# Table of Contents

Introduction ............................................................................................................. 4  
Disclaimer .............................................................................................................. 5  
Help Page ............................................................................................................. 5  
Faculty .................................................................................................................. 6  
  Baccalaureate Degree Program ......................................................................... 6  
  RN to BSN/MSN Track ......................................................................................... 6  
School of Nursing Philosophy ............................................................................. 8  
Approved: May 10, 2010, Revised 2012 ............................................................... 8  
BSN Program Student Learning Outcomes ............................................................ 10  
Curriculum Plan ................................................................................................... 11  
  BSN ...................................................................................................................... 11  
  RN-BSN/MSN ...................................................................................................... 12  
Administrative Policies ......................................................................................... 12  
  Accreditation ....................................................................................................... 12  
  Americans with Disabilities Act ........................................................................... 12  
  Attendance, Absences, Make-up Work ................................................................. 12  
  Bloodborne Pathogens (07/30/2010(2)) ............................................................... 13  
  OSHA Education .................................................................................................. 14  
  Cheating and Plagiarism ....................................................................................... 18  
  Core Performance Standards .............................................................................. 18  
  Diagnostic Testing ................................................................................................. 18  
  Disclosure of Legal Convictions and Arrests ....................................................... 19  
  Criminal Background Check Policy and Procedure .......................................... 20  
  Background Checks upon Admission to the Clinical Nursing Sequence .......... 20  
  Procedure for Background Check ...................................................................... 20  
  Background Check after Admission .................................................................. 20  
  Admission/Readmission after an Adverse Criminal Background Check .......... 20  
  Drug Screen Policy .............................................................................................. 20  
  Drug Screen Procedure ....................................................................................... 22  
  E-Mail Policy ........................................................................................................ 23  
  Emergency Notification System ......................................................................... 23  
  Evaluation of Nursing Program ......................................................................... 23  
  Graduation ........................................................................................................... 23  
  Grievance Procedure ........................................................................................... 23  
  Health Insurance ................................................................................................ 24  
  Progression .......................................................................................................... 24  
  School of Nursing Hours of Operation ................................................................ 25  
  Standards of Conduct ......................................................................................... 25  
  Transient Students ............................................................................................... 25  
Course Policies ...................................................................................................... 26  
  Co-requisite Courses ............................................................................................. 26  
  Dosage Calculations Exam .................................................................................. 26  
  Grade Determination and Progression ................................................................ 27  
Syllabi .................................................................................................................... 27  
  Tape Recording ...................................................................................................... 27  
Clinical Policies ..................................................................................................... 27  
  Attire ...................................................................................................................... 27  
  Clinical Sites ......................................................................................................... 27
Introduction

Dear Students,

Welcome to the Troy University School of Nursing (TROYSON) and the BSN Program. We are excited that you have chosen nursing as a profession and honored that you have selected TROY as your school. TROYSON has been educating and preparing BSN graduates for 40 years. Our graduates number more than 2100. The BSN Program is accredited by Accreditation Commission for Education in Nursing, formerly National League for Nursing Accrediting Commission and approved by the Alabama Board of Nursing. The accreditation and approval by these agencies mean that TROYSON has met national and state standards for BSN programs. TROYSON is committed to excellence in nursing education.

Nursing is a dynamic and rewarding profession. You will have many opportunities to make a difference in the health of individuals, groups, families, and communities. With a baccalaureate degree in nursing, you will also be prepared for many leadership and management positions in a diversity of clinical areas and able to critique and apply research to clinical practice.

Nursing is a challenging academic course of study. In order to achieve your goal of becoming an outstanding nurse, you are encouraged to stay focused and study hard. The faculty, staff, and administration are here to help you succeed in this endeavor.

This orientation manual is a compilation of helpful information designed to facilitate your transition into the BSN Program by providing answers to questions that you may have. The BSN Student Handbook is prepared by the faculty and staff of the BSN Program. You should also have a copy of two official University publications, the Oracle and the TROY Undergraduate Catalog. If you have any questions about any of the information presented in these publications, please do not hesitate to ask for clarification.

Dr. Diane Weed
Director, School of Nursing
**Disclaimer**
This handbook is subject to revision or amendment. Any revisions or amendments will be communicated to the student prior to the implementation of a new policy.

**Help Page**

**WHERE TO FIND HELP**

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<tbody>
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<td>Adding/Dropping a Course</td>
<td>BSN Secretary, SON, ext. 3428 or Records Office</td>
</tr>
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<td></td>
<td><em>RN-BSN – Dr. Shellye Vardaman 334-670-3429 or RN-BSN Advisor at your campus site</em></td>
</tr>
<tr>
<td>Admission to SON</td>
<td>Chair Admissions &amp; Progression Committee, or BSN Secretary, ext. 3428</td>
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<td><em>RN-BSN – Dr. Shellye Vardaman or RN-BSN Advisor at your campus site</em></td>
</tr>
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<td>Bills, Fees, Other Miscellaneous Charges</td>
<td>Business Office, Adams Administration Bldg., ext. 3124 or Business/Records Office of your campus site</td>
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<td>Grades</td>
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<td>Box Office, Adams Administration Bldg., ext. 3293</td>
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<td>Lab Equipment, Policies</td>
<td>Lab Coordinator, SON, ext. 5862 or Lab Coordinator of your campus site</td>
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<td>Mail-Mailboxes</td>
<td>Post Office, Adams Center, ext. 3225</td>
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<td>Parking (Troy Campus)</td>
<td>(For campus sites other than Troy, explanation will be given at orientation).</td>
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<td><em>Decals</em> Security Office, ext. 3215</td>
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<td><em>Fines, Payment</em> Business Office, Adams Administration Bldg., ext. 3124</td>
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<td><em>Fines, Appeal</em> Adams Center, Room 215, ext. 3207</td>
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<td>Placement</td>
<td>Career Services, Eldridge Hall, Room 104, ext. 3217</td>
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<td>Scholarships</td>
<td>Financial Aid Office, Adams Administration Bldg., ext. 3186 or Dr. Diane Weed, School of Nursing</td>
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<td><em>RN-BSN – Dr. Shellye Vardaman</em></td>
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<td>Student Records</td>
<td>BSN Secretary, SON, ext. 3428 or Records Office, Adams Administration Bldg., ext. 3164 or Faculty Advisor on your campus site</td>
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<tr>
<td>Syllabi</td>
<td>Instructor Responsible for Course at the campus site.</td>
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<td>Transcripts</td>
<td>TROY Records Office, Adams Administration Bldg., ext. 3164</td>
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<td>V.A. Counseling</td>
<td>Veteran Services, Adams Administration Bldg., ext. 3701</td>
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<td>Withdrawals</td>
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<tr>
<td>Others</td>
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*The TROY extension should be preceded by 334-670 when calling the extensions from any location other than the Troy campus.*
## Faculty

### Baccalaureate Degree Program

<table>
<thead>
<tr>
<th>Generic Track</th>
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<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Dr. Diane Weed, Director, School of Nursing and BSN Program</td>
<td>334-670-3745</td>
<td><a href="mailto:lweed@troy.edu">lweed@troy.edu</a></td>
</tr>
<tr>
<td>Judy Bazzell, Assistant Professor</td>
<td>334-670-3431</td>
<td><a href="mailto:jbazz@troy.edu">jbazz@troy.edu</a></td>
</tr>
<tr>
<td>Linda Behm, Lecturer</td>
<td>334-670-3436</td>
<td><a href="mailto:lbehm@troy.edu">lbehm@troy.edu</a></td>
</tr>
<tr>
<td>Melanie Bolton, Lecturer</td>
<td>334-808-6418</td>
<td><a href="mailto:boltonm@troy.edu">boltonm@troy.edu</a></td>
</tr>
<tr>
<td>Karri Booth, Lab Coordinator</td>
<td>334-670-5862</td>
<td><a href="mailto:boothk@troy.edu">boothk@troy.edu</a></td>
</tr>
<tr>
<td>Holly Carter, Assistant Professor</td>
<td>334-808-6192</td>
<td><a href="mailto:hcarter@troy.edu">hcarter@troy.edu</a></td>
</tr>
<tr>
<td>Dr. Kelli Cleveland, Coordinator, BSN Program, Assistant Professor</td>
<td>334-670-5936</td>
<td><a href="mailto:kkcleveland@troy.edu">kkcleveland@troy.edu</a></td>
</tr>
<tr>
<td>Cathy Dunn, Assistant Professor</td>
<td>334-670-3740</td>
<td><a href="mailto:cdunn@troy.edu">cdunn@troy.edu</a></td>
</tr>
<tr>
<td>Jill Dunn, Lecturer</td>
<td>334-670-3430</td>
<td><a href="mailto:jwdunn@troy.edu">jwdunn@troy.edu</a></td>
</tr>
<tr>
<td>Dr. Carrie Lee Gardner, Assistant Professor</td>
<td>334-670-3742</td>
<td><a href="mailto:csgardner@troy.edu">csgardner@troy.edu</a></td>
</tr>
<tr>
<td>Nikki Hilburn, Lecturer</td>
<td>334-808-6630</td>
<td><a href="mailto:ahilburn@troy.edu">ahilburn@troy.edu</a></td>
</tr>
<tr>
<td>Kelly Johnson, Assistant Professor</td>
<td>334-670-3433</td>
<td><a href="mailto:kellyjohnson@troy.edu">kellyjohnson@troy.edu</a></td>
</tr>
<tr>
<td>Dr. Teresa Johnson, Assistant Professor</td>
<td>334-670-3747</td>
<td><a href="mailto:tjohnson@troy.edu">tjohnson@troy.edu</a></td>
</tr>
<tr>
<td>Lauren Kilcrease, Lecturer</td>
<td>334-808-6632</td>
<td><a href="mailto:lkilcrease@troy.edu">lkilcrease@troy.edu</a></td>
</tr>
<tr>
<td>Roger Kirk, Assistant Professor</td>
<td>334-670-5935</td>
<td><a href="mailto:kirkr@troy.edu">kirkr@troy.edu</a></td>
</tr>
<tr>
<td>Dr. Kerri Outlaw, Assistant Professor</td>
<td>334-808-6302</td>
<td><a href="mailto:kloutlaw@troy.edu">kloutlaw@troy.edu</a></td>
</tr>
<tr>
<td>Dr. Deborah Rushing, Assistant Professor</td>
<td>334-670-3432</td>
<td><a href="mailto:drushing@troy.edu">drushing@troy.edu</a></td>
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### RN to BSN/MSN Track

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<tr>
<th>RN-BSN/MSN Track</th>
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<th>Email</th>
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<tbody>
<tr>
<td>Dr. Shellye Vardaman, Coordinator, RN-BSN/MSN Track, Assistant Professor (Troy)</td>
<td>334-670-3429</td>
<td><a href="mailto:svardaman@troy.edu">svardaman@troy.edu</a></td>
</tr>
<tr>
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<td>334-448-5155</td>
<td><a href="mailto:tlahnstein@troy.edu">tlahnstein@troy.edu</a></td>
</tr>
<tr>
<td>Dr. Katherine Leigh, Assistant Professor (Dothan)</td>
<td>334-983-6556 Ext. 1436</td>
<td><a href="mailto:kleigh@troy.edu">kleigh@troy.edu</a></td>
</tr>
<tr>
<td>Dr. Marilyn McBride, Assistant Professor (Montgomery)</td>
<td>334-241-8645</td>
<td><a href="mailto:mdmcbride@troy.edu">mdmcbride@troy.edu</a></td>
</tr>
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</table>
TROY School of Nursing Philosophy

The University seeks to provide an appropriate academic, cultural, and social environment for the student. In accordance with the mission of the University, the School of Nursing serves a diverse student body linked through an environment supported by traditional, nontraditional and emerging electronic formats. Global access to University resources facilitates educational mobility for students who may be geographically bound. The School’s faculty serves the students, the community, and the University through teaching, service, scholarship, research, and other creative activities.

The School of Nursing faculty believes that humanity consists of unique holistic beings with intrinsic worth and dignity who have the right to self-determination, well-being, and equity. As part of various groups, individuals interact according to individualistic and group needs in the community. These interacting individuals and groups, with their cultural beliefs and values, create the society within the larger environment.

The faculty believes that the environment, an aggregate of all internal and external dimensions, not only influences individuals and groups but is also influenced by them. The environment provides the context for the development of individuals, the identification of health needs and the evolution of nursing. Through ongoing, interactive processes, the environment and nursing influence each other. The nursing profession, therefore, advocates for and serves the health needs and interests of a global society and collaborates with other disciplines toward this goal.

The faculty believes that health, a dynamic state, is an observable manifestation of individual and group adaptive responses to the environment. Health is the focus of the discipline of nursing and includes physical, psychosocial, cultural, and spiritual components. Since the state of health is culturally defined, health seeking behaviors reflect cultural perceptions and values. Individuals have the right to make decisions about their health. The ability to make informed decisions is influenced by knowledge, perceptions, and values.

As an art and a science, nursing practice utilizes cognitive, affective, and psychomotor skills in meeting the health needs of individuals and groups of all ages. Nursing practice applies nursing theory and research as well as knowledge from other sciences and the humanities.

Nursing practice is the application of evidence-based clinical decisions in a caring environment for the improvement and achievement of optimal states of health for individuals and groups. Clinical decisions lead to therapeutic nursing interventions, which are based on assessment, diagnosis and evaluation of human responses to internal and external environmental dimensions that affect actual or potential health states. Key elements used in professional nursing practice within a multidisciplinary health care system are caring, evidence-based clinical decisions, communication, collaboration, cultural humility, patient safety, ethical competence, information, research, and patient care technologies.

Nursing practice includes the right and responsibility for continuous evaluation of personal and professional behaviors and values in addition to development and maintenance of legal and ethical standards for professional excellence. Nursing practice utilizes lifelong learning and application of sound evidence and research for quality improvement. Nursing participates in political processes to influence healthcare policy and outcomes.
The faculty believes that education is a process shared by the teacher and the learner and is the exploration, utilization and generation of knowledge through a spirit of inquiry and self-motivation. The learner and the teacher share the right and responsibility to achieve educational goals through participation in the educative process. An organized setting with planned learning activities, utilizing traditional, nontraditional and emerging electronic formats, provides opportunities to achieve these educational goals. The approach to teaching and learning varies with individual needs, abilities, and experiences. Teachers and learners are responsible for creating, promoting, and maintaining standards of academic and professional excellence through individual lifelong learning.

The faculty believes that nursing education is the means by which students are prepared for competent nursing practice at multiple levels. These levels of nursing practice are facilitated through various educational opportunities that are best provided in a collegiate setting.

**Associate degree in nursing education** is preparation for practice as a registered nurse and serves as the basis for further nursing education. The practice of the associate degree nurse includes functioning as a provider of care, a manager of care, consumer of best evidence, and a member within the discipline of nursing. The associate degree graduate is prepared to practice in primary, secondary, and tertiary care settings where policies and procedures are specified and guidance is available.

**Baccalaureate education in nursing** is preparation for professional nursing practice and graduate study. The practice of the baccalaureate degree nurse includes functioning as a designer, manager and coordinator of care, member of the profession, provider of direct and indirect care, and evaluator and consumer of research and best evidence. The BSN graduate reflects accountable, evidence-based clinical decision-making in environments where outcomes of health states may or may not be predictable to ensure safe, quality patient-centered care. The baccalaureate degree graduate is a generalist who provides comprehensive nursing care for all ages of individuals, families, communities, and populations in a variety of dynamic and complex health care settings.

**Master’s education in nursing** is preparation for the beginning level of advanced practice in nursing and doctoral study. Advanced practice encompasses the roles of expert clinician, educator, administrator, consultant, and translator of research and evidence-based practice. Decision-making encompasses patient safety, quality improvement and the ability to evaluate and influence health policy at the system’s level for the master’s prepared nurse. Learning at the graduate level emanates from an open collegial relationship between faculty and students that allows for challenges of nursing knowledge and theories.

**Doctor of Nursing Practice** is preparation for nursing practice at the most advanced level of nursing. The Doctor of Nursing Practice is a terminal degree with a focus on clinical nursing practice. It prepares advanced practice nurses as clinical scholars in patient care outcomes and clinical leadership. Advanced practice at this level is a form of nursing intervention that influences: health care outcomes for individuals and populations, administration of nursing and health care organizations, and the development and implementation of health policy.

BSN Program Student Learning Outcomes

Outcomes for the bachelor’s program are as follows:

1. Synthesize theoretical and empirical knowledge from nursing, scientific, community, and humanistic disciplines within the practice of nursing.

2. Demonstrate nursing roles designed to meet health needs in a socially and culturally diverse global society.

3. Provide professional nursing care for all ages, which includes health promotion and clinical prevention.

4. Utilize evidence-based clinical decisions in the application of the nursing process to provide therapeutic nursing interventions for human responses to internal and external environmental dimensions.

5. Evaluate research and current evidence for the applicability of findings for the improvement of health states.

6. Integrate leadership and management skills and knowledge of health care policy and cost effectiveness for the improvement of quality care and patient safety.

7. Utilize interpersonal and interprofessional communication in collaboration for the promotion of optimal health states for individuals, families, communities, and populations within the context of a caring environment.

8. Accept responsibility and accountability for the continuous evaluation of one’s own personal and professional behaviors and values, including lifelong learning to support excellence in nursing practice.

9. Practice according to current ethical and legal standards of professional nursing.

10. Utilize information technology to support the delivery of safe, quality nursing care.

Revisions:
BSN Faculty Curriculum Workshop, March 9, 2001
BSN Faculty Organization, October, 2002
BSN and MSN Faculty Organizations, March, 2003
BSN Faculty Curriculum Workshop, May 21, 2009
BSN Faculty Organization, September 22, 2009
BSN Faculty Organization, October 27, 2009
## Curriculum Plan

### BSN

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<td>NSG 3306</td>
<td>Perspectives of Professional Nursing</td>
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<td>Health Assessment</td>
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<td>Nursing Concepts</td>
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<td>Nursing Concepts Practicum</td>
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<td>NSG 3315</td>
<td>Pathophysiology <em>(Recommended prior to BSN Clinical Nursing Sequence)</em></td>
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**RN-BSN/MSN**

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<td>NSG 6691</td>
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<td>(or NSG 4419)</td>
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<td>11-12</td>
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**Administrative Policies**

**Accreditation**
Troy University BSN program is accredited by the Accreditation Commission for Education in Nursing, formerly National League for Nursing Accrediting Commission (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000) and approved by the Alabama Board of Nursing.

**Americans with Disabilities Act**
Any student whose disabilities fall within ADA must inform the instructor at the beginning of the term of any special needs or equipment necessary to accomplish the requirements for the course. Students who have or may be dealing with a disability or learning difficulty should speak with the instructor, contact the Office of Adaptive Needs Program, or call 670-3220 or 670-3221. Various accommodations are available through the Adaptive Needs Program.

**Attendance, Absences, Make-up Work**
Students are expected to attend all lecture classes and lab classes at the designated time and place scheduled as stated in the Troy University Catalog and Oracle. Should an absence occur, it will be considered either “excused” or “unexcused.”

**A. Determining Excusability**
The student will work with the faculty to report the reason for absence to determine excusability.

1. Excused absences for LECTURE CLASS:
   A student will be excused if he/she has been absent from a class by reason of circumstances beyond his/her control or if he/she has been required to attend an activity sponsored by the University. Faculty members who sponsor activities that require class absences must send a list...
of student names to each concerned at least three days before the scheduled absence. The student will notify the instructor in charge of the lecture class prior to the absence or as soon as possible.

2. Unexcused absences for LECTURE CLASS:
   Faculty members may levy academic penalties upon unexcused absences; however, such penalties for unexcused absences will be a part of each course syllabus and will be distributed to each class at the beginning of each term, and a copy filed in the departmental office.

B. Lab Absences (clinical labs, lab classes and simulated lab)
The student is responsible for informing the instructor of an absence prior to the lab period or clinical. The instructor must be informed if at all possible by the student directly, rather than through a third party. Home telephone numbers of instructors will be given to the class for early A.M. notification. If the instructor cannot be reached at home, he/she should be called at the clinical agency within the first ten minutes of the scheduled clinical or lab period or as soon as possible.

   1. When a student misses his/her second clinical day, he/she must drop the clinical course and its co-requisite theory course.
   2. “In-house” clinicals will be counted as regular clinical days.

C. Make-Up Work
If absent from class or lab, the student is responsible for all information presented and must make up all written work. A student missing class may make arrangements for make-up work within one week after returning to classes if the absence is excused. It is the student’s responsibility to seek out the appropriate instructor to arrange for make-up work.

D. Late Submission of Written Assignments
Assignments due on the day of absence should be sent to the instructor if at all possible. Penalties for late work will apply unless the student has made other arrangements with the instructor.
   1. All written assignments will be due at the beginning of the class period of the date they are due. Papers may be turned in before the due date.
   2. All written work will be graded and students will be given an opportunity to review the graded paper. However, ALL papers must be returned to the instructor before a grade is recorded. The instructor will retain ALL papers for one year.
   3. In the event of an excused absence on the day the assignment is due, the student is expected to send the assignment to the faculty by a classmate or other if possible. In the event this method is not possible, the assignment will be due on the date the student returns to university classes.
   4. Professional nursing students are expected to be responsible for their behavior. Penalties for late assignments are as follows:
      o 1 day late – 5% off grade of the assignment
      o 2 days late - 10% off grade of the assignment
      o 3 days late – 15% off grade of the assignment
      o No credit will be given for assignments over three days late except in cases of excused absences. In the event of the excused absence, the above schedule will become effective at the time the student returns to classes. Students, who fail to submit assigned work, even though there is no point value remaining, will receive an incomplete grade for the course until the assignment has been completed.

**Bloodborne Pathogens (07/30/2010(2))**

1. Hepatitis B Vaccinations
   The Troy University School of Nursing (SON) requires that prior to registration in any reality nursing lab students must submit satisfactory proof of:
a. Vaccination for Hepatitis B within the preceding five years; or
b. A confirmed prior illness of Hepatitis B; or
c. Receipt of at least the first dose of the vaccine for Hepatitis B; proof that all three doses of the vaccine have been given must be submitted within 6 months of the first dose; and
d. Documentation by titer of satisfactory antibody level. Reports for students who do not seroconvert following Hepatitis B vaccinations are forwarded to Student Health Services by the SON Lab Coordinators or designees for review and recommendation for follow-up. Recommendations from Student Health Services are given to the student from the SON Lab Coordinators or designees.

2. **Documentation of Titers for Measles, Mumps, Rubella, & Varicella**
   a. The SON requires that the students selected for admission to the School of Nursing must submit documentation of titers for Measles, Mumps, Rubella, and Varicella Zoster.
   b. Reports of titers shall be reviewed by the SON Lab Coordinators or designees on the Troy, Montgomery, Phenix City, and Dothan campuses. Reports indicating immune status will be noted and filed in the student’s SON file.

3. **Procedure for Review of Non-Immune Titers:**
   a. The SON Lab Coordinators or designees will collect and review the titer reports for immune status.
   b. The SON Lab Coordinators or designees will forward copies of titer reports for students whose results indicate non-immune status for measles (rubeola), mumps, rubella, varicella, or Hepatitis B to TROY Student Health Services for further review and recommendation.
   c. After review of non-immune titer reports, Student Health Services will notify the SON Lab Coordinators or their designees of any recommended follow-up. The Lab Coordinators or designees will provide recommendations for follow-up from Student Health Services to the students. Students will provide documentation of follow-up care.
   d. The copy of the titer report and any follow-up communication with SHS and the student will be filed in the student’s SON file.

**OSHA Education**

Compliance with OSHA & CDC Standards

a. Troy University School of Nursing’s procedure for management of percutaneous exposure to blood and other infectious body fluids shall be consistent with the CDC & OSHA standards. [P.L. 100-6007, The Health Omnibus Programs Extension Act of 1988: Guidelines for Prevention of Transmission of Immunodeficiency Virus and Hepatitis B Virus to Health-Care and Public-Safety Workers. (U.S. Department of Health and Human Services, PHS, CDC; February 1989)]

b. Students & Faculty must receive annual training/update in standards of practice for tasks and activities involving predictable or unpredictable exposure to blood or other body fluids to which universal precautions apply. In addition, training records indicating the dates of training sessions, the content of those training sessions along with the names of all persons conducting the training and the names of those receiving training shall be maintained. Student records shall be maintained in the School of Nursing student file. Faculty records shall be maintained in the faculty file located in the office of the dean.

c. Standardized Program of Education/Management
   All students will receive printed and oral information and instructions in the accordance with the Occupational Safety and Health Administration (OSHA) guidelines, (December 1991).
I. Title: OSHA Regulations – Preventing Transmission of Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV)

II. Focus: Preventing Transmission of Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV)

III. Objectives: Upon completion of this lesson the student should be able to:
   a. Define Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV)
   b. Discuss the Epidemiology of blood borne pathogens
   c. Explain Universal Blood and Body Fluid Precautions
   d. Describe Occupational Risk factors for the health care provider
   e. Identify modes of transmission of Hepatitis B Virus and Human Immunodeficiency Virus
   f. Discuss personal health habits and behaviors that increase the risk of transmission of HIV/HBV
   g. Discuss methods of exposure control for the health care provider
   h. List Types of devices and equipment for personal protection against exposure to HIV/HBV Infected individuals
   i. Discuss post-exposure follow-up care and reporting
   j. Utilize and incorporate the concepts regarding preventing transmission of HIV/HBV in Nursing Practice

IV. Topical Outline
   A. Definition of Terms
   B. Purpose and Requirements of the OSHA Bloodborne Pathogens Standard
   C. Epidemiology, Symptoms and Modes of Transmission of HBV and HIV
   D. Infection Control
   E. University Precautions
   F. Personal Protective
   G. Engineering and Work Practice Controls
   H. Hepatitis B Vaccine
   I. Evaluation

V. AIDS FACTS

AIDS – Acquired Immune Deficiency Syndrome
It is a disease cause by the Human Immunodeficiency Virus (HIV). AIDS virus attacks a person’s immune system and damages his/her ability to fight other diseases. Without a functioning immune system to ward off other germs, he/she now becomes vulnerable to becoming infected by bacteria, protozoa, fungi, and other viruses and malignancies, which may cause life-threatening illness, such as pneumonia, meningitis, and cancer.

When the AIDS virus enters the blood stream, it begins to attach certain white blood cells (Tlymphocytes). Substances called antibodies are produced by the body. These antibodies can be detected in the blood by a simple test, usually two weeks to six months after infection. The virus can enter the cell thirty minutes after inoculation, but may take up to six months to produce an HIV positive test.

Once the individual is infected with the AIDS virus, there are several possibilities. Some people may remain well by even so they are able to infect others. In some people the protective immune system may be destroyed by the virus and then other germs (bacteria, protozoa, fungi, and other viruses) and cancers that ordinarily would never get a foothold cause “opportunistic diseases” using the opportunity of lowered resistance to infect and destroy. Evidence shows that the HIV may also attack the nervous system, causing damage to the brain.
NO SIGNS
Some people remain apparently well after infection with the HIV. However, if proper precautions are not used (condoms) with sexual contacts and/or needles are shared with intravenous drug use, these infected individuals can spread the virus to others.

SYMPTOMS
Signs and symptoms of HIV illness may include loss of appetite, weight loss, fever, night sweats, diarrhea, fatigue, lack of resistance to infection, or swollen lymph nodes. These are also signs and symptoms of many other diseases and a physician should be consulted.

AIDS/HIV ILLNESS
AIDS destroys the body’s immune (defense) system and allows otherwise controllable infections to invade the body and cause additional diseases. Some symptoms and signs of AIDS and “Opportunistic infections” may include a persistent cough and fever associated with shortness of breath or difficult breathing and may be symptoms of Pneumocystis Carinii Pneumonia. Multiple purplish blotches and bumps of the skin may be a sign of Kaposi’s sarcoma. The AIDS virus in all infected people is essentially the same; the reactions of individuals may differ. Thrush in adults that are not immuno-compromised is a diagnostic sign of AIDS.

TRANSMISSION
The two main ways the AIDS virus is spread are through sexual contact and sharing of contaminated needles and syringes of IV drug users. There is no evidence of transmission of the AIDS virus by everyday contact. The virus can also be passed on from infected mothers to their babies during pregnancy, at birth, or shortly after birth.

MORAL IMPACT
AIDS is a life-threatening disease and a major public health issue worldwide. Its impact on our society is and will continue to be devastating. It is believed approximately sixty percent of HIV positive individuals will develop AIDS in ten to fifteen years.

In the year 1991, an estimated 145,000 patients with AIDS will need health and supportive services at a total cost of between eight and sixteen billion dollars. However, AIDS is preventable. It can be controlled by changes in personal behavior. It is the responsibility of every citizen to be informed about AIDS and to exercise the appropriate preventive measures. Health care workers should not stigmatize patients. The person with HIV illness feels rejected by society; therefore, nurses should be aware of these feelings and try to understand the client.


VI. HEPATITIS Facts

Hepatitis is a liver disease, initially resulting in possible inflammation of the liver, and frequently leading to more serious conditions including cirrhosis and liver cancer. In the United States there are approximately 3000,000 new cases of Hepatitis B Virus (HBV), the most prevalent form of Hepatitis, every year.

Healthcare workers are 20 times more likely to contact Hepatitis B than the normal population. It is estimated that there are as many as 18,000 new cases of HBV each year among healthcare workers, resulting in 200-300 deaths. While there is no cure for Hepatitis B, a vaccine does exist that can prevent infection.
In healthcare settings HBV is most often transmitted through breaks in the skin or mucous membranes. This usually occurs through needle sticks, human bites, or having infectious material (such as blood or other body fluids) getting into existing cuts or abrasions. The symptoms of HBV infection are very much like a mild “flu”. Initially, there is a sense of fatigue, possible stomach pain, loss of appetite, and even nausea. As the disease continues to develop, jaundice (a distinct yellowing of the skin) and darkened urine will often occur. However, people who are infected with HBV will often show no symptoms for some time. After exposure, it can take 206 months for Hepatitis B to develop. This is extremely important, since vaccinations begun immediately after exposure to the virus can often prevent infection.

Hepatitis-B: Hepatitis-B is a viral infection of the liver, usually transmitted by blood or blood products.

The Disease: Hepatitis course by Hepatitis-B virus (HBV) is an unpredictable disease with a variety of symptoms and outcomes. More than 50% of the people who are infected exhibit no symptoms. In this circumstance, prior infection can only be detected by a presence of antibody in the blood. However, acute symptomatic Hepatitis-B infection may result in a serious injury which may incapacitate a person for months with approximately 5-10% of people with Hepatitis becoming chronic carriers of the virus. Death occurs in 1-2% of infected patients either as a result of acute liver failure or chronic disease (cirrhosis). HBV also appears to be a causative factor in the development of liver cancer. To date, there is no effective treatment for Hepatitis-B disease.

VII. Hepatitis-B Vaccine

Hepatitis-B vaccine is produced from recombinant yeast cultures. A high percentage of people who receive three doses of the vaccine are afforded protection against asymptomatic infection, acute Hepatitis-B, and chronic active Hepatitis, cirrhosis, and some forms of liver cancer. (This vaccine will not prevent Hepatitis caused by other agents, such as Hepatitis-A, non-A, non-B Hepatitis viruses, or other viruses known to infect the liver. Persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical Hepatitis in spite of immunization.) Full immunization requires three doses of vaccination over a six-month period although some persons may not develop protective immunity even after three doses. There is no evidence that the vaccine has ever caused Hepatitis-B. The duration of immunity is unknown at this time.

Who Should Have the Vaccine:
Hepatitis-B vaccine is indicated for susceptible individuals at increased risk for contracting Hepatitis-B infection who have not previously had clinical Hepatitis-B infection or have no detectable serum antibody to the agent.

Who Should Probably Not Take the Vaccine:
The vaccine is contraindicated in persons who are hyper-sensitive to yeast. Pregnant or nursing mothers should check with their physicians before taking the vaccine.

Possible Vaccine Side Effects:
The incidence of side effects is very low. No serious side effects have been reported with the vaccine. A few persons experience tenderness and redness at the site of injection. Nausea, rash, and joint pain have been reported. A low grade fever may also occur. The possibility exists that more serious side effects may be identified with more extensive use.
Cheating and Plagiarism

“A student... may be disciplined, up to and including suspension and expulsion, and is deemed in violation of the STANDARDS OF CONDUCT, for the commission of or the attempt to commit any of the following offenses:

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University, faculty, or other officers or employees of the University.” (TROY Student Handbook: 2013-2014, The Oracle, page 48)

Plagiarism is defined as “stealing and passing off as one’s own the ideas or words of another (not giving credit to an author either for the author’s ideas or for direct quotes)”. (Webster’s Seventh New Collegiate Dictionary, 2005). This applies to care plans, workbook assignments, papers, exams, and any other assignment that is not specifically designated as “group work.”

Core Performance Standards

Abilities needed by the nursing student to meet program objectives and requirements:

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
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<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.</td>
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<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form. Proficiency in use of English language is sufficient for written and oral communication. (Consistent with Alabama Board of Nursing procedure for administration of the NCLEX-RN exam, no special accommodations are provided by the School of Nursing.)</td>
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<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces.</td>
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<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment.</td>
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The above statement of criteria is not intended as a complete listing of nursing practice behaviors, but is a sampling of the types of abilities needed by the nursing student to meet program objectives and requirements. The School of Nursing or its affiliated agencies may identify additional critical behaviors or abilities needed by students to meet program or agency requirements. The School of Nursing reserves the right to amend this listing based on the identification of additional standards or criteria for nursing students.

If you are unable to fully meet any criterion, you will need to make an appointment with the Director of your program.

Diagnostic Testing

BSN students only - Beginning Fall Semester 2000, all students enrolled in nursing courses will be required to take selected diagnostic standardized tests as they progress through the nursing curriculum. These tests are being required because the faculty believes that they will serve as predictors of the student’s future performance on the NCLEX Exam. Also, the faculty believes these tests will increase student’s expertise and comfort level in taking standardized exams.
Tests will be administered prior to the completion of all clinical courses and selected support courses deemed appropriate by faculty. The faculty person teaching the course will administer these tests and will share results from these tests with each student. A counseling session will be scheduled by the instructor with each student after each diagnostic test to discuss test results and develop a remediation plan if required.

A course fee will be charged at the beginning of each semester from each student to cover the costs for purchasing and administering these tests. The fee is charged by the university through the student's registration. This semester testing fee will also include a NCLEX Review Course and a Pre NCLEX Examination to be given each student prior to graduation.

Before a student can graduate from the Baccalaureate Program in Nursing, he (she) must achieve a passing score on the School of Nursing Exit Examination. A passing score is defined as a 97th or higher predictive score of success on the NCLEX-RN Exam. This Exit Exam will be administered in the student's final semester in nursing. If a student does not achieve a passing score on his (her) first attempt at this Exit Exam, he/she will be required to complete an approved remediation course at the student's expense before scheduling the second attempt. The passing score on the second attempt will be defined as a 97th or higher predictive score. Specific information related to the Exit Exam will be included in the NSG 4417, Professional Nursing Seminar Syllabus. (Revised Fall, 2007)

**Disclosure of Legal Convictions and Arrests**
Approved by the Troy University School of Nursing Administrative Council, May 19, 2005

Students who are admitted to the Troy University School of Nursing must report any arrests or legal convictions including, but not limited to, misdemeanors, felonies, sexual offender convictions or governmental sanctions. The School of Nursing reserves the right to release relevant information regarding a student’s criminal history to appropriate clinical agency representatives. Failure to report arrests or legal convictions will result in dismissal from the School of Nursing.

Students enrolled in the School of Nursing clinical nursing sequence are subject to background checks. Certain arrests or convictions which could jeopardize the health and safety of patients may render students ineligible for placement in a clinical agency. Ineligibility for placement in a clinical agency to perform nursing care for completion of clinical objectives will result in course failure and dismissal from the ASN, BSN, or Graduate Nursing programs. Students must consent to background checks as required by contractual agreements with clinical agencies. These background checks may include:

1) Federal criminal background check
2) State criminal background check
3) Sexual offender check
4) Office of Inspector General check

At such time a nursing student is arrested, the student has 24 hours to report this arrest to the appropriate Program Director. Failure to report the arrest will result in automatic dismissal from the School of Nursing. Students may not report to clinicals until the issue is resolved.

Students in the School of Nursing must comply with the legal, moral and legislative standards in accordance with the Alabama Board of Nursing Administrative Code. A student may be denied permission by the Alabama Board of Nursing to write the licensing examination to become a registered nurse (RN) if he/she has been convicted of a felony.

Approved 5/19/2005
Revised 6/22/2009
**Criminal Background Check Policy and Procedure**

As a precursor to participating in clinical learning activities, students seeking admission to the clinical nursing sequence of the ASN, BSN, or Graduate Nursing programs are required to have annual criminal background checks. Students may also be required to have additional checks once enrolled in the program. Certain arrests or convictions, which could jeopardize the health and safety of patients, may render students ineligible for placement in a clinical agency for participation in clinical activities. Eligibility to participate in all clinical activities is required for enrollment in the clinical nursing sequence. The School of Nursing must certify to clinical agencies, where students participate in clinical activities, that each student has had a background check with no adverse finding.

**Background Checks upon Admission to the Clinical Nursing Sequence**

Students selected for admission to the clinical nursing sequence of the undergraduate or graduate programs of the School of Nursing are admitted pending a background check. Admission will be withdrawn for students who in the judgment of the Director of the School of Nursing and Program Directors have been convicted of or have pending a charge that would not be acceptable to our clinical agencies. The background check is conducted by a qualified agency using established methods and procedures. All costs related to the background checks are the responsibility of the student. Confidentiality of the student will be protected.

**Procedure for Background Check**

Students selected for admission to either the ASN, BSN, or Graduate Nursing program are required to follow the procedure outlined below for the criminal background check.

1. Go to [www.certifiedbackground.com](http://www.certifiedbackground.com) and click on Students.
2. In the Package Code box, enter the package code provided to you in your acceptance letter. Provide the necessary information (i.e. name, date of birth, etc.) to complete the background check.
3. Select a method of payment and submit payment to Certified Background.
4. A report from CertifiedBackground will be sent to the Program Director.

**Background Check after Admission**

A criminal background for any student enrolled in the clinical nursing sequence of the ASN, BSN, or Graduate Nursing program can be requested by the School of Nursing at any time. Refusal by the student to submit to the check will result in the student’s dismissal from the program and the School of Nursing.

Depending upon results of the background check, continued participation in the program will be at the discretion of the Director and Program Directors.

**Admission/Readmission after an Adverse Criminal Background Check**

A student whose admission is withdrawn or who is dismissed from the School of Nursing due to findings from a background check will be considered for readmission on a case basis depending upon the particular situation.

**Drug Screen Policy**

The purposes of the School of Nursing Drug Screen Policy are to comply with regulations of area health care agencies, to provide optimal care to patients, and to support the university zero tolerance policy related to illicit use of substances as stated in the Troy University Oracle Student Handbook and the Troy University Faculty Handbook. Students must abide by the drug screen policies of each health care agency in which a student is assigned for clinical practicums. Area agencies require that students not be involved in the sale, manufacture, distribution, purchase, use, or possession of alcohol or non-prescribed drugs. Also, students may not use prescription drugs illegally.
Students selected for admission to the clinical nursing sequence of the undergraduate or graduate programs of the School of Nursing are admitted pending a drug screen. Students will also be required to have annual drug screens during the clinical nursing sequence.

Students will submit authorization allowing either the medical office of Dr. Peter DiChiara or LabCorp Laboratories to collect and test body fluids for the presence of illicit drugs and verify results through Dr. Peter DiChiara or CertifiedBackground.com., respectively. In addition to initial screening that will occur when the student is admitted to the School of Nursing and annual screenings thereafter, students may be subject to testing per agency affiliation agreement and/or for cause, such as, slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes. Test results are confidential with only the School of Nursing director, appropriate program director, and clinical faculty of the student’s clinical courses notified.

In the event that a student is suspected of illicit use of substances while participating in clinical practicums, the director of the program must be notified immediately and the behavior indicating that a student may be under the influence of drugs must be validated by two professional persons (faculty, nurses, physicians, etc.). The suspected individual will be asked to have a drug screen done immediately at his/her own expense and to have a report sent to the director of the program as soon as possible (within 24 hours). The person will be dismissed from all School of Nursing activities until the issue is resolved. Permission to make up work, such as clinical experiences, will be granted based on the drug screen report. If the test is positive for the use of medication that has been prescribed for the student, the student may be allowed to make up clinical practicums. If the test is positive for the use of medication that has not been prescribed for the student, the student will not be allowed to make up clinical practicums.

Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet course objectives for clinical practicums; therefore, progression in the program will not be permitted.

Students who test positive for one or more illicit drugs may not continue in clinical practicums and therefore cannot meet objectives for clinical courses. Students who test positive for illicit drugs (in their first drug screen required by Troy University School of Nursing) are notified by their program director. If the student denies having used an illicit drug, the student will be given the option of re-testing at his/her expense within the following 24 hours of the notification – the student must provide proof of the date and time of the drug screen re-test to the program director. HOWEVER, A STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN A CLINICAL EXPERIENCE AT ANY TIME A DRUG SCREEN RESULT IS POSITIVE! If the second drug screen is also positive, the student must withdraw from the program and may apply for readmission. In order to be considered for readmission, the student must submit a letter from a treatment agency verifying completion of a drug treatment program. Readmission is not guaranteed. If the student is readmitted and tests positive for substance abuse a second time, the student is not eligible for continuation or readmission to the School of Nursing. If the second (re-test) drug screen is negative, the student will be allowed to continue in the nursing program, BUT THE STUDENT WILL BE REQUIRED TO HAVE AT LEAST ONE RANDOM DRUG SCREEN AT HIS/HER EXPENSE DURING THE TIME HE/SHE CONTINUES IN THE NURSING PROGRAM. (This random drug screen will be at a time determined by the student’s instructor/program director, and proof that the drug screen was conducted within 24 hours of written notification to the student must be submitted to the program director within the 24 hours.) If the random drug screen is positive, the student must withdraw from the nursing program, and he/she is not eligible for continuation or readmission to the School of Nursing.

If a student tests positive for a prescribed drug, the student must contact the (Medical Review Officer) University physician and the physician must give the student approval to practice in the clinical area and the physician will notify the School of Nursing director. All test results will be filed in the School of Nursing and shall remain confidential.
Drug Screen Procedure

1. Students will be notified by the School of Nursing in advance of the date and time for the initial screening.
2. Students will be required to sign a consent form allowing testing of body fluids for illicit drug content. The consent form will be filed in the School of Nursing.
3. LabCorp Laboratories (www.LabCorp.com) or the office of Dr. Peter DiChiara in Troy are the approved labs for processing School of Nursing drug screens.

Procedure for Drug Testing at LabCorp through CertifiedBackground.com

Troy (ry25), Montgomery (ro72), Phenix City (ry24), and Dothan (tb37) Campuses

Before going to a LabCorp collection site, students must go online to www.CertifiedBackground.com and click on “Students”. In the Package Code box, students must enter the package code noted above in parentheses based on campus location and select a method of payment and pay the fee for drug testing. After paying the drug testing fee, students will receive an email from CertifiedBackground.com directing them to the closest LabCorp collection site location. Advance payment is required through Certified Background before completing the drug test at a LabCorp Laboratory. The deadline for submission of drug testing results will be announced by the course instructor. Drug testing is required before students are permitted to attend their first clinical practicums.

Procedure for Drug Testing through the Office of Dr. Peter DiChiara in Troy, AL

Students on the Troy campus have the option of going to Dr. Peter DiChiara or a LabCorp Laboratory for testing. Students must go to the office of Dr. Peter DiChiara, 1350 Hwy 231 S., Suite B, Troy, AL and request a drug screen. Students going to Dr. Peter DiChiara will pay his office for the drug test at the time of testing and will NOT pay online to Certified Background.

4. The student will pay the cost of the initial drug screen and all future drug screens.

5. The student shall provide photo proof of identification upon arriving at the specimen collection site. LabCorp Laboratory will provide instructions for specimen collection.

6. LabCorp Laboratory will report results to Certified Background.com for processing by their Medical Review Officer and reporting to the TROY School of Nursing program. Dr. Peter DiChiara as the Troy University Medical Review Officer will review and report drug tests processed through his office. Results of all drug tests are reported to the Director of the School of Nursing and Program Directors.

7. If the results are positive, the student, the director of the program, and the director of the School of Nursing will be notified and the student will not be allowed to attend clinical practicums. The student will be referred to appropriate resources for assistance in dealing with substance abuse.

8. If the student is not allowed to attend clinical practicums and therefore cannot meet course requirements, he/she must withdraw from the program and may apply for readmission (IF the positive result was with the initial screening).

Revised 12-04-02, 04-16-04, 06-09-04, 07-15-05, 08-02-06, 06-22-09, 07-27-10
**E-Mail Policy**

All University official communications with the student will be provided through the Trojan E-mail address that is assigned to the student. All official information, (including but not limited to, student billing, faculty-student communications, registration changes, financial aid information and the like), sent to this e-mail address will constitute official notice. The University accepts no responsibility, for any forwarding of e-mail that the student may choose from their official Trojan E-mail account. The University is only responsible for ensuring the e-mail gets to the student's e-mail account maintained by the University. All students are responsible for monitoring their Trojan E-mail account frequently. Students can access their e-mail by visiting [www.troy.edu](http://www.troy.edu) and selecting the Trojan E-Mail link.

**Emergency Notification System**

As part of Troy University’s efforts to provide accurate, timely information to our university community, a mass communication system is available. TROY contracted with E2Campus to provide an efficient mechanism for expedient delivery of emergency notices to a variety of electronic devices. TROY can swiftly notify university constituents of a number of unexpected events, including:

- Emergency Broadcasts
- Alerts
- Weather Advisories
- School Closing
- Class Cancellation
- Significant Maintenance Events

Students should visit [http://sos.troy.edu](http://sos.troy.edu) to sign up for electronic notifications.

**Evaluation of Nursing Program**

Your feedback concerning textbooks, courses, clinical facilities, faculty, etc. is vital to the growth of our school. You will be asked on a regular basis to complete evaluation forms. Please be honest and constructive.

**Graduation**

An *Intent to Graduate Form* must be filed the semester before the student plans to graduate. In order to graduate as planned, these forms must be completed accurately and on time. For more information on graduation policies, refer to the Undergraduate Catalog.

**Grievance Procedure**

The BSN Program adheres to the Student Grievance procedures published in the *Oracle*. As described in the *Oracle* (2013-2014), “student grievances are handled through one of two procedures depending on the nature of the grievance” (p. 26). The procedures for student grievance of an academic or non-academic nature are described in the *Oracle* (2013-2014, p. 26).

The channels of communication for filing a proposal, petition, or grievance for exception or change of a published policy or procedure for the BSN Program are as follows:

Proposals, Petitions, or Grievances of an Academic Nature

a. Submit said proposal, petition or grievance in writing and signed by the concerned parties to the appropriate faculty. (Grievances should be accompanied by suggestions for solutions).

b. If no satisfactory resolution, student(s) may submit the written proposal, petition, or grievance to the Director of the SON and BSN Program Director. A response shall be given to concerned parties within 14 days.

c. If no satisfactory resolution, student(s) may submit the written proposal, petition, or grievance to the Dean of the College of Health and Human Services. A response shall be given to concerned parties within 30 days.
d. If the matter is not resolved, the proposal, grievance, or petition may be submitted to the Provost's Office.

Proposals, Petitions, or Grievance of a Non-Academic Nature

a. Submit said proposal, petition, or grievance in writing and signed by the concerned parties to the Director of the School of Nursing and BSN Program Director. A response shall be given to concerned parties within 14 days.
b. If the matter is not resolved, the non-academic grievance may be submitted to the Senior Vice Chancellor for Student Affairs Office.

Health Insurance

All nursing students enrolled in nursing courses are required to have health care insurance and present evidence of such to the School of Nursing prior to entering the practicum nursing courses. If students do not have health care insurance upon entering the program, it can be purchased through the University. Contact the Business Office, Adams Administration Bldg., for more information.

Progression

1. Students are required to make a grade of C or better in each nursing course.
2. Students may repeat only one nursing course listed in the BSN Clinical Nursing Sequence; thereafter, a D or F in any of these nursing courses will result in automatic dismissal from the program. This policy applies whether or not students have been accepted or admitted to the BSN Clinical Nursing Sequence. This policy does not apply to NSG 3315, Pathophysiology.
3. Students who drop or fail a theory or clinical course which has a corequisite component must drop the corequisite course.
4. Students must maintain current CPR certification, professional liability insurance, proof of annual physical exams and health insurance when enrolled in clinical nursing courses. Students must comply with drug screening and background check requirements.
5. Students in the School of Nursing must comply with legal, moral, and legislative standards in accordance with the Alabama Board of Nursing Administrative Code.
6. Students who drop or fail a nursing course will be notified by the Chair of the Admissions and Progression Committee of their status in the BSN program.
7. If the student who receives an unsatisfactory grade in a course is readmitted to the clinical sequence and repeats the course, then he/she will be required to repeat both co-requisite courses.
8. Re-entering nursing sequence
   Any student who withdraws from the School of Nursing for ANY reason may reapply to the School of Nursing through the Admissions and Progression Committee. Special requirements may be set forth by the committee for readmission. Eligible students MUST request in writing, their desire to re-enter the nursing clinical sequence. The written request should be addressed to the BSN Admissions and Progression Chairperson and should include: student’s full name, current address and phone number, and the semester in which the student wishes to re-enter the clinical nursing sequence. Students wishing to return to the BSN clinical nursing sequence after the first semester of the sequence will be required to take a dosage calculation exam prior to their re-entry. NOTE: Class sizes are limited. Re-admission will be based on eligibility of space. Students will be notified in writing of the decision of the Admissions and Progression Committee. Copies of this letter will be placed in the student’s file, sent to the student’s academic advisor, and sent to the primary teacher(s) of the courses the student will be enrolled in upon re-entrance.
9. Students must graduate within 150% of program completion time (7 semesters to be completed in no more than 3 ½ years) from date of admission to the clinical nursing sequence to date of graduation for BSN Program.
School of Nursing Hours of Operation

The School of Nursing (Troy campus) is open from 8:00am until 12:00 noon and from 1:00pm until 5:00pm, Monday through Friday. The doors are locked at other times. Please check times of operation at other campus sites.

Standards of Conduct

In addition to the standards of conduct listed in the Troy University Undergraduate Catalog and student handbook, the Oracle, Troy University Nursing students are expected to comply with legal, moral, and legislative standards which determine unacceptable behavior of the nurse and which may be cause for denial, revocation or suspension of license to practice as a registered nurse, in accordance with the Alabama Law Regulating Practice of Registered and Practical Nursing as stated below:

*The following may be grounds for denial of a license and/or temporary permit by examination or endorsement: (1) Failure to meet any requirement or standard established by law or by rules and regulations adopted by the Board. (2) Engaging in fraud, misrepresentation, deception, or concealment of a material fact in applying for or securing licensure or taking any examination required for licensure. (3) A course of conduct that would be grounds for discipline under Rule 610-X-8-.03. (4) Having disciplinary action pending or having a license denied, conditionally issued, reprimanded, placed on probation, suspended, revoked, or voluntarily surrendered in another state, territory or country. (5) Having been court-martialed or administratively discharged by a branch of the United States Armed Forces for any act or conduct that would constitute grounds for discipline in this state under Rule 610-X-8-.03. (6) Failure to produce evidence of good moral character. (a) The decision as to whether the applicant is of good moral character is within the discretion of the Board of Nursing. Failure to show good moral character includes but is not limited to a criminal history or pattern of illegal conduct or disregard for the law. (7) Any other reasons authorized by law.*

*Alabama Board of Nursing Administrative Code, 2002.

Failure to comply with any of the above stipulations as evidenced by any of the following constitutes grounds for immediate dismissal from the nursing program:
(a) conviction of a felony, (b) drug or alcohol addiction, (c) theft of drugs, (d) disciplinary action against a nursing license in Alabama or any other state.

It is important for Troy nursing students to know about the Alabama Board of Nursing’s regulations on the review of candidates for eligibility for initial and continuing licensure. There will be questions on the Application for Licensure as a Registered Nurse by Examination which ask
(a.) Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation? (b.) Have you within the last five years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances? (c.) Have you ever been arrested or convicted for driving under the influence of drugs/alcohol? (d.) Have you within the last five years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness? (e.) Have you ever had disciplinary action or is action pending against you by any state board of nursing? (f.) Have you ever been placed on a state and/or federal abuse registry? (g.) Have you ever been court martialed/disciplined or administratively discharged by the military? Application to take the examination may be denied on the basis of this review. Although these policies refer specifically to Alabama, other states have similar stipulations regarding licensure.

Transient Students

A student enrolled in nursing at another campus may attend TROY School of Nursing as a transient student provided the following criteria have been met.

a. A “Transient Student Form” must be completed by the DEAN OR DIRECTOR of the student’s original college and forwarded to the Admissions Office, Troy University (TROY Bulletin).
b. The student must be in good standing. This must be in writing from the Dean of the student’s original school of nursing and should include the following:
   1. a statement that the student is eligible to continue in the nursing program.
   2. the class the student takes at TROY School of Nursing will be accepted by the student’s original school.
   3. This letter must be sent from the Dean directly to: Chairperson, Admissions and Progression Committee, TROY BSN Program, Collegeview Building, Troy, Alabama 36082

c. A letter from the student stating the class and the semester in which the student desires to attend TROY School of Nursing should be sent to the name and address above.

d. Approval must be given by the faculty member teaching the course as well as approval by the Admissions and Progression Committee.

e. A letter of “approval” or “denial” will be sent to the student by the Admissions and Progression chairperson. If approved, the student must provide confirmation of: current CPR certification, current liability insurance with the amount of coverage and company, current health physical with TB skin test and results, or chest x-ray and results, vaccination/titer record. All of the above must be effective for the entire time the student attends TROY SON.

f. While attending class at TROY SON transient students must:
   1. meet all requirements which other TROY SON students must meet.
   2. wear TROY uniform and insignia.
   3. sign a sheet indicating that as a transient student, he/she is subject to all rules and requirements as other TROY SON students and that no special privileges will be given to the transient student for classes and/or clinicals.

Course Policies

Co-requisite Courses
NSG 3313, Nursing Concepts and NSG 3314, Nursing Concepts Practicum are co-requisite courses. They must be taken at the same time. If students drop or withdraw from NSG 3313 or NSG 3314, they must drop or withdraw from both. If students fail 3313 or 3314, they must retake both courses simultaneously when offered. If students are not successful when taking a mastery exam for NSG 3314 and are not allowed to continue in the course, they cannot continue in NSG 3313.

The first 4 sentences of the above statement apply to all the co-requisite courses by inserting the appropriate course number and name. Co-requisite courses in the BSN program are as follows:

NSG 3309 & 3310, NSG 3313 & 3314, NSG 3323 & 3324, NSG 3325 & 3326, NSG 3334 & 3335, NSG 3336 & 3337, NSG 4403 & 4404, NSG 4405 & 4406, NSG 4413 & 4414, NSG 4430 & 4431

Additionally, NSG 3315 Pathophysiology must be taken either prior to or at the same time as NSG 3313/NSG 3314. If a student withdraws from NSG 3315 during the semester he/she is enrolled in NSG 3313/NSG 3314, he/she must also withdraw from NSG 3313/NSG 3314. The student will not be allowed to continue in Nursing Concepts without being enrolled in Pathophysiology.

Additionally, NSG 3301 Pharmacology, must be taken either prior to or at the same time as NSG 3325/NSG 3326. If a student withdraws from NSG 3301 during the semester he/she is enrolled in NSG 3325/NSG 3326, he/she must also withdraw from NSG 3325/NSG 3326. The student will not be allowed to continue in Adult Health Nursing I without being enrolled in Pharmacology.

Dosage Calculations Exam
BSN students only - A Dosage Calculations Progression Exam will be given as part of the required course, NSG 3300, Dosage Calculations. Although the score received on the Dosage Progression exam is worth 10% of the course grade, a student must receive a score of 90 on the exam in order to
progress in the clinical nursing sequence. If a grade of 90 is not achieved on the exam, the student has
the opportunity to retake the exam during two scheduled time periods; however, the first grade will be
used in obtaining a grade for the course. The second and third grade (if needed) will not be used in
grade averaging.

Students, who “stop out” of the clinical nursing sequence for any reason, including unsuccessful
passage of the progression exam, will be required to take the Dosage Progression exam and pass with
90% accuracy before being readmitted to semesters II, III, or IV. Students repeating courses from
Semester I will be required to take the Dosage Progression exam and pass with 90% accuracy before
progressing to Semester II.

Grade Determination and Progression

Final letter grades for each course are to be determined by computation on the following scale, based
on the total number of available points assigned to each individual course:

90%-100% of total points=A
82%-89% of total points=B
74%-81% of total points=C
66%-73% of total points=D
Below 66% of total points=F

Students must successfully pass both the classroom and practicum portions of a course with a grade of
C or above in order to be promoted to the next nursing course.

The passing grade for the practicum portion of a course will be a minimum of 74% of the total possible
laboratory points.

The passing grade for the classroom lecture portion of a course will be a minimum of 74% of the total
possible exam points.

Syllabi

Syllabi are required for all of the nursing courses. They may be obtained from your course instructor
and online via BlackBoard. Students are responsible for reading and becoming familiar with the
information contained in their course syllabi

Tape Recording

You must get approval from both the faculty and students in a class in order to tape a class. Faculty
and students have the right to refuse to allow a class to be taped.

Clinical Policies

Attire

Whenever you are in a clinical facility, you represent TROY SON. Please wear a TROY SON name tag
and appropriate attire (either SON uniform or lab coat over slacks/shirt or dress). You must abide by the
dress code of the facility where you are assigned.

Clinical Sites

BSN students only - Sites for clinical experiences will be within a 60 mile radius of Troy University in
Troy. EXCEPTION: Pediatric clinicals will include 2 days in Birmingham at Children’s Hospital.
Students enrolled in nursing courses are responsible for the cost and arrangements of transportation to
and from clinical facilities for selected learning experiences required by the School of Nursing. Students
are responsible for the cost and arrangements for meals while at the clinical facilities for selected learning experiences required by the School of Nursing. Some courses may require clinicals at sites which will require the student to spend one or more nights away from the main campus. The student is responsible for cost and arrangements that these clinicals impose.

CPR
Students must be certified in one- and two-rescuer CPR before enrolling in any practicum courses. American Red Cross or American Heart Association certification is acceptable. A copy of your CPR certification must be given to the BSN secretary in Troy or to the BSN office at other campus sites. It is your responsibility to renew your CPR certification according to the School of Nursing policy. Your certification must be updated so that it remains valid through the entire semester. (If your certification will expire during the semester, then it must be updated before the semester begins). For more information regarding CPR certification, see “School of Nursing Policy on CPR Requirements” in this manual.

Policy on CPR Requirements
(Adopted 4/27/01)
If the certifying agency is The American Heart Association, the School of Nursing Risk Management Committee recommends the following:
1. 2-year CPR certification for
   a. The licensed RN (This includes faculty who are not BLS instructors.)
   b. The licensed RN student (This would include students enrolled in the RN-BSN/MSN and FNP Programs.)
   c. Rationale: Licensed RN’s have exposure to the principles of CPR in their practice and are subject to validation of this knowledge at annual reviews.
2. Annual (1-year) certification for all ASN and Generic BSN students.
   a. Rationale: These students are not licensed RN’s and may not be in clinical situations on a daily basis.

If the certifying agency is the American Red Cross, the School of Nursing Risk Management Committee recommends the following:
• Annual (1-year) certification for all licensed RN’s and licensed RN students
• Annual (1-year) certification for all ASN and Generic BSN students
  o Rationale: The policy of the American Red Cross is that CPR is valid for one year.
CPR instructors are to meet the requirements of the certifying agency in order to maintain their instructor status and provide proof of status.

Certification Accepted
a. American Heart Association -BLS for the Healthcare Provider CPR/AED
b. American Red Cross - CPR for the Professional Rescuer

HIPAA
(Health Insurance Portability and Accountability Act)

This legislation was designed to protect the rights of individuals related to continuity of healthcare coverage. Congress wanted to protect healthcare coverage for employees who change jobs and allow them to carry their existing plans with them to new jobs.

There are three major components of the HIPAA legislation. One of the components that is applicable to students during clinical experiences is related to protection of patient privacy. HIPAA regulations require providers to protect patient confidentiality in all forms – oral, written, and electronic.
Under HIPAA regulations you can only discuss patient information if it is directly related to treatment and even then you must limit the disclosure of any patient information to the minimum necessary for the immediate purpose. Many healthcare workers have been far too willing to talk casually about their patients without thinking how this violates their confidentiality.

There are now stricter rules covering conversation and whom you can talk to about patient information. This may involve lowering your voice levels so you are not overheard discussing patient information.

HIPAA regulations provide serious civil and criminal penalties for violation. Civil penalties can run as high as $25,000 per violation. Even unintentional disclosure can involve serious penalties, so it is crucial that all healthcare workers learn their HIPAA responsibilities and make them a part of their daily practice.

Remember that the rules came about in the first place because of casual breaches of confidentiality, many of which have occurred in public or semi-public areas, such as lunchrooms, restaurants, elevators, and parking lots. These HIPAA privacy requirements apply just as much outside your institution, as they do within the institution.

Remember, follow the HIPAA policy of the institution in which you are performing your clinical experiences.


**ID Cards**

Students are required to have an official Troy University School of Nursing photo clinical identification card. These cards are obtained during the students’ first semester in the BSN clinical nursing sequence. Faculty teaching NSG 3314 will notify students as to date and time for having the ID card made. These cards are available in Troy at the Trojan Center for a cost of $5 per card. For Montgomery, Phenix City, and Dothan campuses, please check with your advisor.

**Liability Insurance**

You must present proof of having purchased liability insurance before you begin clinical nursing classes. TROY has blanket insurance coverage in the amount of $2,000,000/$4,000,000 for students. You must purchase this insurance through Troy University. Please remit your money to the Nursing Secretary in Troy or to the BSN Coordinator (or her designees) at other campus sites prior to beginning clinical nursing classes.

**Nursing Lab**

In Troy, the SON Lab is open from 8:00am-5:00pm, Monday through Friday. The lab may be closed during scheduled class hours or as posted by the Lab Coordinator. You are welcome to practice skills, with or without the Lab Coordinator or student tutors assisting you. You can come in the lab to study, use computers, view audiovisuals, or practice skills. There is also a small library as well as class materials on reserve in the lab. Please sign in when you come in the lab since the Lab Coordinator keeps a record of student usage of the lab. Some of the equipment/books may be checked out for home practice. Replacement costs of lab property lost or irreparably damaged while checked out will be charged to the persons who signed for the object(s) in the Nursing Lab. All laboratory property will be returned at least 2 weeks prior to the end of the semester. Exceptions will be arranged with the Laboratory Coordinator. Please check with the Lab Coordinator. You may not take needles, syringes, oto/opthalmoscopes out of the nursing lab. You are charged lab fees for some of your nursing courses. These fees pay for equipment, audiovisuals, computer hardware and software, etc. Students and faculty using lab equipment on an individual basis are responsible for cleaning it after use. The furniture should be returned to proper positions and beds straightened after using them. If the Laboratory Coordinator is not on duty, the staff or faculty person designated as responsible for the Nursing lab will
assume the duties of the Coordinator where indicated. At other BSN campus sites, please check with the Lab Coordinator or BSN Coordinator to schedule a time for you to utilize the lab. No children or visitors are allowed in the Lab.

**Physicals**

Students enrolled in nursing courses are required to have an annual physical examination including a tuberculin skin test or chest x-ray and present evidence of such to the School of Nursing prior to entering the clinical courses. This physical exam also includes documentation of immunizations against and titers for Hepatitis B, measles, mumps, rubella, and varicella. The student must present evidence of such to the School of Nursing prior to entering nursing practicum courses. The student should pick up a Physical Examination Form from the BSN office, in Troy, or BSN Coordinator at other sites a few weeks before the exam is due. The Physical Exam must be made current for the entire semester for which the student is enrolled. It is the student’s responsibility to renew their physical annually.

**Uniforms**

BSN students only – The TROY SON uniform for BSN students will consist of a white uniform and lab coat. The student may purchase the uniforms at any location. Most students purchase two uniforms since during most semesters clinical experiences are on two consecutive days. (NOTE: RN-BSN students do not need to purchase student uniforms).

A gray shirt and khaki colored pants are to be worn for clinical site visits in NSG 3335 Psychiatric Mental Health Nursing Practicum.

**Only** the uniforms with the following Brand and Style Numbers have been approved for use.

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<td>Cherokee # 2880</td>
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<td>Cherokee # 2878</td>
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<td>Peaches # 4377</td>
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<td>Landau # 8051</td>
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<td>Lab Coat</td>
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<td>Peaches # 6454</td>
<td>Landau # 3124</td>
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<td>Peaches # 6089</td>
<td>Landau # 3138</td>
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<td>Landau # 3155</td>
<td>Cherokee # 1446</td>
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<td>Dress</td>
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<td>Peaches # 0248</td>
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</tbody>
</table>
The student also must purchase the following:
- Bandage scissors
- Watch with second hand
- Stethoscope
- Pen light
- Uniform patch

**Uniform Code**

In the clinical area, it is necessary for each student to represent the professional standards of TROY School of Nursing. Therefore, the following uniform standards must be followed in the clinical area. Students must also comply with any specific request of the clinical agency.

I. Uniform for Women
   A. The DRESS is made of a durable, washable material, and requires little or no ironing. The color is white. The dress length should be at approximately knee level, not to exceed three inches above or below. A white bra and slip will be worn during all clinical experiences.
   B. White oxford type shoes or approved white athletic shoes and white hose are worn with the uniform. Shoes must have a back, and a solid top. Clogs are not acceptable.
   C. PANTS may be worn as uniforms. White bras and underwear must be worn with pants uniform.

II. Uniform for Men
   A. The TROUSERS and JACKET are made of a durable, washable material, and require little or no ironing. White underwear must be worn.
   B. White oxford type shoes or approved white athletic shoes and white socks are worn with the uniform.

III. Uniform for the RN Student
    The RN student may wear his/her regular white uniform or appropriate scrubs. A Troy University School of Nursing photo ID must be worn during clinical lab experiences.

IV. Other
   A. Lab coats are required when wearing scrub uniforms outside the unit or when you enter a clinical facility if not in your student uniform. Lab coats may also be worn for temperature comfort in the clinical area. Lab coats are to be white and of a durable, washable material. Photo IDs must be visible when lab coats are worn. Sweaters shall not be substituted for lab coats. Lab coats will have the SON patch applied to the right shoulder.
   B. The uniform is kept clean and worn in such a manner as to give a fresh, professional appearance
   C. Shoes are kept clean, polished, and buffed. If shoestrings are worn they must be kept clean.
   D. The hair must be clean and worn in a fashion that will keep it from falling forward over the face when the head is bent forward. The length should not exceed collar length. Bows are not to be worn in the hair.
   E. Men who wear a beard or mustache must keep it clean and neatly trimmed. Students should be aware that some agencies have policies prohibiting beards and mustaches. As guests in the institution, the TROY student will honor the institution's dress code.
   F. The uniform should be worn only when on official School of Nursing business; however, it may be worn to other classes when there is not enough time to change between clinical work and class.
G. The photo ID is worn on the left side of the top of the uniform and must be an official Troy University School of Nursing student photo ID.
H. The student should not wear and jewelry with his/her uniform with the exception of a watch, wedding band, engagement ring, and/or very small pierced earrings (post) (one earring in each ear). Some institutions prohibit male students wearing earrings. Students must comply with specific requests of the clinical agency.
I. Fingernails should be kept at medium length not to extend beyond the end of the finger. Clear-colored polish may be worn. Makeup should be worn discretely, not to excess.
J. In clinical settings where uniforms are not worn, the student is expected to wear attire appropriate to a professional.
K. The Troy University patch is worn on the right shoulder 2 inches from the seam.

RN-BSN/MSN Policies

Class Representatives
Each RN-BSN Class will have one class representative appointed to the BSN Faculty Organization Committee. Alternates for the Committees will also be appointed to substitute in case the appointed representative cannot attend. (Note: The BSN Faculty Organization Committee meetings are held on all campuses, usually 2 or 3 times per semester.) A representative and an alternate should be appointed for the BSN Faculty Committee.

RN License
All RN-BSN students are required to have a current unencumbered RN license in the state of clinical practice and location of clinicals for NSG 4406 and NSG 4431 before enrolling in a nursing course.

Student Activities

Class Officers
Class officers are elected in each BSN class admitted (Spring & Fall). The Junior and Senior classes each elect a President, Vice-President, Secretary, and Treasurer. These officers assume the traditional functions, i.e. President presides over class meetings; Vice-President substitutes for President; Secretary takes minutes; and Treasurer collects money.

Committee Membership
School Of Nursing Committees

Standing committees are established within the School of Nursing to accomplish the purposes and objectives of the SON. Three of the standing committees have sub-committees that function to respond to specific program needs.

The titles and duties of the Standing Committees of the Faculty Organization shall be as follows:
1. Admissions and Progression Committee
2. Curriculum and Educational Mobility Committee
3. Evaluation Committee
4. Faculty and Student Affairs Committee
5. Learning Resources Committee
6. Policy and Risk Management Committee
7. Integrity and Recruitment Committee
8. Ad Hoc Committees
Three Standing Committees of the Faculty Organization have sub-committees which function with the ASN, BSN, and MSN programs to respond to program needs.

1. Admission and Progression
2. Curriculum and Educational Mobility
3. Learning Resources

Each sub-committee shall have a minimum of one student representative who has been elected by the student body of that program. Faculty as well as students serves on the standing committees and sub-committees. Each student representative as well as each faculty member has voting privileges.

The following rotation schedule is utilized for the election of BSN student representatives to the sub-committees.

For Generic Students:
- Fall Semester Class admitted to NSG 3313/3314:
  Elect a student representative to the Admissions committee
- Spring Semester Class admitted to NSG 3313/3314:
  Elect a student representative to the Learning Resources Committee
- Senior Class (Those students beginning the last class of the clinical sequence):
  Elect a student representative to the Curriculum Committee

The vote for student representatives will be by secret ballot. The student having the most votes will be the representative, and the student with the next highest number of votes will be the alternate (person to attend the meeting in case the representative cannot attend). The vote for the Junior class representative (Troy campus). The vote for the senior class representative (Troy campus) should be done on the first class day of their last semester in clinical sequence.

The sub-committees meet monthly. Students will be notified of meetings by the chairperson of the committee. If you are elected to serve on a committee, please make a special effort to attend the meetings (and be sure to notify the alternate who was elected if you are unable to attend the meeting).

**Student Organizations**

Students are encouraged to participate in organizations, especially honor societies, on campus. The SON has several organizations that are for nursing students.

**Student Nurses’ Association**

BSN students only - The National Student Nurses’ Association (NSNA) is the only national organization for all nursing students and is the largest independent student professional organization in the United States. Troy University is proud to have a local chapter of the Student Nurses’ Association. The President of the SNA attends the BSN faculty meetings to represent the student body.

NSNA and TROY SNA focus on influencing the education process; promoting and encouraging participation in community affairs and activities; representing students to the consumer, to institutions and other organizations; promoting an encouraging student participation in interdisciplinary activities and recruitment efforts regardless of a person’s race, color, creed, lifestyle, sex, national origin, or economic status; and promoting collaborative relationships with other nursing and health organizations.
**Sigma Theta Tau**

Sigma Theta Tau (STT) is the international honor society for nursing. The TROY chapter is named Iota Theta. The purposes of the organization are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideas and purposes of the profession.

Membership for undergraduate students is based upon scholarship. The upper 35% of the class may be inducted. The Eligibility committee reviews grade point averages and recommends those students who should be considered for membership. An intent letter is sent to prospective students who in turn assume the responsibility to get recommendations and information to the committee. Accepted members will receive a letter inviting them to join.

**Student Resources**

**Advisor**

After admission to TROY, you will be assigned an academic advisor. This advisor, who is a nursing faculty member, will assist you in planning your program of studies. Your advisor is your contact person at the SON. You can discuss your concerns with your advisor. Students can find out who their adviser is by logging into Trojan Web Express.

**Appointments with Faculty**

Communication with faculty members is facilitated by scheduling an appointment to discuss concerns. Consult the faculty member for an appointment during office hours. Faculty members have office hours posted on their doors. A student should never schedule an appointment during his/her regular class time. If you are unable to keep an appointment, notify the faculty member or secretary.

**Collegeview Computer Lab**

On the Troy campus, located in the Collegeview Building, is a computer lab for nursing students. The lab is available for group and individual computer usage Monday through Friday from 8:00 a.m. – 5:00 p.m. with the exception of scheduled testing periods. Notices of testing periods will be posted outside of the lab.

**Library**

Current and comprehensive library and learning resources are available to the meet the purposes of the School of Nursing and for all Troy University students. Troy University’s library consists of a system of libraries located on the campuses in Troy, Montgomery, and Dothan, Alabama. Troy University has a collaborative agreement with the Chattahoochee Valley Community College for on-site access to library resources for students on the Phenix City Campus. Residential and online students are able to access over 140 online databases that provide both full text and abstracts via the web. In addition to over 140 online databases, the Troy University Library provides many forms of printed and non-printed materials, media, equipment, and services necessary for individuals to achieve their educational goals. All the University Libraries are involved in cooperative lending through Interlibrary Loan with borrowed materials being shipped by UPS delivery to any students or faculty. The Troy Libraries maintain adequate hours to support the needs of their on-campus users and all databases are available on line. Library Support Services are also made available online on a 24 hour, seven day a week basis. Located on the Troy Library home page ([http://library.troy.edu/](http://library.troy.edu/)) are links to the library’s 24/7 chat service email “Ask a Librarian”, the ERES electronic reserves and a link to initiate Inter-library Loan (ILL) requests.
News
The TROY student newspaper, the Tropolitan, is delivered to the SON weekly. There is no cost for this publication.

Parking
For Troy Main Campus Students Only: You must have a parking decal on your car in order to park on campus. Come early for class. Parking is sometimes a problem for morning classes. Student parking at Collegeview is behind the building. If you park in a staff, faculty, or visitor parking space, you will be ticketed. Parking at other campus sites will be explained at Orientation.

Preparation for the NCLEX Exam
For BSN Students Only: During NSG 4417, Professional Nursing Seminar, directions for completing the paperwork for taking the NCLEX are discussed. It is very important that the directions are followed exactly. Graduates may not be allowed to take the NCLEX if paperwork is incomplete or inaccurate or if deadlines are not met. If a graduate wishes to take the NCLEX in a state other than Alabama, application must be made to that State’s Board of Nursing by writing or calling that Board. The SON would like for all of its graduates to pass NCLEX. A number of resources are available to assist students in preparing to take the exam. In the nursing lab on the Troy campus, review books, a computer program, and video tapes are available for student use. In addition to the resources available in the lab, faculty will assist students with specific problems related to preparing for the NCLEX.

Pre-Registration
Pre-registration is held every semester for you to register for the next semester. Plan ahead for pre-registration. The steps of Pre-registration are as follows:
- Before you arrive, decide which courses you want to take.
- Complete your trial schedule/registration form.
- Be prepared. Read the University Undergraduate Catalog for guidelines.
You are ultimately responsible for choosing your courses. A nursing advisor will help guide you. Booklets containing a schedule of classes and trial schedule forms may be picked up in the Records Office or School of Nursing. The schedule of classes is also available on the Troy University web site. Registration can be accomplished using Trojan Web Express, however your advisor hold must be removed by your advisor prior to registering. Please make an appointment to see your advisor before pre-registration to discuss your plan of study and have your advisor hold removed.

Scholarships and Tuition Assistance
Many area agencies offer scholarships and various forms of tuition assistance to nursing students once the student has been accepted into the nursing clinical sequence. Students should contact the Human Resources departments of individual agencies for more information.

Student Health
The Mary E. Rich Health Center, located in the basement of Hamil Hall on the Troy campus, offers both in-patient and out-patient health care to students. The Health Center employs registered nurses, a nurse practitioner, and a physician is on call. Hours of operation are listed in the Oracle.

Student Lounge
The Student Lounge is for your use. Students study, fellowship, and eat in the lounge. Students may use the microwave oven and the refrigerator in the lounge. The lounge also has restrooms. A lounge for student use is located at all campus sites.
**Writing Center**

The Writing Center is available to TROY students for improving writing skills. Tutors are assigned on a one-to-one basis. Audiovisuals, learning modules, and computers are utilized to promote skills acquisition. The Writing Center is located in Wright Hall, Troy campus. Information is available at [http://troy.troy.edu/writingcenter/index.html](http://troy.troy.edu/writingcenter/index.html).
Appendices
Appendix A - Hepatitis B Vaccine

I, ____________________________, have read the attached statement about Hepatitis-B and the Hepatitis-B vaccine. I have had an opportunity to ask questions and understand the benefits and risks of Hepatitis-B vaccination. I further understand that I have the option of receiving the vaccine or refusing it. Consequently,

I consent to receive the vaccine and will take the responsibility for making the arrangements to receive the vaccine at my own time and expense and will return the attached verification form to my Program Director for my file.

Date ____________________________  Signature of Student ____________________________  Student ID Number ____________________________

Date ____________________________  Signature of Witness ____________________________

DECLINATION STATEMENT

I do not consent to the administration of the Hepatitis-B vaccine. I understand that my signature releases the School of Nursing, its Faculty, Assistant Directors, Directors, Deans, Chancellor, Board of Directors, employees of Troy University, the clinical agency, its administration and employees of and from legal and financial responsibilities in the event I contract Hepatitis-B viral infection while a student at Troy University.

Date ____________________________  Signature of Student ____________________________  Student ID Number ____________________________

Date ____________________________  Signature of Witness ____________________________

I do not consent to the administration of the Hepatitis-B vaccine because I have already received the full series in the past. I understand that it is my responsibility to have the titer levels drawn and verify my immunity to Hepatitis-B.

Date ____________________________  Signature of Student ____________________________  Student ID Number ____________________________

Date ____________________________  Signature of Witness ____________________________
Appendix B - OSHA Student Training Contract

OSHA Bloodborne Pathogen
Standard Infection Control Program

I, ______________________________ verify that I have received training on the OSHA Bloodborne Pathogen Standard on ______________________(insert date).

Training Information was provided on the following:

1. Purpose and requirements of the OSHA Bloodborne Pathogens Standard
2. Epidemiology, symptoms and modes of transmission of HBV and HIV
3. Infection Control
4. Universal Precautions
5. Personal Protective Equipment
6. Engineering and Work Practice Controls
7. Hepatitis B Vaccine

I was provided the opportunity to ask questions.

__________________________________________  _____________________________  ___________________________
Date                                         Signature of Student          Student ID Number
# Appendix C - Core Performance Standards

(Abilities needed by the nursing student to meet program objectives and requirements)

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, groups from a variety of social, emotional, cultural, and intellectual backgrounds.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form. Proficiency in use of English language is sufficient for written and oral communication. (Consistent with Alabama Board of Nursing procedure for administration of the NCLEX-RN exam, no special accommodations are provided by the School of Nursing.)</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment.</td>
</tr>
</tbody>
</table>

The above statement of criteria is not intended as a complete listing of nursing practice behaviors, but is a sampling of the types of abilities needed by the nursing student to meet program objectives and requirements. The School of Nursing or its affiliated agencies may identify additional critical behaviors or abilities needed by students to meet program or agency requirements. The School of Nursing reserves the right to amend this listing based on the identification of additional standards or criteria for nursing students.

If you are unable to fully meet any criterion, you will need to make an appointment with the Director of your program.

I have read and I understand the above Core Performance Standards. To the best of my knowledge, I am able to fully meet all these criteria.

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature of Student</th>
<th>Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Signature of Witness</td>
<td></td>
</tr>
</tbody>
</table>
Appendix D - Acknowledgement

My signature below verifies that I have been informed that a criminal or drug abuse history could prevent me from taking the licensure examination and becoming licensed to practice as a registered nurse in the State of Alabama.

Date ___________________________ Signature of Student

Date ___________________________ Signature of Witness
Appendix E - HIPAA Training Contract

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

I, ___________________________ verify that I have received training on HIPAA on
________________________ (insert date).

Training was provided on the following:

1. Legal and ethical duties of caregiver regarding confidentiality.

2. Overview of the Health Insurance Portability and Accountability Act (HIPAA).

3. Effective Techniques for maintaining confidentiality.

4. Legal ramifications of breach of confidentiality.

I was provided the opportunity to ask questions.

________________________________________
Date Signature of Student
Appendix F – Electronic Device Use Policy

I, ______________________________, understand that use of electronic devices in the clinical setting is for learning experience and health care reference only and not for personal use.

The following limitations apply:

1) Use is limited to study or conference rooms to avoid the appearance of personal use.

2) The audio or visual recording of any individual, form, record, or parts of the environment is strictly prohibited, unless specifically directed by course requirements.

3) Posting or sharing of any information related to clinical or classroom experience on any social networking sites is strictly prohibited.

Violation of these limitations will result in disciplinary action up to and including program dismissal as well as possible referral for HIPAA violations.

Student’s Name (Print) ......................................................... Date

Signature of Student .......................................................... Date

Signature of Witness .......................................................... Date
Appendix G - Authorization for SON to Release Information

This is to authorize the Troy University School of Nursing to release information and data found in my School of Nursing files to approved TROY School of Nursing clinical agencies. This authorization for release of information is for the purpose of meeting clinical agency requirements for participation in clinical experiences.

In addition, I authorize the Troy University School of Nursing to release information and data found in my School of Nursing files to any prospective employer or his designated representative or to an educational institution in writing, in person, or by telephone upon my written request. This authorization for release of information is for the purpose of my obtaining employment or further education, and I fully understand the necessity of a potential employer or school official having access to the information.

Date ____________________________  Signature of Student ____________________________  Printed Name ____________________________

Date ____________________________  Signature of Witness ____________________________
Appendix H - Receipt of BSN Student Orientation Manual

My signature below indicates that I have received a copy of the BSN Student Orientation Manual. I understand that I am responsible for reading the information contained within this document and for clarifying any information that I have questions about with a BSN faculty member.

Date ____________________________  Signature of Student ____________________________  Printed Name ____________________________

Date ____________________________  Signature of Witness ____________________________
Appendix I - Evaluation of Orientation Session

Please complete the following evaluation and place in the designated box as you leave. Your evaluation and comments will be considered when organizing the next orientation session for the next group of BSN students. Thank you for your help.

**Instructions:** In the blank located to the right of each statement, please check whether you agree or disagree with the statement. Comments would be appreciated on all statements with which you disagree.

<table>
<thead>
<tr>
<th></th>
<th>Agree</th>
<th>Disagree</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Orientation Session was well planned and organized.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The BSN Student Orientation Manual was explained clearly and completely.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSHA Guidelines were explained clearly and completely.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIPAA Guidelines were explained clearly and completely.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Performance Standards were explained clearly and completely.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug Screening Policy was explained clearly and completely.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Background Check Policy was explained clearly and completely.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material was clarified when requested.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have any suggestions or comments that might help to make this Orientation Session more meaningful?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Thank you for completing this form.
Appendix J - Student Nurse Drug Screening Policy and Procedure Agreement

I have read, understand, and agree to the Troy University School of Nursing Substance Abuse, Drug Screen, Policy and Procedure. I hereby release Troy University, Troy University School of Nursing, Certified Background.com, LabCorp Laboratories, and the office of Dr. Peter DiChiara from any claim in connection with the Drug Screen Policy and Procedure.

I understand that should any legal action be taken as a result of the Drug Screen Policy and Procedure, that confidentiality can no longer be maintained.

I hereby consent to submit to a urinalysis and/or other tests as shall be determined by the Troy University physician in preparation for participation in clinical practicums for the purpose of determining substance use.

I agree that specimens for the tests will be collected by personnel in the office of Dr. Peter DiChiara or by employees of LabCorp Laboratories and that LabCorp Laboratories will analyze the specimens.

I further agree to, and hereby authorize, the release of the results of said tests to the Troy University-designated Medical Review Officer (MRO), and from the MRO to the Director of the School of Nursing and to the Program Director (ASN, BSN, or MSN). Positive results will be reported to the School of Nursing Director by the MRO.

I understand that the current use of drugs and/or alcohol shall prohibit me from participating in clinical practicums. I understand that clinical practicum courses are required in order to graduate from the nursing programs at Troy University. I further understand that I will be subject to the same rules as the health care employees in the facilities where I will be participating in clinical practicums. I understand that prior to participation in clinical practicums, I must submit to a drug screen by LabCorp Laboratories or the office of Dr. Peter DiChiara and provide a certified negative drug screen result to the program (ASN, BSN, Graduate Nursing) in which I am enrolled.

I further understand that if I fail to provide such a certified negative drug result I will be unable to participate in the clinical portion of the School of Nursing program in which I am enrolled.

I further understand that in addition to initial screening that will occur when I am admitted to the School of Nursing, I am subject to testing per agency affiliation agreement and/or for cause should I exhibit signs/symptoms of substance abuse (such as slurred speech, impaired physical coordination, inappropriate behavior, pupillary changes, or other signs/symptoms).

I further agree to hold harmless Troy University, Troy University School of Nursing, Certified Background.com, LabCorp Laboratories, the office of Dr. Peter DiChiara and the MRO from any liability arising in whole or in part from the collection of specimens, testing, and use of the results from said tests in connection with excluding me from participation in clinical practicums.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced by anyone to sign this document.

A copy of this signed and dated document will constitute my consent for Certified Background.com and LabCorp Laboratories or the office of Dr. Peter DiChiara to perform the drug screen and to release the results of any drug screen to Troy University. I direct that LabCorp hereby release the results to Troy University.

Signature ____________________________ Printed Name ____________________________ Date ____________

Witness' Signature ____________________________ Printed Name ____________________________ Date ____________

(This signed copy is to be given to the Program Director.)
Appendix K - Disclosure of Legal Convictions and Arrests Statement

As a precursor to participating in clinical learning activities, nursing students in the School of Nursing at Troy University must have completed and signed this “Disclosure of Legal Convictions and Arrests Statement for Nursing Students” which indicates understanding of the following statements and reporting of legal convictions.

I understand that it is a requirement for students enrolled in the School of Nursing to provide a true and accurate, signed statement indicating any legal convictions including but not limited to legal misdemeanor convictions, felony convictions, sexual offender convictions or governmental sanctions.

I understand that history of legal convictions or arrests while enrolled in the School of Nursing may prevent my participation in clinical activities and result in dismissal from the School of Nursing.

I understand that I have 24 hours to report any arrest to the appropriate Program Director and that I will be unable to participate in clinical activities until the issue is resolved.

I further agree to, and hereby authorize, the release of my disclosure of legal convictions and arrests statement to an appropriate representative of the agency for the sole purpose of determining eligibility to participate in clinical activities within the agency.

I hereby consent to submit to a criminal background check as required by contractual agreements with clinical agencies.

For each of the statements below indicate your legal convictions by circling the appropriate response.

I (have been) (have not been) convicted of a misdemeanor crime within the last 7 years (repeated misdemeanor convictions). If yes please give date(s) and explanation:
________________________________________________________________________

I (have been) (have not been) convicted of a felony. If yes, please give date(s) and explanation:
__________________________________________________________________________________________

I (have been) (have not been) convicted of a sexual offender crime. If yes, please give date(s) and explanation:
__________________________________________________________________________________________

I (have been) (have not been) sanctioned by the Office of the Inspector General (OIG). If yes, please give date(s) and explanation:
__________________________________________________________________________________________

(Additional explanation information may be provided on the reverse side.)

I do hereby swear or affirm that I have read and understand the requirements of this policy, I have reported true and accurate information regarding legal convictions, and I will comply with the requirements of this policy.

Date: ______________________

Student Printed Name: ________________________________________________________________

Student Signature: ________________________________________________________________

(This signed copy is to be given to the Program Director.)