professional, ethical and legal conduct at all times. **Academic integrity is expected in all activities that occur in class, lab, online and all activities related to clinical hours conducted within a healthcare agency.**

Faculty and students alike have a responsibility to take appropriate action when they detect any form of professional dishonesty. This could range from errors of omission or commission, where a patient received inappropriate or inadequate care or failed to receive any care at all. Cheating, plagiarism, forgery or other forms of academic misconduct are not tolerated. Each student has the responsibility to ensure that personal study and participation in the academic process is honestly conducted so that the student's integrity is not questioned. Written assignments may be channeled through an online academic integrity and plagiarism detection/assessment program. Students who violate campus policies may be subject to disciplinary action through the Student Conduct Process. Faculty members will conduct courses that foster academic integrity. For course work, unless specifically exempted, examinations, quizzes, skills lab practice, case studies, research projects, papers, projects, and other assignments must be the work of the individual student.

Faculty reserves the right to specify administration of exams and quizzes. Faculty may specify where students sit during an exam. Unauthorized communication or use of unauthorized materials during exams constitutes academic misconduct and is considered an Honor Code violation. Students are encouraged to cooperate and assist in prevention of cheating and plagiarism by reporting misconduct. Condoning such activity is equally damaging to the School and students and is a violation of the Honor Code. Cheating and/or plagiarism will result in disciplinary action as deemed appropriate, including academic sanctions imposed by faculty, suspension, and/or expulsion from the BSN program.

Examples of violations of the standards of integrity include failure to administer medications as prescribed for the patient's plan of care, or the use, misuse or abuse of medications in a classroom or clinical setting. This is not a comprehensive listing of all possible violations of the standards of integrity. If students become aware of any violation, they should bring the incident to the attention of the clinical faculty, BSN Program Coordinator, or Dean of School of Nursing. Behavior that is deemed unethical or unprofessional by the Dean of Nursing may result in a student being dismissed from the program.



All students, who work with clients/patients in jobs that are not related to the course of study at King University, work as independent contractors or employees of other agencies. Students in the pre-licensure program who are not RNs must remember they are not allowed to practice “nursing activities” without a license; therefore, they are not allowed to administer medications, start IVs, etc., even though they have been evaluated to be competent with this skill by King University nursing faculty.

### **LICENSURE EXAMINATION**

After graduation from King University, students are eligible to apply to take the nursing licensure examination known as the NCLEX-RN exam. Successful completion of the BSN program of study does not guarantee licensure or employment in the field of nursing. Passing the examination is one criterion for licensure as a registered nurse. Another important criterion is that the applicant be of “good moral character.” The NCLEX applications require individuals to identify any prior court convictions, both misdemeanor and felony, including but not limited to, theft, assault, driving under the influence, and possession of controlled substances. If any condition exists, the state Board of Nursing will request applicants to provide information on the charge and sitting for the NCLEX-RN exam may be denied. In some instances, licensure may be denied, or the license may be restricted. Some states also require a specific citizenship status and/or specific immigration paperwork to accompany license applications. Students will need to review the specific state board of nursing requirements where licensure will be obtained and are responsible for ensuring licensing eligibility for specific states.

Board of Nursing contact information and resources for each state can be located at <https://www.ncsbn.org/contact-bon.htm>

Students may contact the BSN Program Coordinator or SON Office for additional questions or assistance.

### **NURSING PINNING CEREMONY**

The School of Nursing typically conducts two Pinning Ceremonies per year in conjunction with University commencement exercises in Spring and Fall semesters. Pinning ceremonies are typically conducted during the week prior to commencement. Pinning ceremonies are conducted at the Bristol and Knoxville campuses with locations to be announced each semester. Students may choose which location they wish to attend. The School of Nursing will provide information regarding ordering the King University School of Nursing BSN pin. The Pinning Ceremony is in addition to and does not replace commencement exercises.

### **APPROVAL AND ACCREDITATION**

The baccalaureate program in nursing at King University is fully approved by the Tennessee Board of Nursing. The Board of Nursing reviews the program on an annual basis and conducts an onsite evaluation at the school at least once every eight years. Additionally, the baccalaureate program at King University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>); the accrediting board affiliated with the Commission on Collegiate Nursing Education. The status of accreditation through the Commission on Collegiate Nursing Education (CCNE) is posted on the college website and can be viewed at <https://www.aacnnursing.org/CCNE-Accreditation/CCNE-Accredited-Programs>

### **STUDENT RIGHT TO KNOW ACT**

King University adheres to the “Student Right to Know” Act and will disclose all required information upon request, including completion or graduation rates of degree-seeking full time students, the passing rate on the National Council Licensure Exam (NCLEX-RN), the University’s standing within the State of Tennessee, accreditation information and financial aid assistance available to students. Information on the NCLEX-RN passage rate and the University’s standing within the State of Tennessee is kept on record in the School of Nursing office. Additionally, the standing is available on the Tennessee Board of Nursing website at <https://www.tn.gov/health/health-program-areas/health-professional-boards/nursing-board/nursing-board/educational-programs.html>.

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## **PROGRAM OF STUDY**

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### **PROGRAM OUTCOMES**

- A. Students will demonstrate readiness to practice as a generalist professional nurse at the baccalaureate level as evidenced by achievement of essential baccalaureate-level program learning outcomes.
- B. Students will be able to perform a comprehensive health assessment in order to identify actual and potential health risks
- C. Students will be able to analyze evidence presented in research literature in order to identify best nursing care practices.
- D. Students will develop a foundational philosophy of Christian principles for personal and professional growth that will serve to enhance both the student and society.

### **EXPECTED STUDENT OUTCOMES**

1. Provide safe, holistic, effective patient-centered care through utilization of liberal arts preparation, including nursing sciences, life sciences, social sciences, and humanities.
2. Utilize leadership skills and effective communication to ensure health promotion and wellness needs are met for diverse cultures across the health care continuum.
3. Integrate evidence-based research into practice for quality improvement of patient care.
4. Demonstrate knowledge of informatics, including patient monitoring equipment, electronic health records, and workflow processes to provide patient-centered care.
5. Apply basic knowledge of health care policy and finance to manage the complex needs of a variety of patients.
6. Utilize inter- and intra-professional collaboration to deliver safe, patient-centered care.
7. Maintain a safe environment for the patient and health care workers by utilizing methods of health promotion and injury prevention in patient care.
8. Adhere to the ethical and professional values of a nurse, as outlined in the nursing code of ethics and standards of professional practice.
9. Demonstrate skills and critical thinking consistent with the role of the generalist nurse while providing safe, holistic, and competent care.

### **ESSENTIAL CONCEPTS FROM THE EXPECTED STUDENT OUTCOMES**

#### **MANAGE NURSING CARE**

- Assessment/intervention is the ability to identify a person's actual and potential patterns/problems/needs and partnering with that person to specify measurable outcomes and realistic goals.
- Communication requires the effective use of therapeutic techniques to establish positive rapport with clients including the integration of core helping skills such as empathy, respect, presence, genuine concern, understanding and willingness to listen; it involves knowing, understanding and effectively using verbal, nonverbal and written communication skills.
- Critical thinking involves the ability to integrate pertinent data from multiple sources in planning care; it involves problem solving and diagnostic reasoning. Critical thinking is also the ability to make decisions, to use reflective judgment, and the ability to prioritize. Critical thinking is scientific inquiry, innovation, invention and creating alternatives.
- Human caring relationship skills: "caring-healing relationships" are fostered when the nurse brings his/her whole self into relationship to the whole self of significant beings, which reinforces the meaning and experience of oneness and unity.
- Management involves administration, organization, planning, delegation and supervision of others. It involves respecting human and material resources. It is being accountable and responsible. Management involves performance appraisal and quality improvement.
- Leadership is collaboration, negotiation as well as creativity, vision and wisdom. It involves the ability to be assertive and persuasive coupled with a willingness to be a 'risk-taker' and holding true to one's convictions. Leadership involves planning, anticipating and supporting with evidence.

- Teaching involves developing skills to work with individuals and groups for the purposes of instructing on activities such as health promotion, health restoration and ways to develop lifestyle changes to affirm positive outcomes and improve health and wholeness.
- Knowledge integration of theory and principles related to humanities, sciences, nursing and allied health disciplines

**ROLE DEVELOPMENT**— Brings together the roles of provider, manager, coordinator/designer of care (characteristically described as communicator, problem solver, facilitator, nurturer, teacher, leader/manager, and health care advocate with the development of professional values and evidenced by being a member of the profession).

- Provider, manager, coordinator/designer of care are the roles assumed by the nurse for the purpose of maintaining professional accountability for effective nursing practice and the advancement of the profession.
- Values a collaborative practice model in nursing within a changing health care delivery system.

**CORE PROFESSIONAL VALUES/CHRISTIAN VALUES** – Develop when one integrates knowledge from the humanities, arts and sciences with Christian values.

- Ethical, moral, legal codes are foundational to providing care that maintains the human dignity of every person. These codes of practice emphasize the importance of the caring relationship and its impact on the sense of unity, which builds in the need for a true connection between and among human beings. The professional codes integrate the caring principles of trust, presence, empathy and concern.
- Professional standards require the nurse to know and understand the laws, scope of practice, and meanings of regulations on practice. Christian values exist when the person assumes responsibility for thoughts, feelings, and actions while aspiring toward eternal happiness with God.
- Cultural competence involves the planning of care consistent with cultural background, health beliefs, values, preferences, specific health differences and cultural practices of the person being served.
- Life-long learning goals involve establishing a desire for continual learning that is enhanced when personal objectives are compatible with life experiences.

### Core Curriculum Requirements

Nursing majors should fulfill specified categories of the King University Core Curriculum in addition to the requirements for the nursing major. See “The Core Curriculum” section of the Academic Catalogue for additional details and courses.

#### SCIENCE

##### BIOL 1010

Human Anatomy and Physiology I ..... 4 s.h.

#### QUANTITATIVE LITERACY

##### MATH 1560

Introduction to Statistics ..... 4 s.h.

#### NURSING MAJOR REQUIREMENTS

##### BIOL 1020

Human Anatomy and Physiology II ..... 4 s.h.

##### BIOL 2500

Microbiology/Immunology ..... 4 s.h.

##### PSYC 3050

Lifespan Human Development..... 4 s.h.

##### NURS 2000

Nursing Orientation ..... 0 s.h.

##### NURS 3000

Pathophysiology ..... 4 s.h.

##### NURS 3002

Informatics in Professional Nursing ..... 2 s.h.

##### NURS 3015

Foundations of Contemporary Nursing..... 5 s.h.

##### NURS 3020

Health Assessment ..... 4 s.h.

##### NURS 3115

Nursing in Adult Care I..... 6 s.h.

##### NURS 3130

Pharmacology I ..... 3 s.h.

NURS 3140	
Evidence-based Practice.....	2 s.h.
NURS 3165	
Nursing in Women's Health/Newborn Care .....	4 s.h.
NURS 4020	
Community/Public Health Nursing .....	4 s.h.
NURS 4100	
Nursing in Child and Family Health Care .....	4 s.h.
NURS 4110	
Nursing in Mental Health Care .....	5 s.h.
NURS 4115	
Nursing in Adult Care II .....	6 s.h.
NURS 4120	
Nursing Leadership and Management.....	3 s.h.
NURS 4130	
Pharmacology II.....	3 s.h.
NURS 4200	
Capstone for Nursing Practice .....	5 s.h.

#### **SUMMARY OF TOTAL CREDITS**

Core Curriculum.....	42 s.h.
Major Requirements .....	72 s.h.
Electives .....	<u>10 s.h.</u>

#### **Minimum to Earn Bachelor of Science in Nursing**

.....**124 s.h.**

### **NURSING COURSE DESCRIPTIONS- SEE KU ACADEMIC CATALOG**

Students must complete all degree requirements within **six (6) years** from time of entry. No additional time is given to students during a Leave of Absence.

#### **GRADUATION REQUIREMENTS INCLUDE:**

1. Completion of all required courses and clinical hours.
2. Pass NURS 4990 Final Comprehensive Competency Demonstration

#### **COMPREHENSIVE ASSESSMENT – MAJOR FIELD.....0 s.h.**

**NURS 4990 Comprehensive Assessment.** Undergraduate, pre-licensure level. All candidates for a degree from King are required to demonstrate competency in their major field. A standardized proctored assessment will be given to help determine student's preparedness for the NCLEX-RN. Prior to graduation, seniors in the traditional nursing program are required to successfully pass a standardized comprehensive assessment. Failure to achieve at least 95% predictability of passing the NCLEX-RN on a proctored standardized comprehensive predictor will result in a grade of "F".

#### **APPLICATION FOR DEGREE AND GRADUATION FEE**

Candidates for a degree must complete an *Intent to Graduate* form notifying the registrar of their intent to graduate based on the intended graduation date. Deadlines for form submission are listed in the Academic Catalog "Intent to Graduate" policy. A one-time fee is required of all graduates (fee amounts are listed in the Academic Catalog). Non-participation in the graduation ceremony does not waive the fee. All financial obligations must be settled in full before the degree will be conferred or transcripts released.

## **STUDENT EDUCATION CONNECTIONS**

Many student organizations, clubs, services and activities are available to nursing students. Please consult the King University Student Handbook for a full listing.

### **STUDENT NURSE ASSOCIATION**

All nursing students will join the school chapter of the Student Nurse Association. Membership fees will be included in the student nursing fees and will cover two years (4 semesters) of membership. If a student's plan of study exceeds 4 semesters and they desire continued membership, the student will be responsible for the additional membership dues. The purposes and functions of the local chapter are similar to but independent of the National Student Nurse Association (NSNA). Participating in the local chapter has many rewarding benefits. Members are encouraged to participate in community affairs and activities that contribute toward improved health care (blood drives, health fairs, health educational programming). Student nurse members of the local chapter are also encouraged to assist in recruiting efforts aimed at attracting new student interest in the profession of nursing. Some students have an active role by providing direct input and influence on the education process through membership on the School of Nursing committees.

All students who belong to the local chapter are eligible for membership in NSNA, which is a pre-professional organization, whose chief purpose is to "aid in the preparation of student nurses for the assumption of professional responsibilities." The benefits of membership in the NSNA are many including but not limited to opportunities to develop leadership skills, attend state and national workshops, participate in examination review sessions, apply for scholarship assistance, and network with nurse leaders from a variety of clinical settings. The NSNA is structured on a multilevel basis, which includes national, state and local chapters.

### **SIGMA THETA TAU INTERNATIONAL – EPSILON SIGMA CHAPTER-AT –LARGE**

Epsilon Sigma chapter became an at-large chapter of Sigma Theta Tau, International in 2014, accepting into its membership qualified individuals from area schools of nursing and qualified community nurse leaders. Member schools are East Tennessee State University, King University, Lincoln Memorial University and Milligan College. The honor society recognizes superior achievement, research, leadership, high professional standards, creative work, and commitment to the high ideals of the nursing profession among nursing students and community members. Membership is open to qualified BSN, MSN and DNP students at King University. Membership is an honor conferred on students by invitation following a committee review of the student's qualifications.

Sigma Theta Tau International supports the Virginia Henderson Research Library and provides major resources annually in the form of research grants, conferences, publications, films, exhibits and awards to its members on a competitive basis.

### **CLASS REPRESENTATIVE TO THE SCHOOL OF NURSING**

Each year first semester Junior representatives will be selected by the faculty to serve in this role until graduation. If the representative is unwilling or unable to serve in this role in subsequent semesters, a new representative will be appointed. These representatives will act as a liaison between students and the School of Nursing Community.

#### **Responsibilities:**

- Conduct regular meetings in which students can communicate and define issues, within the School of Nursing or the University (NOT individual course concerns). It remains the responsibility of individual students to address their own course concerns with the lead faculty of the course.
- Attend School of Nursing Faculty meetings in person or via Zoom (optional)
  - Provide feedback and/or suggestions from students to faculty
  - Disclose information gathered at faculty meetings to the representative's class
- Represent the class, as requested by the Dean or Program Coordinator, at various events both on campus and in the community.

### **STUDENT ADVISEMENT**

All nursing students are assigned a nursing faculty member to serve as academic advisor. Faculty Advisors will be listed on the Student Portal. The student is expected to meet with his/her faculty advisor at least once each semester to review progression toward completion of the academic requirements. Advisors will post their office hours or schedule individual appointments as needed. Students should seek their advisor's assistance with appropriate course selection for fulfillment

of graduation requirements, interpretation of institutional policies and procedures, any situation that interferes with academic success, information regarding community resources and programs, and progression toward career goals. The student is expected to know graduation requirements to make appropriate elective course selections and to add/drop courses to best facilitate attainment of his or her educational goals, however, the nursing advisor may assist in making these important decisions. It is the responsibility of each student to monitor his or her academic progress at King University. Advice and information are also available to each student from the Registrar's Office.

In summary, students have the following responsibilities to:

1. Meet with your advisor and seek help before problems arise.
2. Contact the advisor as needed but at a minimum, once per semester.
3. Complete necessary paperwork required for all coursework transferred into King and confirm appropriate transfer credits within the first semester of transfer to King
4. Prepare a list of questions and potential courses prior to the advising session.
5. Prepare the appropriate forms and a tentative plan for semester course work.
6. Clarify your goals in advance of the sessions with the advisor.
7. Follow the suggested plan of study as closely as possible; alterations from the suggested plan may delay graduation.
8. Keep personal copies of schedules, and other important information regarding academic progress (e.g. drop/add forms, grade reports, transfer evaluations).
9. Keep track of your own program requirements, courses completed, and seek a degree audit from the registrar, prior to your senior year to ensure sufficient time to complete all required courses.
10. Accept responsibility for academic and personal decisions.

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## GUIDELINES AND POLICIES FOR THE SCHOOL OF NURSING

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### NURSING PROGRAM ADMISSION/PROGRESSION

Once a King student identifies his or her intent to major in nursing the student should change his/her major to “Pre-Nursing” in the Student Portal. Once this is complete, the student will be assigned a nursing advisor. Only students formally accepted into the nursing program will have his/her major changed to “Nursing” by the School of Nursing/Registrar office. It is recommended that students meet with a nursing advisor as soon as possible after determining pre-nursing/nursing as a major to review prerequisite courses and discuss a continued plan of study.

Traditional King University students wishing to apply to the traditional, pre-licensure BSN program must request a Petition for Acceptance into the BSN Program from the BSN Program Coordinator or their nursing advisor and return to the BSN Program Coordinator. All non-traditional students (less than one semester completed at King University) must complete a nursing application on the centralized application system, NursingCAS (<https://www.nursingcas.org/>). Science pre-requisites should be completed within five years of applying to the nursing program; however, certain circumstances may arise in which this requirement may not apply. In certain cases, a student may be permitted to begin clinical courses if lacking up to 8 outstanding credits (12 outstanding credits if RELG 1001 is lacking). The outstanding credits do not include KING 2000, ENGL 2010 or KING 4000. However, the outstanding credits must be completed prior to the start of the final (senior 2) clinical semester. Students who do not complete outstanding credits prior to the start of the final clinical semester will be unable to progress in the nursing program until all outstanding credits are complete and will be administratively withdrawn from clinical nursing courses.

A Nursing Entrance Exam must be completed as part of the admission criteria to be considered for the traditional, pre-licensure BSN program and applicants must meet the current scoring benchmarks set at the time of admission. The Nursing Entrance Exam may only be taken twice per application cycle. Additional admission requirements are: achievement of a grade of C or higher in all nursing prerequisite courses and achieve a cumulative GPA of 3.0/4.0. Applicants who have previously failed two or more nursing classes are unable to apply to the BSN Program. Meeting criteria for application does not guarantee admission into the School of Nursing. Admission is limited and competitive for all students. All students accepted into the nursing program must pass a drug screen and background check upon admission to the program and as required by clinical agencies.

Students who are not admitted with their first application to the King School of Nursing may reapply for admission to the SON for a subsequent semester. Students reapplying must complete a new application with current GPA calculation. Students may apply to the traditional BSN program only twice.

The SON Traditional BSN Admissions Committee will review all complete applications, select the candidates that meet the set criteria and rank them based on their ability to successfully complete the program. After review of the applicant’s files, the committee will assign one of the following admission statuses to each applicant:

- **Admitted-** The student meets or exceeds all required admission criteria and is admitted to the BSN program without any conditions or provisions
- **Provisionally Admitted** – The student does not yet meet all admission requirements but is anticipated to complete requirements during the current semester. If the student does not meet the provisions outlined, the admission offer can be withdrawn
- **Conditionally Admitted-** The student does not meet the minimum admission requirements but the Admission Committee and the Associate Dean of Undergraduate Studies or BSN Program Director permit the applicant to enter the program with agreed upon conditions which must be met in order to progress in the program. If the agreed upon conditions are not met, the student can be dismissed from the program.
- **Denial** – The student does not meet the minimum admission criteria or the Admissions Committee believes the candidate is not likely to succeed in the program.

Students will be notified, in writing, of admission status from the School of Nursing. Due to the intensive nature of the curriculum, students must understand the time that must be committed to the BSN program of study. The nursing program is designed for full-time study, all nursing students are expected to maintain full-time student status and work hours should be limited. Part-time plan of study may be permitted with under special consideration and approval from Program Coordinator and/or Dean.

## **TRANSFER STUDENTS**

All transfer applicants must provide a letter of good standing from all previous nursing schools attended. The letter must come from the Dean/Director of the nursing program. Students wishing to transfer a nursing course(s) completed at another university or college, as a substitute for a King University required course, must provide a course syllabus to be evaluated by the nursing faculty for equivalence in the theoretical and clinical content. The Dean of Nursing has the final decision on the equivalence of a course. In addition to a review of the course syllabus, transfer students may be required to review assessment skills checklist and demonstrate mastery of assessment skills to a nursing faculty in clinical simulation laboratory and demonstrate proficiency on a standardized exam related to the course before credit will be placed on the student's official academic record. If standardized exam scores are required for a course for transfer, the student will assume all costs related to the exam.

Once enrolled at King University, transfer students are encouraged to complete all course work at King University. Exceptions should be limited to the summer courses and only with special prior permission obtained by completing the appropriate form, which is available in the Registrar's office. Students are responsible for obtaining permission for coursework transferability into King and confirmation of appropriate transfer credits. Failure to do so may delay progress in the nursing program.

**Degree Requirements for Students Who Have Previously Earned a Degree at Another University or College:** A student who has completed an Associate of Arts or Science, a bachelor's or a master's degree at another university or college may apply for admission with the intent of completing a Bachelor of Science degree in nursing at King University. The student must meet normal admission requirements. Transfer students who have not taken required core and/or prerequisite courses may be required to take those courses at King University. All transfer students must meet the residency requirement of 48 King University credits and complete one-third of coursework in their major at King. Refer to the Academic Catalog for additional University academic policies. Transfer students who earned less than a B- (80) grade in a required nursing major course at another school must repeat that course once admitted to King University. **NURS courses and nursing pre-requisite courses required in the BSN curriculum cannot be taken on a pass/fail option.**

## **LICENSED PRACTICAL NURSE (LPN) ADVANCED PLACEMENT**

Students who have an active, unrestricted license as an LPN may have an altered lab/clinical schedule for *Foundations of Contemporary Nursing Practice* providing the following criteria have been met:

- The student's official transcript from an approved nursing program evidences a passing grade for courses with equivalent content.
- The student can demonstrate that he/she is working/has worked full-time within the past year as an LPN staff nurse in a clinical setting.
- The student holds an active, unrestricted license as an LPN.

For LPN advanced placement, an altered lab/clinical schedule may be provided based on successful check-offs of defined skills prior to semester start. The student will be required to meet with instructor and complete a contract with required lab/clinical meeting times and dates based on check-offs performed prior to semester start.

## **PROGRESSION IN NURSING**

### **PROGRAM COMPLETION**

Full-time students can expect to complete the program within eight semesters of study, four semesters of which are dedicated to clinical nursing courses. By committing to a full-time schedule, students agree to complete all course requirements including clinical assignments as outlined for each designated semester. Delaying progression of the nursing course sequence beyond four semesters jeopardizes student success on the licensure exam. Course syllabi identify specific course requirements including grading and testing standards. If a student withdraws from the program or if a student fails to meet the course requirements, the student may not be permitted to progress in the nursing major or may be dismissed from the School of Nursing.

### **DISMISSAL FROM NURSING PROGRAM**

A student who fails to demonstrate performance consistent with professional nursing is subject to review and possible dismissal by the School of Nursing. The following non-exclusive list contains examples of behavior considered serious that can lead to dismissal from a clinical site and/or from the nursing program:

1. Failure to maintain cumulative GPA at 3.0 in NURS courses or improve to 3.0 in NURS courses after one semester of academic warning.
2. Failure of two nursing courses by earning a grade of C+ or below.



3. Failure of the same nursing course twice by earning a grade of C+ or below.
4. Withdrawal from a third nursing course or withdrawal from the same nursing course twice.
5. Failure to meet clinical objectives.
6. Falsifying any documentation (this includes actual patient care AND written assignments).
7. Students who place their patients/clients at risk physically and/or emotionally.
8. Students who are unable to relate appropriately with others, including patients/clients or their families; ie., verbal abuse (profane language, threats, etc.) directed toward another student(s), University employee, clinical site staff, peers, or clients.
9. Students who are unable to perform in a professional manner, and who cannot accept supervision and/or constructive criticism or do not follow clinical instructor directives.
10. Students who fail to adhere to the dress code. Examples include: visible tattoos, body piercing, and nose rings. Students must dress professionally, wearing the school uniform, unless instructed to wear business attire/coats for specific assignments.
11. Students who fail to abide by professional codes and are unable to use professional judgment, including seeking help for personal problems which interfere with professional practice.
12. Students who are consistently unable to demonstrate knowledge, values, and skills necessary for generalist nursing practice.
13. Failure to comply with confidentiality regulations such as HIPAA.
14. Failure to respect the rights of others as evidenced by verbal, physical or mental abuse of others, harassment of any kind, assault, or any action which endangers the rights of others.
15. Failure to abide by federal, state, and local laws which prohibit the use, possession, and sale of illegal substances.
16. Willful destruction of University property or clinical site property.
17. The possession, use, or impairment of a student from illegally obtained drugs and/or alcohol while in a clinical setting or classroom.
18. The abuse of prescription drugs or alcohol.
19. Failure to undergo criminal background check or required drug screening.
20. Failure to complete clinical health requirements and/or maintain CPR certification.
21. Indication of criminal behavior evidenced by criminal background check.
22. Violation of King University Honor Code.
23. Failure of drug screen or non-compliance with drug screen policy.
24. Non-compliance with School of Nursing requirements (as required to be maintained in Castlebranch document tracking system).

### **READMISSION INTO NURSING**

A student who has been absent from the nursing program for any reason (including voluntary withdrawal) and who wishes to re-enter the program must meet all the admission/progression requirements in place at that time and may be required to reapply to the School of Nursing. Readmission to the School of Nursing occurs only rarely and will be considered on an individual basis. Applicants for readmissions compete with the entire pool of candidates for admission to the School. **Reapplication and readmission may occur one time only.** Students who have failed two or more nursing courses are not eligible to reapply for readmission to the School of Nursing BSN program. Students interested in readmission will submit an essay and may be asked to participate in an interview with the Traditional BSN Readmission Appeals Committee. This committee will decide the status of all readmission requests. Special conditions may apply with readmission.

### **CLASS SIZE**

Clinical ratios may limit class size or impact the student's ability to progress in the program when the student is seeking readmission to the program or when the student fails to follow the proposed sequence of courses in the nursing major. Both the faculty of King University and the Tennessee Board of Nursing require appropriate ratios to ensure safe clinical practice.

## **GRADING GUIDELINES**

### **KING UNIVERSITY HONOR CODE**

On my honor, I pledge to abide by the King University policies described in the Student Handbook. I understand that students of King University are to be honest in words and actions, in particular not to lie, cheat, plagiarize, or steal. I pledge to conduct myself in a manner based on Christian values and to require the same of fellow students. I understand that a violation of this Honor Code may result in my appearance before the Honor Council.

*\*Academic Dishonesty and Academic Sanctions are addressed in detail in the King University Student Handbook. These sections are applicable to all King University courses and students.*

### **GRADING SCALE AND EXPECTATIONS**

The King University grading format listed in the University catalogue will be followed. The official recorded grades will be A, A-, B+, B, B-, C+, C, C-, D, or F. Students are expected to maintain a **B- or better** in all NURS courses and a overall GPA in NURS courses of **3.0/4.0 scale**. All grades in school of nursing courses are recorded in the electronic learning management system. The numerical values for the nursing department grading scale are:

A	=	95 - 100	C+	=	78 - 79 ( <i>failing for Nursing majors</i> )
A-	=	90 - 94	C	=	75 - 77
B+	=	88 - 89	C-	=	70 - 74
B	=	85 - 87	D	=	65 - 69
B-	=	80 - 84	F	=	64 or below

Exam grades are recorded to the nearest 0.00 and neither exam grades nor final grades are rounded to the nearest whole number. There is no option for extra credit in any course. All exam/test grades are final and there is no option for exam/test retake.

### **GRADE REQUIREMENTS**

Students must achieve a grade of “B-” or better in each required nursing course. An overall GPA in NURS courses of 3.0/4.0 must be maintained in the nursing major to progress to the next level. A grade of “C+” or below constitutes a failure in a required nursing (NURS) course. The student must repeat the failed course to progress in the nursing program. Nursing courses may be repeated only once, and on a space-available basis. If a grade of “C+” or below is recorded for two nursing courses, or if a grade of “C+” or below is recorded for a nursing course that is repeated, the student will be dismissed from the nursing major.

If a Nursing Major’s grade point average in NURS courses falls below the minimum standard of 3.0/4.0, the student will be placed on academic warning from the School of Nursing for one semester during which time the grade point average in NURS courses must be brought up to the minimum 3.0/4.0. Students on Academic Warning status are required to meet with their SON Faculty Advisor prior to registering for courses for the subsequent semester. If the student fails to attain the minimum 3.0/4.0 GPA in NURS courses during the subsequent semester, the student will be dismissed from the nursing program but may continue to enroll in other courses of study at King University. A student may be on a warning status only one semester; a student accumulating a grade point average of less than 3.0/4.0 in NURS courses for a second semester will be dismissed from the nursing program.

### **INCOMPLETE COURSEWORK**

Course work that is incomplete is assigned a grade of “I”. Incomplete can mean the student did not have enough time to complete the assignment due to unforeseen life events or the faculty member or preceptor believes the course work is not appropriate for baccalaureate level work. Incomplete grades must receive approval from the course faculty and the Registrar. To remove the “I” from the student’s record, the student is expected to sign a contract (available in the Office of Registration and Records) with the course faculty clearly indicating the reason for the incomplete grade, the steps to be taken to meet the course requirements and the date for completion of the work, which can be no later than six weeks from the date the course ends. Copies of the contract should be forwarded to the student’s advisor and the Dean of the School of Nursing. Contracts are a binding agreement between the faculty member, preceptor and student.

When the work is submitted and if it is determined to be satisfactory, the grade will be changed in the Registrar’s office by the course faculty. Incomplete grades that are not resolved by the end of the six weeks after the last day of the course in which it was assigned will automatically be assigned the grade of “F”.

*Note: Until an incomplete grade is removed, it is calculated as an “F” in the semester grade point average. This will sometimes cause a student to be suspended, placed on academic probation, or dismissed. This could also impact financial aid or scholarship assistance. At the time, the incomplete grade is removed the academic standards committee will reevaluate the student’s status.*

### **GRADING DISPUTES**

Students reasonably expect fairness in grading, explanation of how course components are graded, and understanding of how grades are determined. Faculty members determine which course components are graded and the weight of each assignment

in determining the final grade. Faculty members assign grades using the School of Nursing's grading scale. Faculty members provide course syllabi that specify grading components. If a student believes a grade was not fairly assigned, the student may appeal. Students must first schedule an appointment with the course faculty member, bring the assignment in question to the faculty's attention, and request an explanation of how the grade was determined. If an agreeable decision cannot be reached between faculty and student, the student may submit a written letter of appeal and supporting documents, if any, to the Associate Dean of Undergraduate Studies School of Nursing or BSN Program Coordinator. The Associate Dean for Undergraduate Studies or BSN Program Coordinator will review the materials uphold the findings, take jurisdiction and make a decision or refer to the Dean of the School of Nursing. If the Associate Dean/Program Coordinator reaches a decision which is not agreeable to the student, the student may appeal the decision in writing to the Dean of the School of Nursing. If no resolution is reached after discussing the issue with the Dean, the student may then submit a written petition to the Academic Standards Committee (ASC). The complete Academic Appeals policy is located in the King University Catalogue and should be consulted for information as to process and procedure. Contact the Office of Academic Affairs for questions regarding process and procedure. Appeals of individual assignments must be made within two weeks of the posting of the assignment grade. Appeals received after two weeks will only be heard at the approval of the Dean of the School of Nursing. Appeals of final course grades must be made within six weeks of the conclusion of the term in which the grade was received. Appeals received after six weeks will only be heard with the approval of the University.

The following should be noted:

- Students are expected to have addressed the concern with the professor of the course in question, the Program Director, and the Dean of the School of Nursing before pursuing any appeal with the Office of Academic Affairs
- The ASC conducts its reviews based on the documents received. Therefore, any letter or documentation of appeal should specifically detail the reasons for which he/she believes the committee should overturn, modify, or amend decisions of the professor, Program Director, and/or school dean.
- Normally, the ASC will be concerned with grades, course policies, and institutional academic procedure. Normally, the committee will not hear appeals of procedure particular to schools or departments. The committee should only hear appeals regarding school or departmental policies and procedures when it is determined that the appeal relates to unfair or inconsistent application of a policy or procedure.
- If deemed necessary, the Office of Academic Affairs will convene a meeting of the ASC at a mutually convenient time to all members of the committee.
- The committee may then render a decision based on its review of the submitted documents.
- Review by the Office of Academic Affairs and/or the ASC is the final forum for appeals of the nature noted above.
- Normally, the Academic Standards Committee process should render a decision to the student within 30 days of receipt of a written appeal. In the event the process will extend beyond 30 days, the student should be notified in writing of the delay, the reason(s) for the delay, and the anticipated completion date.

### **GRIEVANCE PROCEDURE**

There are a variety of situations that are not related to grades that may occur in the educational process. An undergraduate student enrolled in the School of Nursing who believes he/she has a grievance involving unfair treatment or an injustice of substantial proportions involving academic affairs with the School of Nursing may file a grievance. Please refer to the King University student handbook for guidance.

### **TEST SCORE REQUIREMENTS AND REMEDIATION**

At least 80% of all final grades in any clinical nursing course will be made up of proctored exams; 20% of this proctored exam average will be made up of cumulative final exams which may include faculty-made exams and/or standardized exams. Final exams may be standardized proctored exams and will be graded as outlined in the course syllabus. To achieve a course grade of 80% in a didactic nursing course, both the test average and final course grade must be at least an 80%. Test averages are calculated first, before any other coursework is calculated. Exam averages will include the following: course exams, Kaplan Integrated Test, comprehensive course final exam. The exam average is not weighted and must be an 80% average of all exams averaged equally. If the average is below 80%, the student will earn the score of the exam average for his/her grade and will not be able to progress. Take home quizzes, group quizzes, open-book quizzes or other learning assessments are not calculated in this total. **The School of Nursing does NOT round final grades.**

Students who fail to achieve an 80% or better on any nursing exam, must meet with the individual course instructor and develop a success plan prior to the next exam for that course. Students are expected to contact the instructor within 24 hours of posting of unsatisfactory exam grade. Once the student contacts the faculty, course faculty **must meet** with each student who does not achieve an 80% on an exam for the required development of a Success Plan and remediate with students to include exam analysis and/or content review.

## **TESTING GUIDELINES**

Faculty will create exams consistent with course content which will consist of a minimum of 40 questions and at least 15% of all exams will be alternate item type questions. No partial credit will be given for alternate item type questions. Beginning with the first senior semester, students will be unable to backwards navigate on exams. No exams or major tests will be administered in an un-proctored environment. Faculty may create specific assigned seating for each exam and students are to comply with the seating assignment. Students who refuse to comply with seating assignment may receive a “0” for the exam. Students are not allowed to take unsupervised breaks during an exam. Students who fail to follow the testing guidelines may be given a “0” for the exam. Testing accommodations will be available only to students with documented disabilities on letterhead from the King University Disability Services Learning Specialist. Students with disabilities who need academic accommodations must file timely requests each semester with the Office of Learning and Disability Services for accommodations in course work. The University cannot make retroactive accommodations.

- The following will be followed when administering exams:
  - **All exams will be administered in a proctored environment.**
  - All student belongings are to be placed against the wall, or location specified by the instructor.
  - All cell phones and smart watches are to remain in specified location and are to be turned off during the exam.
  - Students may not have hats, hoodies, earbuds, large coats/sweaters in use during an exam.
  - Only calculators supplied by the School of Nursing may be used during exams.
  - Faculty may create a seating chart with different placement of students for each exam.
  - Unsupervised breaks during the exam will be at the discretion of the instructor.
  - Instructors are not allowed to define or pronounce words in an exam; instructor may provide standard English dictionary during exam.
  - Students are not allowed to ask substantive questions during an exam in an effort to elicit the correct answer from the instructor. Students may ask for clarification on a question (ex. Misspelled word, duplicate answer, etc.). In this situation, the instructor will answer the question to the entire class.
  - Faculty may have additional precautions but these must be outlined in the course syllabus at the beginning of class. (ex. no food or drink, specific writing utensils, inspection of any items on desk, etc.)
  - Earplugs may be used by students if inspected and approved by instructor prior to each use.
  - For all proctored exams administered via the current learning management system, a specified custom browser must be utilized to secure the on-line test environment.

## **STANDARDIZED EXAMS**

The purpose of standardized testing is twofold, it assesses student’s knowledge, skills and abilities that are essential to the field of practice and provides students the opportunity to gain confidence in standardized testing prior to setting for the NCLEX-RN exam. Standardized exams may be administered as the final exam in the following courses:

- |                           |                             |
|---------------------------|-----------------------------|
| • Foundations             | • Leadership and Management |
| • Community/Public Health | • Pharmacology              |
| • Adult Health            | • Health Assessment         |
| • Women’s Health          | • Mental Health             |
| • Pediatrics              | • Capstone                  |

The grades for the Kaplan Integrated exams will be calculated by using the percentile rank on the test and correlating it to the table listed in the course syllabus. The percent correct determines each student’s percentile ranking. Percentile rank represents how well students perform compared to a nationwide sample of test-takers providing the normed sample statistics and give students an opportunity to compare their knowledge on a national level as preparing for the NCLEX-RN exam. Kaplan may create content-specific exams for King School of Nursing classes. When these exams are utilized, the grade will be based on percent correct score. This is due to this test being specially designed for King’s content therefore, they are not standardized tests with nationally normed statistics.

## **MEDICATION CALCULATIONS**

Knowledge of medication dosage calculations will be tested each semester in which a student takes a clinical course. Students will receive study materials prior to each semester to assist in medication calculation preparation. The Medication Dosage Calculation Exam will consist of 25 questions and may be administered the first week of the semester starting the second semester of the nursing program. Students in the first semester of the nursing program will complete the Medication Dosage Calculation Exam prior to transitioning from the lab to the clinical setting. All students are expected to achieve 95% or greater on the medication calculation exam to progress in the nursing program. Students failing the medication calculation exam will be given a second attempt to meet the 95% benchmark. Students failing to achieve 95% on the second attempt will receive a "F" for the clinical portion of the course and will not be allowed to progress in nursing classes. The student will need to meet with his/her advisor, withdraw from all clinical nursing courses and discuss other course options for the current semester.

In addition, faculty will continue to integrate pharmacology/medication dosage calculation questions on their individual exams for each major clinical course, as well as pharmacology courses.

## **LATE PAPERS, ASSIGNMENTS, EXAMS**

Students are responsible for submitting papers, projects, assignments, and reports by specified dates. Faculty is not obligated to extend deadlines or accept late papers. It is the student's responsibility to ensure all work submitted has been duly received by the instructor. Any assignment that is not completed by the date and time listed in the syllabus/topical outline may be assigned a "0" for the assignment. Papers submitted electronically, left under the office door or with someone else **may not be considered "received"** by the instructor. A prudent student keeps a copy of all work submitted including a back-up copy of electronic papers in case of computer crash. If in doubt the assignment has been received, always verify with the instructor. There are no excuses for late assignments. Computer, printer, disc, or any other outside force problem is NOT an excuse for late assignments. If a student has a legitimate excuse for a late assignment (family emergency, death, serious illness) the student must notify the instructor as soon as possible and request an extension. All arrangements must be made directly with the course instructor. Consequences for late submissions for individual courses will be outlined in each course syllabus. Written verification may be required when an extension is requested or prior to granting an extension. Faculty members may award a grade of zero for any late assignment.

If any assignments, quizzes or exams are missed, it is the individual student's responsibility to contact the faculty involved and make arrangements to make up missed assignments. Students do not have an automatic right to "make-up" missed exams, quizzes or other assignments. Anticipated absences should be reported to faculty members in advance of the absence. Five points will be deducted from the final test score if the student takes the test late on the same day; five points will be deducted from the student's final test score for each day that occurs after the scheduled exam was missed (including weekends). Testing sessions will not be provided on weekends for making up missed tests. Athletes are not exempt from this policy and should make arrangements well in advance with instructors to take exams, quizzes or to turn in assignments.

## **CLINICAL GUIDELINES**

### **CLINICAL PERFORMANCE EVALUATION**

Faculty evaluate students in the clinical settings using the Clinical Performance Evaluation (CPE) during and at the end of the clinical experience. During clinical experiences where students are placed with a preceptor in the clinical setting, the clinical evaluation is completed collaboratively by the preceptor and the clinical faculty, but the clinical faculty maintain ultimate responsibility for student evaluation and assign all final course grades. Students must demonstrate successful achievement of the critical elements identified in each core competency. Performance will be evaluated on a pass/fail basis. Progression in the clinical sequence of courses can be denied for unprofessional behavior, unsafe clinical practice, unsatisfactory academic or clinical performance, or for significant immoral or unethical action. To progress, students must pass the entire clinical experience to receive a passing grade in the class. **Failure in either the theory/lecture component of the course or the clinical component results in failure of the course. If the course must be repeated, both components must be repeated.** Specific assignments and responsibilities for each clinical course is outlined in the individual course syllabus.

### **CLASS AND CLINICAL ATTENDANCE**

Nursing students are expected to recognize and accept their responsibility for maintaining a pattern of regular and punctual attendance at class, clinical and skills labs. Attendance and tardy policies are specified in individual course syllabi and discussed by course faculty at the beginning of each course. Tardiness adversely affects the educational experience and is disruptive and disrespectful to other students and faculty. Absence from, leaving early from and lateness to class and/or clinical experiences does not release students from responsibility for all work and may affect the final course grade.

A student who is absent from class, skills lab, or clinical is responsible for the content covered as well as for knowledge of any announcements that may have been given that day. In the case of an anticipated prolonged absence for illness or injury, the student or a family member should notify the Dean, School of Nursing, instructors and his/her advisor. Unanticipated prolonged absence should be reported to the Dean as soon as possible. Documentation may be required in the case of prolonged absence and withdrawal from courses may be necessary.

For courses with a clinical/skills lab component, students must complete a required number of clinical hours to successfully pass these courses, therefore, students should make every effort to attend all scheduled lab and clinical sessions. Students who do not complete the required number of clinical hours for the course, may receive a grade of “F” for the clinical portion of the course. Students are expected to notify faculty prior to a scheduled clinical/skills lab session if they will be absent or late. In addition, students will follow the clinical guidelines for notification of appropriate agency personnel, if he/she will be late or absent from clinical site. Failure to properly notify faculty or agency personnel may be counted as a clinical absence. Faculty members reserve the right to require students to make-up missed clinical or lab sessions at the date and time specified by the faculty. Absence from “make-up” clinical sessions are counted as an absence just as a regularly scheduled clinical.

If a student is excessively absent from or late to class or clinical laboratory, the faculty will evaluate, with the student, whether that student is likely to meet the course competency requirements. In some instances, students miss too many classes or clinical days to satisfactorily complete the course requirements, competencies or required clinical hours. In such cases, the student should discuss withdrawing with his/her instructor and/or faculty advisor. The nursing faculty advisor must sign all withdrawal requests.

Students are unable to attend clinical hours when the University is closed for holidays. If the University is closed or on a delayed schedule for weather, the clinical faculty will notify the clinical group of the status of clinical attendance for that day.

The School of Nursing will maintain ongoing communication and notify students of any restrictions placed at clinical sites as they become available. Students who become aware of alterations in clinical site availability or restrictions should be communicated to clinical faculty and program coordinators as soon as possible. Students must meet course and program competencies in addition to completion of clinical hours. Inability to complete the requisite clinical hours and meet program competencies may extend time to graduation.

### **CLASS AND CLINICAL CANCELLATION DUE TO WEATHER CONDITIONS**

King University is a resident University; therefore, there is seldom a cancellation due to severe weather conditions. Because the School of Nursing has a high proportion of commuter students, decisions to attend class and or clinical are different; and made in the early hours of the morning before decisions for the main campus are reached. Students should work with their clinical faculty to decide upon a “calling” policy in the event of bad weather. Individual faculty will arrange the cancellation policy with their students when distance to the clinical facility could pose a hazard to the student's safety during inclement weather such as snow or ice storms. When cancellations occur, rescheduling may be required. Rescheduled clinical will be determined by the clinical faculty who will set the date and time of the “make-up” clinical.

While it is expected that nursing students attend all clinical assignments, commuters should use sound judgment in deciding to travel. If a student is to be absent from clinical, they are required to call the faculty in advance of the clinical experience in order to receive an excused absence from the clinical. However, if classes are canceled by the University or faculty member, the announcement will be posted on the University web site and may be heard on radio and TV stations. Faculty may post announcements on the course Canvas site or send emails via King University email. Students are responsible for checking their King email and/or Canvas announcements to receive direction from the instructor on how the disruption of instructional time will be addressed. Students may also sign up for Emergency Notifications via text message or view the current King University Inclement Weather Policy by going to <https://www.king.edu/student-life/right-to-know/inclement-weather-policy/>

**Note:** Be aware of **campus specific differences** in schedule changes and cancellation of classes as announced by King University Campus Security for inclement weather.

### **CLASS VISITORS**

Children are not permitted to attend classes or lab sessions under any circumstances. Children should never be left unattended or without supervision in any area of the University. Visitors are not permitted in classes except with prior approval of the classroom faculty. This policy applies to all classes taught on the King University main campus or at off-site teaching locations owned, leased or used by the University.

## **CELL PHONE POLICY**

Cell phones, smart watches and pagers are not generally allowed in class or at clinical settings. If students must have a cell phone on because of a possible family emergency, they are to notify the instructor prior to the start of class/clinical and are asked to have the phone on “vibrate” and sit near the door for easy exit. Clinical agency policy may prohibit the use of cell phones and/or smart watches in the clinical setting and all policies at the clinical site must be observed. At all other times, phones and pagers are to be off. Students may be prohibited to wear smart watches in the clinical setting. If an emergency does arise unexpectedly, families may call the nursing office and every attempt will be made to locate the student. Instructors may require that all phones, smart watches, pagers or other technology are off and put away for any class/clinical. All cell phones/smart watches are to be placed in a specified location and turned off for all exams. Instructors may seize phones and or ask students to leave class or clinical if students violate cell phone policy. If a student is asked to leave a class or clinical due to violation of the cell phone policy, this will result in a class/clinical absence.

## **TECHNOLOGY REQUIREMENTS**

King University School of Nursing students are required to have a personal laptop computer to access educational materials, reference material, standardized testing and email for communication with faculty, staff, and other students. If students already own a computer they wish to use for school, ideally it should be no older than three years old with sufficient processing power and memory to run current versions of Microsoft Office, and possibly more demanding applications such as standardized testing software. Recommended minimum requirements are listed below. Faculty may require students to use a personal laptop for course related work, so students should be prepared to bring the laptop to class fully charged. A few rooms within the school are equipped with power, but not all. King supports a high-speed wireless network with coverage throughout all the school buildings. Students are responsible for supporting their own computers and the recommended software and hardware components.

A laptop computer with Microsoft Office 365, wireless and webcam capability is required. Microsoft Office 365 is available to all King students to load on the PC or Mac and is accessible at Office.com using their King University credentials.

### **Recommended Minimum Hardware Specifications**

- 4GB RAM
- DVD-ROM, either embedded or detached
- 128 GB hard drive storage minimum; 256 GB or greater hard drive storage is preferred
- Screen Size: 13” or bigger with resolution of at least 1024 x 768
- 100 MB/1 GB NIC and/or 802.11 b/g/n Wireless Network Card
- Laptop Operating System: Windows 10 Home Premium or better (32 or 64 Bit) or Mac OSX
- **NOTE:** Chromebooks and many tablets will NOT meet the minimum requirements for the SON programs. These include iPads, Android tablets, Windows RT tablets (Surface, although Surface Pro is fine), and all Chromebooks.

### **Recommended Minimum Software**

- Internet Web Browser: Various browsers may be required for different software packages used at the SON. We recommend installing the latest versions of Internet Explorer, Google Chrome, and Mozilla Firefox.
- Anti-Virus Software
- A Personal Firewall Software/Internet Security package to protect the computer from unauthorized access via the Internet is suggested.

## **KING EMAIL POLICY**

**King University Faculty and Students are required to use their King University email for all King University business correspondence.** This requirement includes electronic correspondence with King University personnel and students in the course room. The use of personal or work email accounts for University related business is not permitted. Students should check their King University email daily for updates and/or announcements and respond to all emails within 48 hours.

## **Technical Support**

### *King's IT Support*

Email [helpdesk@king.edu](mailto:helpdesk@king.edu) for assistance with your King email, portal log in, and similar issues.

### **Canvas Support:**

To the left of your page in Canvas, click the blue “help” button for support. Live chat, email or calling 1 (833) 274-1662 is available 24/7. Please be prepared to describe your issue in detail including the course and specific assignment or area you are having issues with.

Canvas support did not fix your issue? Email [helpdesk@king.edu](mailto:helpdesk@king.edu) for further assistance from King’s Learning Commons team.

## **STUDENT RIGHTS\***

Students have a right to a sound education:

- a right to and a responsibility for having a creative educational opportunity;
- a right to and a responsibility for having the highest quality practitioner-teacher;
- a right to and a responsibility for achieving input into curriculum planning;
- a right to and a responsibility for achieving self-directed learning;
- a right to and a responsibility for achieving equal participation in all areas of clinical practice;
- a right to and a responsibility for participating in interdisciplinary activities;
- a right to due process;
- a right to and a responsibility for insuring peer review and self-evaluation;
- a right and the privilege of participating in an internal governance;
- a right to and a responsibility to organize and participate in an organization directed toward achieving professional goals;
- a right to and a responsibility for facilitating change in health care delivery through various channels;
- a right to and responsibility for assembling and exploring fundamental and current professional issues and concerns;
- a right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
- a right to and a responsibility for fostering a better correlation between nursing education and practice.

\* Adapted from the National Student Nurses’ Association, Inc. Bill of Rights & Responsibilities for Students 1991 and the Bylaws amended April 1999; amended 2006

Additional Student Right to Know information can be obtained at <https://www.king.edu/student-life/right-to-know/>

## **FACULTY RIGHTS AND RESPONSIBILITIES**

Faculty has the right to determine:

- which course requirements will be graded
- the percentage of the grade that will be given to each required assignment or exam
- due dates for assignments and examinations
- the final grade
- opportunities and requirements for making up missed work
- whether to accept late work

Faculty has the responsibility to grade students consistently using the grading process as listed in the King University Academic Catalogue. He/she is also expected to provide a syllabus for each course, specifying all course requirements including policies that apply to clinical assignments, progression or retention in the nursing program. The School of Nursing has an established numerical grading scale that defines the letter grade. This scale is published in the course syllabi.

## **NURSING FEES**

**Nursing students are assessed fees for:**

- **One Time Non-refundable Fee:** Nursing students will be charged a one-time non-refundable fee of \$1035.00 at the time of the first clinical course to cover fees associated with the nursing program. These fees include but are not limited to



pocket nurse supplies, skills lab supplies, professional liability insurance, standardized testing materials, program surveys and program evaluation reports.

- **Required Background Check Fee for Clinical Agencies:** \$65.00 upon admission and enrollment in the nursing program
- **End of Program NCLEX prep/exam Fee:** Nursing students will be charged a one-time non-refundable fee of \$500.00 upon entering the NURS 4200 course. This fee will cover expenses related to preparation for NCLEX testing and PearsonVue. If NURS 4200 must be repeated, an additional \$50.00 fee will be required.
- **Additional Expenses:** Student nurses in the pre-licensure program will be assessed additional fees that include pictures for the National Council Licensure Exam ID, National Council Licensure Application Fee, Background Check/Fingerprinting Fee, and licensure fees according to the fee structure of the state where licensure is being sought; and if student desires a King University School of Nursing graduate nurse pin. Students are required to purchase School of Nursing uniforms, stethoscopes, pen lights, watches, complete a physical exam and obtain any necessary immunizations or clinical requirements for the program. Information on these fees can be obtained from the School of Nursing office or online for specific state licensure.

## **CRIMINAL BACKGROUND CHECK**

King University requires all students to complete a criminal background check upon admission to the School of Nursing and enrollment in clinical nursing courses. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of area healthcare facilities. Criminal history does not necessarily exclude the nursing student from the nursing program. See Criminal Background Check Policy to review the entire policy.

All nursing students must complete a criminal background check before admission to the clinical settings utilized by King University. Some clinical agencies may require additional or more frequent background checks. Failure to undergo the background check by the deadlines given may result in dismissal from the nursing program and will result in the inability to attend clinical.

To start the background check, students will log onto the student portal and complete the School of Nursing Background check form at <https://my.king.edu/DocumentManagementSystem/Upload?docid=31> or on the King Security web page at <http://www.king.edu/security/securityservices/fingerprinting.aspx>. Students are responsible for all costs associated with the criminal background check. The cost of the background check is \$65.00 annually.

Upon completion, if any information is found that would negatively affect your eligibility for the nursing program or participation in clinical experiences, the student shall complete a Criminal Conviction Participation Waiver through the King University Security Department. Students must agree that all results are available to the program and the clinical sites associated with the program. Should a clinical agency refuse to place a student based on the outcome of the background check, King University School of Nursing has no responsibility for arranging alternate clinical placements. Any questions regarding the background check process should be directed to King University Security Department.

Nursing students should be aware that clinical facilities have the right or responsibility to preclude students with certain criminal histories from the facility. Additionally, a state board of nursing may deny licensure based on a student's criminal history. Even if licensure is granted, certain employers may preclude applicants with certain criminal histories from employment.

## **SON REQUIREMENTS**

Prior to starting nursing classes, each student is given written instructions regarding required health forms, which are to be completed and turned in. Each clinical student must present evidence of good health and freedom from communicable disease as well as being able to demonstrate competency related to standard precautions and CPR certification. Throughout the program of study in nursing, students may be asked to present evidence of satisfactory physical, emotional or mental well-being. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of disability.

State law mandates immunization requirements for clinical settings. **Students will not be allowed to practice in clinical facilities until all SON and agency requirements are met.**

The SON forms must be received in **the CastleBranch clinical document system** by the deadlines listed based on semester of admission. The deadlines are by the 4<sup>th</sup> week of classes.

Students will be given Castlebranch account information, access codes/PIN Numbers and instructions at or prior to

orientation. There is a one-time fee of \$75 for a CastleBranch account that includes the urine drug screening required upon admission. The \$75 fee will be applied to your student account. All student documents are due by the fourth week of the first week of class each year.

Health requirements are applicable for all nursing students and include:

- Hepatitis B immunization (or signed declination)
- Student health history
- Current Health and physical exam (completed and signed by a healthcare provider)
- Immunization records (measles, mumps, rubella, Tdap (Diphtheria/Tetanus/Pertussis) and polio)
- Annual TB skin test or chest x-ray (if chest x-ray completed will be due every other year)
- Influenza vaccine (annual)
- Current BCLS (CPR) certification- American Heart Association BCLS for Healthcare Providers is required and should include certification for infant, child and adult. Online courses are not acceptable unless they include a face-to-face skills validation component and verification of this is indicated on the CPR card. Maintenance of this certification is a requirement throughout the entirety of the program. **Failure of a student to maintain current CPR certification will prohibit a student from attending any clinical site until renewal is obtained.** Missed clinical will be counted as an absence and may result in failure of the course(s).
- Clear criminal background check completed upon admission through King University and as required by clinical agency
- Clear urine drug screen through Castlebranch upon admission and as required by clinical agency

Off-campus clinical nursing experiences begin in the junior year and are designed to give the student the opportunity to work and learn from real clinical situations. Each clinical facility may have orientation criteria that all students are expected complete. Some sites will require that students read their employee handbooks, sign acknowledgements they understand the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the federal privacy standards to protect patients' medical records, and other regulation regarding patient confidentiality or complete computerized documentation training. Students attending clinical are required to comply with the additional orientation requirements and specific guidelines mandated by each clinical site. Non-compliance with site-specific requirements may result in failure of the clinical experience. The School of Nursing is not responsible for locating an alternate clinical site.

Students will frequently be required to wear latex gloves when caring for patients/clients. All students with **latex allergies** should notify the SON and his/her clinical faculty as soon as admitted to the nursing program, as special supplies would need to be ordered.

Students must be free of any chemical dependency condition, including alcohol that may interfere with their current ability to practice nursing. Students are required to clear a urine drug screen upon admission to the nursing program. In addition, students may be tested at any time if suspected of substance abuse. Enrollment in the nursing program is deemed consent to such testing. Drug screening requirements set at certain clinical agencies must be followed and may be more frequently than required by King SON. The student is responsible for the costs of all required screenings.

Nursing students must comply with any special requirements mandated by individual clinical agencies prior to the start of the clinical experience. Failure to adhere to the facility policy and/or comply with any mandated clinical requirements may result in the inability to complete clinical experiences at the facility and will result in failure of the clinical course. King University School of Nursing has no responsibility for arranging alternate clinical placements and students may need to withdraw from nursing courses.

### **ILLNESS AND/OR ACCIDENT AT A CLINICAL FACILITY/PREGNANCY**

All students in the King University School of Nursing program are financially responsible for any necessary emergency treatment provided to them during clinical practice rotations. If the student becomes suddenly ill or injured during the clinical practice rotation, emergency care will be rendered. Health care facility policies will be followed in the event of an injury. The student should notify the clinical faculty as soon as possible of the illness or injury. The financial responsibility for medical treatment provided to a student must be assumed by the student, parent, or guardian.

Pregnant students are responsible for their own health care. Pregnant students are required to inform the School of Nursing of the pregnancy and to obtain a physician's verification of their ability to continue in the Nursing Program and to complete any clinical assignment. Pregnant students will not be discriminated against in any manner.

### **NEEDLE STICK, BLOOD & BODY FLUID EXPOSURE\***

In preparation for clinical nursing courses, students will be taught proper procedure for the use of standard precautions to prevent exposure to pathogens. It is the student's responsibility to put those techniques into practice when caring for patients. If exposure occurs (even in spite of scrupulous technique), the student must inform her/his clinical faculty immediately.

If injured in any way during a clinical experience, the student should contact the clinical faculty immediately and follow the clinical facility's protocol regarding injuries. If procedure for care involves emergency services or treatment, students assume full responsibility for the costs associated with the care required. If a needle stick, sharps injury or blood and body fluid (BBF) exposure occurs, the student should refer to the Emergency Procedure along with the "Incident, Injury & Pathogen Exposure Report." Follow the procedure outlined, complete the report and notify the clinical faculty as soon as possible.

**\*Print off and become familiar with the Emergency Procedure if a needle stick or BBF exposure occurs along with the form "Incident, Injury & Pathogen Exposure Report" (provided at the end of this handbook). Students should keep a copy of the Procedure and Report with them during ALL clinical experiences.**

### **LIABILITY INSURANCE**

All students are required to be covered by liability insurance when they are enrolled in a course with a clinical component. The University carries a group policy that covers all students throughout their program of study. All students are assessed for this coverage which is included in the one-time non-refundable clinical fee. This insurance covers the student only for activities directly related to the King University nursing clinical courses. The policy does not cover a student working as an aide or nurse assistant. The group policy insurance does not cover accidental injury to a student that may occur before, during, or after classes or clinical activities. Students are not covered by this policy when they travel to and from clinical sites in private automobiles. Students also need to be aware this insurance only provides coverage for liability while practicing as a student in King University's School of Nursing activities. A student may carry additional liability insurance coverage, at his/her option and expense, but this will not replace the coverage purchased through the University.

King University assumes no responsibility for students' employment, volunteer activities or community service projects. If a student is employed as a health care worker independent of his or her student role, the University has neither insurance nor responsibility. Legal liability is the responsibility of the student.

### **STUDENTS WITH DISABILITIES/TECHNICAL STANDARDS**

King University School of Nursing has a responsibility to educate competent nurses to care for their patients (persons, families and/or communities) with critical judgment, broadly based knowledge, and well-honed technical skills. King University School of Nursing has academic as well as technical standards that must be met by students in order to successfully progress in and graduate from its programs.

King University School of Nursing provides the following description/examples of technical standards to inform prospective and enrolled students of a sampling of technical standards required in completing their nursing curriculum. These technical standards reflect a sample of the performance abilities and characteristics that are necessary to successfully complete the requirements of King University School of Nursing program of study. The standards are not requirements of admission into the programs and the examples are not all-inclusive. Individuals interested in applying for admission to the School of Nursing should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required to successfully complete the program.

**Technical Standards:** Key areas for technical standards in nursing include having abilities and skills in the areas of: (1) acquiring fundamental knowledge; (2) developing communication skills; (3) obtaining and interpreting data; (4) integrating knowledge to establish clinical judgment; and, (5) incorporating appropriate professional attitudes and behaviors into nursing practice capabilities.

King University School of Nursing will provide reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. Reasonable accommodations will be made for students with disabilities who request accommodations, while recognizing that students should be able to perform in a reasonably independent manner and exercise independent judgement.

A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the nursing program. To be eligible for accommodations, a student must have a documented disability of (a)

a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or, (c) be regarded as having such a condition.

Requirements	Standards	Examples
Acquiring fundamental knowledge	<ol style="list-style-type: none"> <li>1. Ability to learn in classroom, laboratory and clinical settings</li> <li>2. Ability to perform essential nursing skills</li> <li>3. Ability to find sources of knowledge and acquire the knowledge</li> <li>4. Ability to be a life-long learner</li> <li>5. Novel and adaptive thinking</li> </ol>	<ul style="list-style-type: none"> <li>• Acquire, conceptualize and use evidence-based information from demonstrations and experiences in the basic and applied sciences, including but not limited to information conveyed through online coursework, lecture, group seminar, small group activities and physical demonstrations</li> <li>• Develop health care solutions and responses beyond that which is rote or rule-based</li> </ul>
Developing communication skills	<ol style="list-style-type: none"> <li>1. Communication abilities for sensitive and effective interactions with patients (persons, families and/or communities)</li> <li>2. Communication abilities (in English) for effective interaction with the health care team (patients, their supports, other professional and non-professional team members)</li> <li>3. Sense-making of information gathered from communication</li> <li>4. Social intelligence</li> </ol>	<ul style="list-style-type: none"> <li>• Effectively communicate in class, lab and clinical settings</li> <li>• Accurately elicit or interpret information medical history and other info to adequately and effectively evaluate a client or patient's condition</li> <li>• Accurately conveys information and interpretation of information using one or more means of communication (verbal, written, assisted (such as TTY) and/or electronic) to patients and the health care team</li> <li>• Effectively and efficiently communicate with individuals and teams</li> <li>• Determine a deeper meaning or significance in what is being expressed</li> <li>• Connect with others to sense and stimulate reactions and desired interactions</li> <li>• Perform basic keyboard and computer functions to locate, record, interpret and transmit data</li> </ul>
Obtaining and Interpreting data	<ol style="list-style-type: none"> <li>1. Ability to observe demonstrations and participate in didactic courses, clinical experiences and simulated learning opportunities</li> <li>2. Ability to observe patient conditions and responses to health and illness</li> <li>3. Ability to assess and monitor health needs</li> <li>4. Computational thinking</li> <li>5. Cognitive load management</li> </ol>	<ul style="list-style-type: none"> <li>• Obtain and interpret information from assessment maneuvers such as assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc.</li> <li>• Obtain and interpret information from diagnostic representations of physiologic phenomena during a comprehensive assessment of patients</li> <li>• Obtain and interpret information from assessment of patient's environment and responses to health across the continuum</li> <li>• Obtain and interpret for evaluation information about responses to nursing action</li> <li>• Translate data into abstract concepts and to understand data-based reasoning</li> </ul>
Integrating knowledge to establish clinical judgment	<ol style="list-style-type: none"> <li>1. Critical thinking, problem-solving and decision-making ability needed to care for persons, families and/or communities across the health continuum and within (or managing or improving) their environments – in one or more environments of care</li> <li>2. Intellectual and conceptual abilities to accomplish the essentials of the nursing program (for example, Baccalaureate Essentials)</li> <li>3. New-media literacy</li> <li>4. Trans-disciplinary</li> </ol>	<ul style="list-style-type: none"> <li>• Accomplish, direct or interpret assessment of persons, families and/or communities and develop, implement and evaluate of plans of care or direct the development, implementation and evaluation of care</li> <li>• Critically assess and develop content that uses new media forms, and to leverage these media for persuasive communication</li> <li>• Literacy in and ability to understand concepts across disciplines</li> <li>• Represent and develop tasks and work processes for desired outcomes</li> </ul>

	5. Design mindset	
Incorporating appropriate professional attitudes and behaviors into nursing practice	1. Concern for others, integrity, ethical conduct, accountability, interest and motivation 2. Acquire Interpersonal skills for professional interactions with a diverse population of individuals, families and communities 3. Acquire Interpersonal skills for professional interactions with members of the health care team including patients, their supports, other health care professionals and team members 4. Acquire the skills necessary for promoting change for necessary quality health care 5. Cross-cultural competency 6. Team collaboration	<ul style="list-style-type: none"> <li>• Maintain effective, mature, and sensitive relationships with clients/patients, students, faculty, staff and other professionals under all circumstances</li> <li>• Make proper judgments regarding safe and quality care</li> <li>• Function effectively under stress and adapt to changing environments inherent in clinical practice</li> <li>• Demonstrate professional role in interactions with patients, intra and inter professional teams</li> <li>• Operate in different cultural settings (including disability culture)</li> <li>• Work productively, drive engagement, and demonstrate presence as a member of a team</li> </ul>

### **Accommodation of Special Needs:**

Accommodations for nursing students with physical disabilities will be coordinated by the Office of Learning and Disability Services and the School of Nursing, working in conjunction with other campus offices as appropriate. Students with disabilities who need academic accommodations or other disability-related support services must submit written documentation to the Office of Learning and Disability Services at least two weeks in advance of needing accommodations, or as soon as the documentation is complete. These requests should be completed as much in advance of the needed accommodation as possible.

Students with disabilities who need academic accommodations or other disability-related support services must file timely requests **each semester** with the Office of Learning and Disability Services for accommodations in course work. The University cannot make retroactive accommodations. The Office of Learning and Disability Services will issue accommodation letters that the student must provide to his or her instructor(s) when seeking accommodations.

For more information, please contact the Director of Learning and Disability Services by emailing [disability@king.edu](mailto:disability@king.edu) or calling (423) 652-4303. The King University Student Disabilities policy can be located in the Student Handbook in its entirety.

### **UNIFORM/CLINICAL DRESS POLICY**

1. Only scrubs purchased through Best Uniform are approved (<https://www.bestuniformcenter.com/> or 423-573-8037)
  - **Solid NAVY Scrubs** (both top and bottom with School of Nursing logo) - nothing clinging
  - All students must wear a plain, **white, crewneck** T-shirt with no design or writing contained under the uniform top. The T-shirt can be sleeveless or with long sleeves. Long sleeves are required if a student has a tattoo anywhere on either of his/her extremities.
    - Tattoos must be covered and not noticeable while in clinical setting (i.e., forearms, wrists, ankles, etc.)
    - Appropriate undergarments are required and must be worn, however, they must not be visible at any time.

1. **White, lab coat** is required for all students. It must be clean and pressed at all times, and display a King University SON approved monogrammed logo.
2. **Navy, warm up jacket** – Optional. It must be clean at all times and display the King University SON approved monogrammed logo. This may be worn with scrubs in patient care areas.
3. **Navy polo** with School of Nursing logo - available from the King University Tornado Alley Shoppe in MacClellan Hall and are available online at:  
<https://www.tornadoalleyshoppe.com/School-of-Nursing-Polo-Nursing-Polo.htm>
4. King University identification name badges and are required for all SON clinical rotations unless otherwise informed by the SON faculty.
5. A solid pair of comfortable shoes covering the heel and toes in **solid white or black**. Shoes should be non-porous and a continuous surface (no holes) while in the clinical setting.
6. Jewelry required or permitted:
  - a. Students ARE REQUIRED to wear a watch with a secondhand (no smartwatches permitted).
  - b. Students may wear a wedding band.
  - c. If a student has pierced ears, they may wear one pair of small earrings (posts are required).
  - d. No other jewelry permitted – no exceptions!
7. Make-up -- use in moderation and consistent with a professional image. **NO perfume**.
8. Hairstyles must be clean, neat, and professional appearing (length above the collar). If you do have long hair, neatly pull back in a clasp. Males must be clean shaven or have neatly trimmed facial hair.
9. Nails need to be manicured with a rounded tip no longer than the tip of the finger. NO long slender nails, NO glued on nails, NO artificial nails, and NO colored nail polish allowed.
10. Stethoscope with a bell and diaphragm; Bandage Scissors; watch with second hand and Penlight are all required.

### **Community Uniform:**

When students are in the community setting, conducting community projects or representing the School of Nursing at events, faculty may specify students are to wear the Community Uniform. The Community Uniform consists of:

- King University navy blue logo shirt (can be purchased in the Tornado Alley Shoppe)
- Khaki pants (The pants must be full length with relaxed, straight leg fit. Form fitting pants or leggings are considered unacceptable)
- Clean white or black tennis shoes are recommended although a solid pair of comfortable shoes covering the heel and toes are acceptable.
- King University student photo ID badge
- Remember to also follow other King SON dress code guidelines
- Street Clothes (professional and neat looking) may be worn in some community settings per faculty recommendation (i.e. blouses, slacks, khakis, sweaters, etc. The following is considered unacceptable: sweats, shorts, t-shirts, jeans, sandals, skin-tight clothes, mini-skirts, exposed cleavage and/or belly skin).

**IMPORTANT, PLEASE NOTE: Any student, who does not adhere to the required uniform policy, may be sent home from the clinical site and receive a clinical absence by their assigned nursing faculty.**

Best Uniform has the list of approved scrubs and lab coats for King University or students may request additional information from the School of Nursing office. King University logo must be monogrammed on all scrub tops and lab coats. Best Uniform Center (Bristol, Kingsport, Johnson City)) has the uniforms as well as the monogram logo. The turn-around time for the uniforms is about 2 to 3 weeks. This includes monogramming. This is not a guaranteed time but an average. Please note: monogramming is an additional charge.

## **KING UNIVERSITY SCHOOL OF NURSING** **UNDERGRADUATE STUDENT REQUIREMENTS AND CHECKLIST**

Outlined below are the requirements you must have in place by the fourth week of the start of each year.

**ALL** requirements listed below must be met before any clinical assignments can be attended and the student will be subject to the guidelines and requirements set forth in the Clinical Attendance Policy.

The below requirements are satisfactory for MOST students to attend clinical sites, however, please note that some sites may require additional information before a student can be approved to attend their site. In such instances, the student will be responsible to comply with the clinical sites requirement(s) and assume any associated costs, if any, to attend that particular clinical site.

### **YEAR ONE REQUIREMENTS (New Admission Students):**

**DEADLINE: 4<sup>th</sup> week of class**

These requirements listed below MUST be submitted by the above listed deadline.

- ☐ **KU SON Student Health History Form:** student to complete, sign and date
- ☐ **KU SON Healthcare Provider's Current Health and Physical Assessment Form:** to be completed and signed by a physician or healthcare provider; physical examination must occur prior to starting clinicals
- ☐ **KU SON Record of Immunizations:** to be completed and signed by a physician or healthcare provider
- ☐ **KU SON Hepatitis B Vaccine:** to be completed and signed by physician or healthcare provider. **Or Declination Form** signed by student
- ☐ **KU SON Negative TB Testing:** student to provide documentation of TB skin testing or chest x-ray. Chest x-ray may be submitted every other year.
- ☐ **Influenza Vaccine:** Documentation of receiving the influenza immunization must be submitted (by November 1<sup>st</sup>)
- ☐ **Criminal Background Check:** Students must complete the required Criminal Background Check through the King University Security Department per the attached Criminal Background Check Policy. This is an admission requirement. Students must then enter the date of fingerprinting in the Castlebranch system.
- ☐ **CPR Certification:** Documentation of current CPR certification. American Heart Association - BLS for Healthcare Providers (CPR and AED) required. Course *must* include certification for adult, child and infant. The student is responsible for maintaining current certification status with a copy on file in the nursing office at all times.
- ☐ **KU BSN Student Handbook:** After reading the handbook for the current academic year in its entirety, sign acknowledgement in Castlebranch system.
- ☐ **Urine Drug Screen:** Students are required to submit to a drug screen upon admission to the nursing program. Students will complete the drug screen through the Castlebranch system.

### **ANNUAL REQUIREMENTS FOR ALL SUBSEQUENT YEARS (Continuing Students – based on your admission semester):**

**DEADLINE:**

- **Continuing Students who had a Fall Admission: Forms due July 1<sup>st</sup>** (this is prior to the start of your Fall semester).

- **Continuing Students who had a Spring Admission: Forms due November 1<sup>st</sup>** (this is prior to the start of your Spring semester).

These requirements listed below MUST be submitted by the above listed deadline.

- ☐ **KU SON Student Health History Form:** student to complete, sign and date
- ☐ **KU SON Physician's Current Health and Physical Assessment Form:** to be completed and signed by a physician or healthcare provider; physical examination must occur prior to starting clinicals.
- ☐ **KU SON Negative TB Testing:** student to provide documentation of TB skin testing or chest x-ray.
- ☐ **Influenza Vaccine:** Documentation of receiving the influenza immunization must be submitted (by November 1<sup>st</sup>)
- ☐ **CPR Certification:** Documentation of current CPR certification upon expiration date
- ☐ **KU BSN Student Handbook:** After reading the handbook for the current academic year in its entirety – **sign** the Acknowledgment in the Castlebranch system





**SCHOOL OF NURSING  
EMERGENCY PROCEDURE – NEEDLESTICK AND BBF EXPOSURE**

**Exposure Response**

Eye Splashes	Splashes on Oral or Nasal Mucosa	Skin Exposure or Needlestick
<ul style="list-style-type: none"> <li>• Remove Contacts</li> <li>• Immediately flush with cold water for 15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Flush vigorously with cold water for 15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Immediately flush wash thoroughly with soap and water</li> </ul>

**Student Responsibilities DO NOT WAIT!**

- 1) **NOTIFY** IMMEDIATELY notify your preceptor and King faculty
- 2) **GO** **Non-Hospital:** GO immediately to nearest Hospital Emergency Department (obtain name of follow-up contact at that site)  
**Hospital:** GO to Employee/Occupational Health or the Emergency Department
- 3) **IDENTIFY** IDENTIFY yourself as a King University nursing student who has received Needlestick/Exposure
- 4) **FINANCIAL RESPONSIBILITY**  
All students in the King University School of Nursing program are financially responsible for any necessary emergency treatment provided to them during clinical practice rotations.
- 5) **NOTIFY** NOTIFY Emergency center staff of King requirements for students
  1. Rapid HIV Test & Labs within 2 hours of exposure
  2. Baseline Labs:
    - HIV Antibody
    - Hepatitis B Surface Antibody
    - Hepatitis C Antibody
    - Pregnancy Test (for Women)
- 6) **STOP** Before you leave the Emergency Department
  1. Obtain copy of facility Incident Report from preceptor or Charge Nurse\*
  2. Obtain copy of Lab Results\*
  3. Obtain copy of Emergency Department's Discharge paperwork\*
  4. Call your King Faculty Clinical Instructor and inform them of the incident.

If instructor is not available within one hour of exposure, the undergraduate student should contact King University nursing office and graduate students should contact the appropriate clinical preceptor and instructor as soon as possible after the incident.
- 7) **FOLLOW UP** COMPLETE the SON Exposure Incident Report and submit to your King faculty member along with copies of the documents indicated with the \* above.

**Other Important Information**

- The student is responsible for following recommendations for follow-up by the facility, his/her primary care provider and for following up with his/her King faculty member.
- Students whose clinical activities are restricted by their health care provider cannot return to clinical training until documentation of the release to practice is provided to the student's clinical instructor.

**Faculty Responsibilities**

Faculty is expected to reinforce with both BSN and MSN students the appropriate education and practice related to

the use of standard precautions and are to review this policy with all students.

***When a student reports an exposure:***

1. Refer to the Emergency Response Instructions listed above and on the folding card.
2. Immediately, or as soon as feasible, assist in investigating the source (patient or client) status relating to blood borne pathogens.
  - Determinations regarding source of exposure, including contact with the source, testing of the source, and notifying the source's health care provider shall be made in cooperating with the affiliating facility or agency in which the exposure occurred and in compliance with all applicable laws and regulations.
  - Obtain a detailed description of the incident from the student AND have the student complete the attached Incident Report form. The completed Incident Report form should be reviewed by the faculty member, who may add notes to clarify and provide more detailed information. The form is signed by the student, the faculty member and submitted by the faculty member to the Assistant Dean of Academic Administration within 24 hours or, if the incident occurs on a weekend or holiday, by 8:00 a.m. the next business day.
  - If an incident report is completed by the site, where the exposure occurred or by the emergency room, the clinical instructor should obtain a copy of the facility's report from the student and attach it to the School of Nursing Incident Report.
  - The faculty member will review standard precautions with the student and proper procedures for avoiding exposure prior to the student returning to the clinical setting.
  - Initial and subsequent care and follow-up activities, including recommendations relating to counseling, prophylactic treatment, and continued or restricted practice activities should be made by the student's health care provider.
  - If the student's health care provider restricts the student's practice, the faculty member will follow up regarding the status of the restrictions prior to allowing a return to clinical training.
  - Students whose clinical activities are restricted by their health care provider cannot return to clinical training until documentation of the release to return to practice is provided by the student's clinical instructor. Documentation is then placed in the student's file.
  - Document and maintain all information relating to the exposure incident in a confidential manner in student's file.

**Affiliating Agency Responsibilities**

- Affiliating agency representatives are informed of the School of Nursing's policies and procedures related to pathogen exposure through routine correspondence from the School.
- Affiliating agencies are expected to assist students and faculty in obtaining information about the communicable disease status of the source patient.



**SCHOOL OF NURSING  
INCIDENT, INJURY & PATHOGEN EXPOSURE REPORT**

STUDENTS SHOULD COMPLETE THIS FORM: King Faculty member will add follow up comments.

Student's Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Soc Sec # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_ E-mail \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Program: BSN MSN Specialty: \_\_\_\_\_  
Student's Immunization Status:  
Tetanus \_\_\_\_\_ Hepatitis B Vaccine \_\_\_\_\_ Titer \_\_\_\_\_ Last PPD \_\_\_\_\_ Other (specify) \_\_\_\_\_

Date of Incident \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_ AM PM  
Location/Facility Name \_\_\_\_\_ Dept/Unit \_\_\_\_\_  
Type of Facility: Hospital Private Practice Community Agency Other: \_\_\_\_\_  
Site Preceptor \_\_\_\_\_ Work Phone & Cell # \_\_\_\_\_  
Site Contact for follow up \_\_\_\_\_ Title \_\_\_\_\_  
Phone \_\_\_\_\_

**TYPE OF INCIDENT**

☐ Needlestick Type of Needle \_\_\_\_\_ ☐ Other sharp object (explain below) \_\_\_\_\_  
☐ Other Injury (explain below) ☐ TB Exposure ☐ Other (explain below) \_\_\_\_\_

**TYPE OF EXPOSURE**

☐ Body fluid splash ☐ Blood ☐ Urine ☐ Saliva ☐ Wound drainage ☐ Animal scratch ☐ Animal bite  
☐ Mucous membrane ☐ Eye ☐ Mouth ☐ Nose ☐ Broken skin ☐ Intact skin ☐ Inhalant  
☐ Other \_\_\_\_\_

Who witnessed the incident? \_\_\_\_\_

To whom at the facility was it reported? \_\_\_\_\_

When was King University faculty member notified?  
\_\_\_\_\_

Was an incident report created by the site? Yes No Please attach a copy.

Where were you treated for the needlestick? Facility Name \_\_\_\_\_

Please attach a copy of the Emergency Center Report \_\_\_\_\_

Were baseline labs obtained from the source or source patient? No Why not? Yes Which serology?

Attach copy of results (without patient name) or list:  
\_\_\_\_\_

Was acute serology drawn on you (the student)? No Yes By \_\_\_\_\_

Note: what will be tested (rapid HIV, Hep B, etc.) \_\_\_\_\_

FULLY describe the incident/injury/exposure and explain in detail what you were doing when the injury/exposure/incident occurred, including the use of tools, equipment or materials. What body part was affected? Have you ever required medical treatment for this part of your body or condition before?

Please use additional sheets if necessary:

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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**To be Completed by KING UNIVERSITY FACULTY, Clinical Instructor's Comments**

In addition, please review and provide additional information/clarification to the student's statement.

King Faculty Clinical Instructor \_\_\_\_\_ Work # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Faculty Notified: Date \_\_\_\_\_ Time \_\_\_\_\_ AM PM

Faculty Report: \_\_\_\_\_

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**Follow Up Actions by student already conducted and to be conducted** (please note timeline)

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Are student's clinical activities restricted? No Yes (If Yes, please describe and give begin and end dates or date for review by student's personal health care provider.)

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**Signatures Department** (Chair should also be notified)

Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

Program Coordinator \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean of Nursing \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Academic Affairs Notified \_\_\_\_\_ by \_\_\_\_\_

Date Security Notified \_\_\_\_\_ by \_\_\_\_\_

(send copy and any notes to SON Dean and Security)

Notes:



School of Nursing  
Criminal Background Check Policy  
June 12, 2020

**Background Check Policy General Information/Process/Cost**

- King University requires all students to complete a criminal background check upon admission to the School of Nursing and enrollment in clinical nursing courses. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of area healthcare facilities.

**Failure to undergo the background check by the deadlines may result in failure of clinical nursing classes and/or dismissal from the nursing program.**

- Each student is required to complete and clear a background check **at least 30 days prior to the student entering their first semester** in the nursing program. Some clinical agencies may require additional or more frequent background checks.
- Each student is required to complete the Background Check through the King University Security Office. Students are responsible for all costs associated with the criminal background check. The cost of each background check is **\$65.00**.
- Nursing students should be aware that clinical facilities have the right to preclude students with certain criminal histories from any facility. Additionally, any state board of nursing may deny licensure based on a student's criminal history. Even if licensure is granted, certain employers may preclude applicants with certain criminal histories. Questions regarding criminal history and state licensure should be discussed with the appropriate State Board of Nursing.
- Should a clinical agency refuse to place (accept) a student based on the outcome of the background check, King University School of Nursing has no responsibility for arranging alternate clinical placements. The student will be dismissed from the nursing program if he or she is unable to participate in required clinical placements due to a criminal background check that is not cleared.
- If a criminal history report provides an indication of an arrest without an outcome the student will be required to provide certified court paperwork to the King University Security Department, the School of Nursing and these documents may be reviewed by clinical agencies. Students must agree that all results are available to the program and the clinical sites associated with the program. A committee designated by the Dean of the School of Nursing will convene to review the student's criminal history and associated documents and make a determination of the student's fitness for progression in the program..
- Nothing in this procedure will be construed as to compel the disclosure of a parking or moving traffic violation if the maximum sanction provided by the law for such violation does not include a period of confinement.

**I. Criminal Background Check Process**

1. Information to schedule a Background Check and fingerprinting is located on the Security Office section of the King University website or follow the link below:

<https://www.king.edu/student-life/right-to-know/security-services/fingerprinting/>

2. Click on “School of Nursing Background Check Form”. This will take you through the process to schedule your Background Check. For questions or issues, contact the Security Office at 423-652-4366 or email [background@king.edu](mailto:background@king.edu)
3. The student will submit and sign an authorization and release form authorizing King University and/or a qualified company contracted by the University to complete a criminal history records check.
  - a. As part of the admission process to the School of Nursing, students must supply a request for criminal background check to the Tennessee Bureau of Investigation or appropriate state agency and the Federal Bureau of Investigation and submit to a criminal history records check performed by the Tennessee Bureau of Investigation.
  - b. Clinical agencies may also require additional checks to be conducted on specific federal lists of excluded individuals/entities
  - c. Additional databases or searches may be conducted by clinical agencies.
4. Once the fingerprinting process is complete, students will document the date of fingerprint submission in the student’s Castlebranch account.
5. The Security Office is responsible for relaying criminal background results of “clear” or “indication” to the School of Nursing.

***The student shall not begin clinicals, under any circumstances, until the student has received clearance from the School of Nursing via KU email***

## **II. Criminal Background Check Indicating a Criminal Conviction/ Findings of Past Criminal Conviction**

Upon notification that a student’s background check results in a finding of past criminal conviction, the following will occur:

1. The Security Department notifies the School of Nursing that the student has an indication of criminal record.
2. The King University Security Department in consultation with the Dean of the School of Nursing exercising due diligence will review report(s) of past criminal behavior. They will determine whether the student in question should continue in the School of Nursing. Factors influencing this determination may include the likelihood of the student’s ability to receive a license and/or to participate in clinicals.
3. The SON will send a letter to the student to inform of the process to obtain clearance at the clinical sites or dismissal from the program based on the results of the background check indication(s).
4. The SON will send a letter to the clinical site notifying the site they will receive a copy of the background check results from the Office of Safety and Security and the process for approving or denying the student rotation.
5. The SON will provide the Office of Safety and Security the contact information for the clinical site and a copy of the background check results will be submitted to the clinical site designee.

### **The Student’s responsibilities include:**

1. The student should contact the KU Security Department to sign the Criminal Offense Indication Participation Waiver and to provide any additional documentation requested.

- a. In the event a student refuses to comply with the requirement for the release of all investigative records, the student will immediately be denied further consideration for admission or continuance in the School of Nursing.
2. The student may need to schedule a meeting to discuss the background check and provide additional details or answers to any questions relating to the results of their background check.
3. The student may not begin clinical hours until written permission from the site/agency is received in the School of Nursing Administrative office AND an email indicating clinical clearance is received from the School of Nursing Administrative Assistant or School of Nursing Dean.

**The clinical agency responsibilities include:**

1. The clinical agency's authorized designee will review the criminal conviction record and determine "clear/not clear" of the nursing student applicant.
2. If the student is "clear" to attend clinical at the clinical agency, the authorized designee will submit authorization whether the student is permitted to complete the clinical experience at the healthcare agency.  
**The signed authorization letter is to be submitted to the SON Dean** via company email or via documentation on company letterhead and may be mailed to King University, 1350 King College Road, White Hall Room 116 – for Dean, School of Nursing. For additional information call the School of Nursing at (423) 652-6312. This process is to be followed by the student for each semester and each clinical experience in which the student is scheduled to participate while in the nursing program at King University.
  - a. If the student retains the same clinical site for subsequent semesters, the student is permitted to obtain written permission from the clinical agency upon the initial approval only, unless a new conviction or arrest has occurred since the previous background check was completed.
3. Previous offenses that have been investigated by the KU Security Department will not be referred to the School of Nursing. In addition, no additional waiver form will be required to be completed by the student.
4. Subsequent communications from the SON to the student will occur through the King University email account.

**III. Process for Criminal Background Check Indicating No Criminal Conviction/  
Nursing Student Applicant Criminal Background Check "Cleared"**

1. King University School of Nursing will submit the appropriate affiliation agreement forms to the clinical agency.
2. No further action is required by the nursing student.

**IV. Reporting of Criminal Behavior/Violation of the Law**

Consistent with the King University Student Handbook, a student who violates local, state or federal law on or off campus is expected to report criminal charges and/or being arrested to the King University Dean of Students or the Director of Security within 72 hours of being arrested and/or criminally charged or convicted.



**Drug Screen Policy  
June 11, 2020**

**General Information/Process/Cost**

- King University requires students to meet guidelines regarding drug-free environments and to ensure a safe clinical environment for both students and the public. Students should be aware that clinical facilities have the right to preclude students who do not meet drug screening requirements from any facility.

**Failure to undergo the drug screen will result in withdrawal or failure of the clinical nursing course and may result in dismissal from the nursing program.**

- Drug screening is required by King School of Nursing upon admission to the program however, some clinical agencies may require additional screenings. All drug screens will be coordinated/ordered through Castlebranch. The initial drug screen cost is included in student fees upon admission. The typical cost for an additional drug screen is \$40 for a standard 10-panel drug screen which is accepted by most clinical agencies. The cost of the drug screen may vary based on the specific requirements of the clinical agency. Students must comply with clinical agency requirements. All drug screen costs are the responsibility of the student.
- Any student requiring a drug screen who attends class or clinical without a completed and cleared drug screen may be dismissed from the School of Nursing.
- Standard urine drug screens will be performed however, King University reserves the right to drug screen students via standard urine drug screen, hair follicle screening, or nail clipping screening.
- Students may be requested to present for drug screening at any time during enrollment in the School of Nursing.

**I. Drug Screen Process**

1. The student will be given Castlebranch account information, access code/PIN number and instructions prior to or during the first week of class.
2. The student will register the account and enter the PIN Number information required for the drug screen.
3. Castlebranch will provide a registration form to the student via the MyCB account or email along with a list of approved testing locations.
4. The student will need to provide a valid photo ID to the testing center at the time the sample is given.
5. All required drug screens must be completed by the fourth week of class or as required by clinical agencies. Students will not be allowed in a clinical setting until drug screening is complete and clear.
6. In the event a student refuses to comply with the requirement of the drug screen or for the release of the drug screen results, the student:
  - a. will be immediately be denied access to the clinical agency
  - b. will be removed from the School of Nursing via administrative withdrawal and/or prohibited to enroll in School of Nursing courses until the screening is completed and cleared.



- c. who refuses to comply, may withdraw from all clinical courses or receive a failing grade for the clinical course(s)
- d. will be referred to the student conduct process (Student Affairs)

If a student is required additional testing by a clinical agency, the School of Nursing will provide instructions for the additional testing.

## **II. Drug Screen Result of Negative or Cleared**

- a. The results will post to the student Castlebranch roster as “clear”.
- b. No further action is required by the nursing student.

## **III. Process for Findings of Drug Screen Result of Positive**

Upon notification that a student’s drug screen results were positive the following will occur:

- 6. The Castlebranch Medical Review Officer (MRO) is provided the specimen.
- 7. The MRO will contact the student and complete a short interview to request any prescriptions.
  - a. If a valid prescription is given to the MRO, the results will post to the student Castlebranch roster as “clear”.
  - b. If a valid prescription is received but the results show the drug levels are out of range, the results will be reported as “positive” and will be reported to the SON Dean and Director of Safety and Security. This positive result will be processed as “positive” – see below.
  - c. If no valid prescription is obtained, the positive results will be sent to the Dean SON and the Director of Safety and Security. This positive result will be processed as “positive” – see below.
  - d. Failure to follow up with the MRO within 1 week of positive test results may result in dismissal from the School of Nursing.

## **IV. Follow-up for Findings of Drug Screen Result of Positive with No Valid Prescription**

- 1. The Security Department will:
  - a. Notify appropriate law enforcement, as required by law
  - b. Notify Dean of Students
  - c. Notify the Head Athletic Trainer if student is an athlete
- 2. The School of Nursing will:
  - a. Notify the student the drug screen result is positive
  - b. Notify the clinical instructor the student is not clear for clinical.
  - c. Notify the student of the drug screen results and to withdraw from all clinical courses. Students who refuse to withdraw from a clinical course will receive an “F” for the clinical due to the inability to complete the required clinical hours.
- 3. For students who currently have a Tennessee RN license:
  - a. The Security Department or SON will report the results to the Tennessee Professional Assistance Program at <http://www.tnpap.org/referral.htm>

## **V. Process for Findings of a Drug Screen Result of Diluted Sample**

- a. The SON will notify the student of the results

- b. The student will have the option of:
  - i. Completion of a hair follicle sample drug screen
    - 1. Student will contact Castlebranch to arrange hair follicle drug screening
  - ii. Completion of fingernail clipping drug screen
    - 1. Student will contact the School of Nursing to arrange fingernail clipping drug screen
  - iii. Withdrawal from School of Nursing
- c. Student will be unable to complete any clinical hours or attend class until results of additional drug screening are processed and “clear”

## **VI. Religious Accommodation**

King recognizes that certain religious beliefs and practices may make certain forms of drug screening more appropriate than others. At the time of drug screening, the student requesting a specific form of testing due to a religious accommodation should identify that request to the SON **prior to** appearing at the testing site. Please note that every effort will be made to accommodate religious beliefs by use of an acceptable form of screening, however, there can be **no** exemption from all forms of drug screening.

Students should refer to the King University Student Handbook for additional university policies