



Patty Hanks Shelton School of Nursing

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**Undergraduate Nursing Student Handbook
2026-2027**

UNDERGRADUATE NURSING STUDENT HANDBOOK

Patty Hanks Shelton School of Nursing (PHSSN) reserves the right to make changes to the information and policies contained herein. This Nursing Student Handbook supersedes all previous publications of the PHSSN Student Handbook. This handbook adds to the university-level policies as they apply to the prelicensure BSN program.

The provisions of the PHSSN Student Handbook do not constitute a contract, expressed or implied, between any student, faculty member, PHSSN, or the university. While every effort is made to provide accurate and timely information, the school of nursing does not guarantee that the information is correct, complete, or up-to-date. Please seek verification or clarification using established protocols to ensure the accuracy and currency of information.

PHSSN will notify the student of any changes to the PHSSN Student Handbook occurring during the year. At any given time, the most current edition of the PHSSN Student Handbook will be available on the PHSSN website, <https://mcm.edu/departments/patty-hanks-shelton-school-of-nursing/>

The catalog that determines the curricular requirements for a degree is the catalog that is in effect at the time of a student's admission to the university according to limitations placed by universities and PHSSN policies. The school of nursing will make a reasonable effort to honor the statement of curricular requirements in the chosen issue of the catalog. However, because courses and programs are sometimes discontinued, and requirements are changed because of actions by accrediting associations and other external agencies, PHSSN and the university, having sole discretion, shall make the final determination whether degree requirements are met.

In addition, PHSSN reserves the right to cancel or discontinue any courses because of low enrollment or for other reasons deemed necessary. To assure quality instruction, the universities and PHSSN reserve the right to close registration when maximum enrollment has been reached. The university and PHSSN reserve the right to make changes in schedules and/or faculty when necessary.

Affirmed by:

On behalf of McMurtry University Patty Hanks Shelton School of Nursing BSN Faculty Committee

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WELCOME

Welcome to the Patty Hanks Shelton School of Nursing (PHSSN) Undergraduate Nursing Program. PHSSN is a school of professional nursing education at McMurry University in Abilene, Texas. During your experience at the school, you will learn the art, science, and spirit of the profession of nursing. We are glad you have made the choice to pursue your nursing education with us.

This Nursing Student Handbook outlines the policies and procedures applicable to nursing students at PHSSN. To ensure the highest quality educational preparation, faculty, staff, and students are responsible for adhering to the information contained within.

Attendance at mandatory orientation sessions, as determined by PHSSN administration, is required for all students.

PATTY HANKS SHELTON SCHOOL OF NURSING

MISSION

The McMurry University Patty Hanks Shelton School of Nursing develops nurses and other healthcare providers through education enlightened by Christian principles to lead, serve, and influence the holistic needs of a complex global society.

GOAL STATEMENTS

In pursuit of PHSSN's mission and program outcomes, we are committed to the following goals:

Deliver an evidence-based, holistic nursing education enlightened by Christian principles.

Provide professional nursing programs based on standards of nursing practice.

Prepare professional and advanced practice nurses to deliver high quality, evidence-based care to diverse populations in a variety of settings.

Collaborate with the community of interest to meet regional and global healthcare needs.

Engage in service to the profession, the university, and the community of interest.

Baccalaureate nursing program goals:

Graduate well-prepared BSN students who are able to achieve Registered Nurse (RN) licensure and successfully transition to professional practice as a competent nurse generalist.

Equip students for safe practice based on inquiry, evidence, caring, and practice standards.

Prepare students to function within a rapidly changing healthcare landscape.

Facilitate development of collaborative skills for effective participation with interdisciplinary teams.

Provide state-of-the-art equipment, resources, and pedagogy to promote achievement of program outcomes.

PROGRAM OUTCOMES

Program Outcomes are aligned with the 2021 AACN Essentials: Core Competencies for Professional Nursing Education and the Texas Board of Nursing (TXBON) Differentiated Essential Competencies, as well as other state and national professional guidelines to reflect the constant changes in nursing and nursing education. The PHSSN outcomes also reflect the mission and philosophy of the School of Nursing and that of McMurry University.

Upon completion of the baccalaureate program of nursing, the graduate will be prepared to:

- 1) Utilize critical thinking, critical judgment, and reasoning to deliver competent, holistic, ethno-culturally sensitive, and ethical nursing care.
- 2) Demonstrate integrity, responsibility and accountability to clients, other health care workers and the profession of nursing in political, legal, and ethical situations.
- 3) Communicate and collaborate effectively with clients and interprofessional members of the health care team to influence local and global health outcomes.
- 4) Demonstrate leadership and management skills in the delivery of health care services and the practice of professional nursing.
- 5) Utilize evidence-based practice, client care technologies, and community resources to restore, maintain, and promote client health across the lifespan.
- 6) Demonstrate personal, moral, ethical, spiritual, and professional development.
- 7) Identify the influence of global perspective on nursing within a complex society.

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APPROVAL & ACCREDITATION

APPROVAL: TEXAS BOARD OF NURSING (TXBON)

The Patty Hanks Shelton School of Nursing has full approval from the Texas Board of Nursing. Graduates are eligible to write the National Council Licensure Examination – Registered Nurse (NCLEX- RN).
Contact information:

[Texas Board of Nursing](#)

George H. W. Bush State Office Building
1801 Congress Avenue, Suite 10-200
Austin, TX 78701
Phone: (512) 305-7400



ACCREDITATION: COMMISSION ON COLLEGIATE NURSING EDUCATION (CCNE)

The baccalaureate degree program in nursing at Patty Hanks Shelton School of Nursing is accredited by the Commission on Collegiate Nursing Education. ([CCNE Accreditation](#)) Contact information:

[Commission on Collegiate Nursing Education](#)

655 K Street, NW, Suite 750
Washington, DC 20001
Phone: [\(202\)887-6791](tel:2028876791)



COVID- 19 POLICY

PHSSN will follow the most recent CDC Guidelines and Recommendations. Additionally, PHSSN will follow clinical site requirements, as well as state, and regional guidelines.

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ACADEMIC PROFESSIONAL CONDUCT

PROFESSIONAL HONESTY AND INTEGRITY

In addition to the responsibilities outlined by PHSSN, nursing students are expected to follow the codes of ethics set forth for nurses by their national organizations of the American Nurses' Association (ANA) and the National Student Nurses' Association (NSNA). Copies of these documents can be found in the appendix.

The right of privacy for students, faculty, staff, patients, families, and other healthcare professionals shall be judiciously protected by those associated with the School of Nursing. When knowledge gained in confidence is relevant or essential to others, professional judgment shall be used in sharing information on a need-to-know basis. It is the responsibility of those who have access to confidential information to safeguard that information.

All faculty, students, and professional staff automatically assume responsibility and accountability for their individual and group professional judgments and actions. The individual shall develop and maintain competence commensurate with his or her level of preparation and responsibility.

In the role of client-advocate, the nurse acts to safeguard the client and the public. When healthcare and safety may be affected by the incompetent, unethical or illegal practice of any person, responsible action may include, but is not limited to:

- Reporting to appropriate persons, student, faculty, or staff behavior that could adversely affect the client (including, but not limited to alcohol or drug use).
- Questioning a potentially harmful medical or nursing order.
- Confronting and/or reporting individuals observed misusing clinical or academic materials.

UNPROFESSIONAL CONDUCT

The School of Nursing has adopted the unprofessional conduct rules as delineated by the Texas Board of Nursing, Texas Nursing Practice Act ([Laws & Rules - Nursing Practice Act](#)). Students are expected to be familiar with this document. In addition, in accordance with the Texas Nursing Practice Act Rule 217.11 & 217.12, the faculty of the School of Nursing have adopted the following policy:

- Except in the structured teaching-learning situation, all aspects of the patient/client's medically related information and/or data shall not be discussed with any other person or persons under any circumstances.

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- Under no circumstances is the student to photograph, copy and/or record any part of the patient's chart/records.
- Failure to honor the basic ethical rights of the patient/client may result in immediate dismissal of the student from the nursing program.

ACADEMIC HONESTY AND INTEGRITY

The education of students at PHSSN is based on the belief that integrity, sense of responsibility, and self-discipline are inherent to the profession of nursing, Christian service, and leadership. The individual student's responsibility to sustain high ethical standards is parallel to the belief that the professional nurse must be accountable for professional standards in the practice of nursing ([*ANA Code of Ethics for Nurses with Interpretive Statements*](#), 2015, reaffirmed 2025). The development and practice of ethical standards within the academic community and nursing profession are the individual responsibility of each student and faculty member. Mutual respect and trustworthiness between the faculty and students promote optimal learning.

Nursing students are expected to maintain an environment of academic integrity. Everyone is expected to complete and maintain responsibility for their work in each course. Plagiarism is not allowed at PHSSN and can be a dismissible offense. Students may be required to turn in written presentations to Turnitin. The maximum Turnitin similarity index is 20%; however, any degree of similarity should prompt a thorough student review of their work to ensure achievement of academic integrity standards. The unauthorized use or submission of Artificial Intelligence (AI)-generated content may constitute plagiarism or academic dishonesty (see Artificial Intelligence Policy). Academic work includes but is not limited to, reading assignments, assessments, examinations and tests, attendance at required out-of-class activities, written presentations, oral presentations, or computer-assisted/assigned activities.

Actions involving scholastic or academic dishonesty violate the professional code of ethics and disrupt the academic environment. It is the philosophy of PHSSN that academic dishonesty is an unacceptable mode of conduct and will not be tolerated. Students involved and found guilty of academic dishonesty are subject to disciplinary action ranging from lowering the assigned grade, course failures, suspension, or dismissal from the nursing program.

Academic dishonesty occurs when a student submits someone else's work as his/her own. It may also include sharing information for the use of an assignment/exam activity that is not available to other students in the same assignment/exam activity. The noted instances may include but are not limited to classroom, clinical, simulation lab, and online environments. Examples and definitions of unacceptable academic dishonesty behaviors include, but are not limited to, the following:

A. Cheating includes, but is not limited to

1. Unauthorized use of cellphones or other electronic devices.

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2. Exchanging information during an examination or copying from another's paper.
 3. Take photographs and make copies of exams or other work.
 4. Utilizing internet access without expressed faculty permission during exams or assignments.
 5. Using unauthorized notes, study aids, and/or information from another person on an examination, report, paper, or other evaluative document.
 6. Acquiring answers for any assigned work or examination from any source not authorized by the instructor(s) or the specific assignment, such as opening the book on a closed book test, using notes on a non-note test, or seeking answers from a peer, i.e. sharing information outside the testing/simulation lab environment.
 7. Unauthorized altering of a graded work after it has been returned and submitting the work for regrading.
 8. Submission for credit of purchased work or unauthorized AI-generated work as the student's own.
 9. Allowing another person(s) to do all or part of one's work and to submit the work under one's own name.
 10. Collaborating with another student during a test without faculty authorization.
 11. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of a test.
 12. Substituting for another student or permitting another student to substitute for oneself to take a test.
 13. Obtaining an un-administered test or information about an un-administered test.
 14. Informing any person(s) of the contents of any examination prior to it being given or during completion of an exam/simulation testing.
 15. Claiming credit for attendance in classroom, clinical, simulation lab, and online environments, or service activity without attending or performing the activity and related assignments.
 16. Failing to upload exams prior to leaving the testing environment to seek unauthorized information.
- B. **Plagiarism** is the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the submission and representation of it as one's work without due credit or acknowledgment; taking credit for someone else's work or ideas, stealing others' results or methods. This includes information obtained online.
- C. **Collusion** is the unauthorized collaboration with another person(s) in preparing or completing any academic work offered for credit when specifically appraised by the instructor(s) to do independent work.
- D. **Conspiracy** is planning or agreeing with another person to commit any act of academic dishonesty.

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- E. **Aiding and Abetting Dishonesty** is providing material, information, or assistance to another person(s) with the knowledge or reasonable expectation that the material, information, or assistance will be used to commit an act that would be prohibited by ethical standards or by law or another applicable code of conduct. Failure to report occurrences of academic dishonesty is aiding and abetting that dishonesty.
- F. **Falsification of Data** is dishonesty in reporting results, ranging from sheer fabrication of data, improper adjustment of results, fabricating any clinically related situation, altering clinical documents, and gross negligence in collecting and analyzing data to selective reporting or omission of conflicting data for deceptive purposes.

Students who commit or have knowledge of academic integrity violations are expected to report such violations through the appropriate Chain of Command (see pages 25-26). Failure to report violations about which one knows is a failure on the part of the student to comply with professional standards and may result in disciplinary action.

ARTIFICIAL INTELLIGENCE POLICY

The ethical and effective use of Artificial Intelligence (AI) technologies by nursing students at Patty Hanks Shelton School of Nursing (PHSSN) in both clinical and academic settings is paramount. This policy outlines guidelines to support nursing students in their education while upholding the highest standards of patient care and academic integrity.

- AI technologies may be utilized to enhance the understanding and comprehension of nursing concepts.
- AI tools can be used for educational purposes, including simulations and personalized learning experiences.
- Students must evaluate the information provided by AI tools in conjunction with evidence-based literature and clinical guidelines to ensure accuracy and relevance.
- AI does not replace human judgment or critical thinking. Students are encouraged to use AI as a supplementary tool while relying on their professional knowledge and skills.
- The use of AI must adhere to ethical principles, including beneficence, non-maleficence, autonomy, and justice.
- Patient data should not be entered into AI tools that are not approved by the institution to ensure compliance with privacy regulations and data security standards.

Unauthorized use or submission of Artificial Intelligence (AI)-generated content as a student's own work may constitute academic dishonesty or plagiarism. Students must follow the PHSSN Artificial Intelligence Policy and individual course and assignment requirements regarding permitted AI use. Non-compliance with this AI policy will result in disciplinary action as per the institution's academic and professional conduct guidelines.

By adhering to these guidelines, nursing students at PHSSN will leverage AI technologies effectively and ethically, thereby enhancing their educational experience and professional competence

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SOLICITATION

The policy is that solicitation is not allowed within the PHSSN facility unless authorized by the Assistant Dean and/or the Dean.

SERVICE ANIMALS

PHSSN follows McMurry University policies and applicable law regarding service animals. Students participating in clinical experiences must also comply with applicable clinical agency requirements.

ALCOHOL AND CONTROLLED/CHEMICAL SUBSTANCES

No faculty, staff or student shall possess, use, distribute, or be under the influence of any of the following substances on the PHSSN campus, PHSSN clinical facility, PHSSN sponsored activity, function, or event at any time:

- Any controlled substance or dangerous drug as defined by law, including, but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any glue, aerosol paint, or other chemical inhalation substances.
- Any substance containing CBD, THC, hemp, or any other product derived from cannabis.

All students are required to have a urine drug screen completed with verified clear (**negative**) results from a designated lab as determined and scheduled by PHSSN administration. **Students may be subject to random drug screening at any time without prior notice. Random screening will occur based on the policies and procedures of the program.**

Failure to pass a drug screen or refusal to submit to screening will make the student ineligible to remain in the nursing program. Failure of any drug screening or refusal to test will result in dismissal from the program. Refusal to undergo a drug screen on the designated day and time (including both scheduled and random drug screens) will result in immediate administrative withdrawal from the nursing program. Pursuant to the Nurse Practice Act (**Texas Occupations Code, Chapter 301**) the SON is required to submit a written report to the Texas Board of Nursing of any enrolled nursing student with a positive drug screen.

The use of any substance containing CBD, THC, hemp, or any other product derived from cannabis may result in a positive drug screen. A drug screen result that is positive for marijuana metabolites is still a positive drug screen and will result in dismissal from PHSSN.

Any drug screen result that is not negative will be sent to the company's impartial Medical Review Officer to determine if there is a legitimate medical explanation for a laboratory confirmed positive, adulterated, substituted or invalid drug test results.

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WEAPONS

No faculty, staff or student shall enter the PHSSN premises, any PHSSN clinical facility, PHSSN sponsored activity, function, or event with a prohibited weapon. Weapons shall include, but are not limited to the following:

- Explosive weapons
- Firearms
- Firearm ammunition
- Switchblades or other illegal knives
- Martial arts weapons
- Fireworks
- Straight razors
- Clubs

BULLYING/VIOLENCE

The school of nursing adopts a position of zero tolerance for any form of bullying and/or lateral violence based on general professional guidelines. In preparation for a professional nursing career, PHSSN students are expected to refrain from bullying and/or lateral violence.

The American Nurses Association (ANA) defines bullying as “repeated, unwanted harmful actions intended to humiliate, offend, and cause distress in the recipient. Bullying actions include those that harm, undermine, and degrade” (American Nurses Association [ANA], 2015, p.3). The Occupational Safety and Health Administration (OSHA) defines workplace violence as “any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site” (Occupational Safety and Health Administration [OSHA], n.d., para.1).

ASSAULT

Any form of assault is not tolerated by the PHSSN community. Forms of assault include:

- Intentionally or knowingly threatening another with imminent bodily injury.
- Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other person will regard the contact as offensive or provocative.
- Intentionally, knowingly, or recklessly causing bodily injuries to another

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TITLE IX

PHSSN is committed to providing its students, faculty, and staff with an environment free from implicit and explicit coercive behavior used to control, influence, or affect the well-being of any member of the PHSSN community. Title IX Anonymous Reporting links are available on the [Title IX: Sexual Misconduct Policies, Prevention and Resources | McMurry University](#)

TEXAS BOARD OF NURSING LICENSURE ELIGIBILITY

Successful completion of the program and achievement of program outcomes enables the BSN graduate to apply for and sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®), leading to licensure as a registered nurse in accordance with eligibility requirements established by the Texas Board of Nursing. Under 22 Texas Administrative Code §217.3(a), a graduate who completes an accredited basic nursing education program in the United States and applies for initial licensure by examination in Texas may be temporarily authorized to practice nursing as a Graduate Nurse (GN) pending the results of the licensing examination. This temporary authorization is nonrenewable and expires upon the earliest of the following: successful passage of the NCLEX-RN®, failure of the NCLEX-RN®, or the 75th day following the effective date of the temporary authorization (§217.3(c)).

For further information regarding the TXBON and the NCLEX examination, visit the following web site: https://www.bon.texas.gov/licensure_examination.asp.html. In addition to the PHSSN requirements for graduation, the student must also meet the TXBON eligibility requirements outlined on the following TXBON website: [Texas Board of Nursing - Licensure Eligibility](#)

To check your eligibility for licensure, please review the following: Have you ever....

1. Been convicted of a misdemeanor?
2. Been convicted of a felony?
3. Pled nolo contendere, no contest, or guilty?
4. Received deferred adjudication?
5. Been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
6. Been sentenced to serve jail or prison time or court-ordered confinement?
7. Been granted pre-trial diversion?
8. Been arrested or have any pending criminal charges?
9. Been cited or charged with any violation of the law?
10. Been subject of a court-martial; Article 15 violation; or received any form of military judgment, punishment, or action?

If you answer Yes or Unsure, review current TXBON eligibility requirements. Texas Occupations Code §301.257 provides that a person who has reason to believe the person may be ineligible may petition the Board for a declaratory order. Students should follow current TXBON instructions rather than relying solely on this handbook checklist.

PHSSN cannot promise or determine whether TXBON will issue a license. Students are responsible for timely completion of TXBON requirements and for providing accurate information to TXBON.

NOTE: You may only exclude Class C misdemeanor traffic violations.

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DECLARATORY ORDER

According to the TXBON, a petition for a DO is a formal disclosure to the Board of an outstanding eligibility issue that may prevent an applicant from taking the NCLEX examination upon completion of a nursing program. The DO process permits the Board to make decisions regarding a petitioner's eligibility for licensure prior to entering or completing a nursing program.

The DO form may be found on the TXBON website. To avoid a delay in the review process, please be sure to follow each of the instructions carefully and complete the entire form. A DO is not reviewed for a decision until all requirements are met and fees are received. An incomplete petition could delay the decision letter.

CRIMINAL BACKGROUND CHECK AND DRUG SCREENING

All students are required to submit to a criminal background check prior to orientation. All students are required to have a urine drug screen completed with verified clear results from a designated lab as determined and scheduled by PHSSN administration. It is mandatory for students to comply with any additional requirements for criminal background checks specific to clinical agencies. If a student tests positive during the drug screening, the student is subject to program dismissal and will be reported to appropriate individuals at the university.

CRIMINAL ACTIVITY DURING ENROLLMENT

Students that have been granted full admission to the PHSSN Undergraduate Nursing Program have successfully completed the TXBON required criminal background check. Any criminal conduct that results in legal charges against a student during their enrollment in the PHSSN program may affect their status or standing in the program. In the interest of public safety, knowledge of violent or non-violent criminal behavior by a PHSSN student that occurs through either self-disclosure or by other means will undergo serious review by PHSSN and will be reported to university administration. The student will be required to meet with the Assistant Dean and the PHSSN Dean to review the charges and discuss the situation with the student, to the extent that the charges relate to patient and school safety. The student will then be required to complete a Petition for DO with the TXBON within 3 business days of the legal incident occurring. The PHSSN reserves the right to suspend the student from the program pending a positive "Outcome Letter" from the TXBON clearly stating that the student will be allowed to sit for the NCLEX-RN® examination. If a student is suspended, they will have one academic year to seek re-admission at the level of the curriculum at which the suspension occurred. However, readmission is not guaranteed. The decision to suspend lies with the Dean and/or Assistant Dean. The decision to readmit or not readmit lies with the PHSSN Admission, Retention, and Progression Committee.

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EXPECTED PROFESSIONAL BEHAVIORS

Students in the School of Nursing are expected to conduct themselves in a professional manner, not only in interaction with clients, but also with peers, faculty, and staff. Students represent the School of Nursing and the nursing profession; thus, students assume professional/personal responsibility for their actions toward society.

Any behavior that results in a negative reflection on PHSSN, its administration, faculty, staff or its students will not be tolerated. This includes any behavior or communication (written, spoken, texted, or other) that may occur inside or outside of the classroom or inside or outside of the school's regular hours of operation. This includes open-source information such as social media and other Internet sources.

Should the student be in the classroom, simulation lab, a clinical agency, on a field trip, at an off-campus activity or attending a campus-sponsored activity, he/she is a representative of the PHSSN and is expected to behave and dress in an appropriate professional manner. The Code of Student Conduct will be in effect for all nursing-related activities.

PHSSN PROFESSIONAL STANDARDS & EXPECTATION

Students are expected to adhere to the professional standards outlined in the PHSSN Student Handbook, as well as the University catalogs, and the American Nurses Association Code of Ethics. Nurses are held to a high standard of professional and academic conduct, and it is the responsibility of the student to demonstrate professional and academic integrity.

When in the student role, individuals represent PHSSN, and/or the University. They are expected to maintain the highest professional standards and conduct at all times. If professional standards and conduct are not followed, a Professional Standards and Expectations Form will be sent to the student. Point deductions from the final course average may result from unprofessional behavior (see the following page for details).

Professional behavior and conduct are expected during all Teams/Virtual meetings, as well as in other didactic classroom experiences. Students are expected to dress appropriately, utilize cameras, and maintain a professional attitude in all interactions, discussions, and postings on Canvas. Students should arrive 15 minutes ahead of the scheduled start time to facilitate entry into the Teams/Virtual meeting. Any anticipated or arising issues should be immediately communicated to the Course Faculty.

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Professional Standards and Expectations	<i>Point Deduction from Final Course Grade</i>
Professional Integrity	
• Applies legal and ethical standards	-1 point per occurrence
• Maintains patient/client confidentiality	-1 point per occurrence up to dismissal from program
Professional Behaviors	
• Exhibits professional attitude	-0.5 points per occurrence
• Accountable for learning	-0.5 points per occurrence
• Responds to SON faculty/staff contact within 24 hours	-0.5 points per occurrence
• Attends all required appointments	-0.5 points per occurrence
• Adheres to dress code	-0.5 points per occurrence
Scheduling and Attendance	
• Adheres to institutional policies and procedures related to scheduling	-0.5 points per occurrence
• Accountable for developing and adhering to schedule	-0.5 points per occurrence

Professional Behaviors:

Positive attitude, respectful, engaged in learning, seeks information, contact faculty, and utilizes resources.

Unprofessional Behaviors include but are not limited to:

Eye rolling, sighing, inappropriate use of phone or computer during class or guest presentation, talking during class or guest presentation, sleeping in class, tardiness, leaving the classroom during class, cursing, yelling, gossiping, unprofessional dress.

Many behaviors expected in the classroom and clinical settings parallel behaviors in the workplace and include, but are not limited to:

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EXPECTED LEARNING ENVIRONMENT BEHAVIORS

- Prompt attendance
- Appropriate clothing supporting PHSSN's mission and philosophy of a Christian institution
- Maintenance of daily hygiene
- Notification of appropriate faculty if unable to attend class/clinical/scheduled activities
- Completion of reading assignments before class
- Appropriate verbal contributions to class
- Demonstration of appropriate demeanor during class and clinicals, e.g.
 - Remains in classroom until the class is dismissed
 - Returns from breaks on time
 - Stays awake in class
 - Respectful to classmates, faculty, staff, and patients
- Refrains from side conversations or distractions
 - Cell phones are off or in silent mode and put away
 - Pays attention to speaker(s) during class time
 - Respects and allows others to hear and listen
- Refrains from any behaviors which would be considered disruptive to the learning environment

EXPECTED CLINICAL BEHAVIORS

- Adequately prepares for nursing assignments and responsibilities
- Prompt attendance to the designated clinical site
- Remains in and at the clinical site during clinical/meals/breaks or seeks the clinical instructor's permission to leave
- Report reasons for absences before clinical time to the appropriate clinical instructor and/or preceptor
- Maintains approved professional attire
- Maintains appropriate demeanor during clinical, e.g.
 - Respects clients, staff, faculty, and peers
 - Maintains a positive learning attitude
 - Upholds confidentiality
 - Stays in the clinical setting until dismissed
 - Returns from breaks/meals on time
 - Remains vigilant to client and client needs
 - Reports appropriately to clinical faculty and clinical staff concerns with clients, the clinical learning environment, and other needs as they arise
- Identifies own learning needs/goals
- Uses clinical time to maximize learning

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- Keeps cell phone on silent mode and stored in break room at all times
- Verbally participates in clinical conferences
- Seeks faculty and/or staff help and supervision as appropriate
- Seeks assistance to appropriately manage stress that may affect performance
- Identifies own strengths and limitations
- Completes all clinical work by specified dates and times.
- Completes the required nursing documentation where the clinical practice occurs, according to agency policy and in a timely manner
- Demonstrates appropriate mathematical and arithmetic skill with dosage calculations, verifies healthcare provider orders with medication administration record (chart check), and verifies that medications are available for administration
- Uses nine Rights of Medication Administration (right patient, medication, dose, route, time, documentation, action, form, response) for medication administration prior to administering medications in the presence of clinical instructor and/or assigned nurse
- Communicates with the clinical instructor for permission prior to preparing and administering the medications
- Articulates knowledge of each medication to the clinical instructor and/or assigned nurse prior to medication administration and teaches the patient about their medications
 - Follows agency guidelines for all policies and procedures:
 - Medication Administration
 - Safety
 - Charting
 - HIPAA
 - Dress Code

Disruptive student behavior will result in the student being removed from the classroom, course or clinical setting and an unexcused absence recorded. In addition, the student will be issued an Academic Alert and Professional Standards and Expectation Form.

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SOCIAL MEDIA, PERSONAL WEBSITES, AND WEBLOGS (GUIDELINES FOR STUDENTS)

The purpose of this policy is to outline the privacy and confidentiality issues related to students' online activity. In addition, this policy is intended to ensure the safeguarding of PHSSN's identity, integrity, and overall reputation. PHSSN acknowledges that social media sites, personal web sites, and weblogs can be effective tools for exchanging information and connecting in positive ways.

PHSSN cannot forbid students from participating in online communities as individuals. Derogatory remarks related to PHSSN, its administration, students, faculty, staff and clinical sites are never to be posted on any social media site. Online behavior that violates the PHSSN Student Handbook and other applicable student codes of conduct will be treated as any other violation of appropriate policies.

Students are encouraged to review the information related to social media use that was prepared by the National Council of State Boards of Nursing (NCSBN) by reviewing the [Nurse's Guide to the Use of Social Media](#)

ELECTRONIC DEVICES IN THE CLASSROOM

The NCSBN provides guidance as to what type of behavior is inappropriate relative to use of social media and other electronic forums. These guidelines are not all inclusive; rather, they are intended to be used as a foundation for sound decision-making.

Cell phones should not be used in class except as instructor directed for learning activities. Cell phones must be placed on silent mode and put away before class begins. The school phone number is (325)-793-6720 and all messages received will be forwarded to the students as soon as possible. Recording class lectures or discussions is permitted only in accordance with faculty direction and applicable university accommodation policies.

The faculty reserves the right to not permit tape recording of classroom activities such as test reviews or tutoring within the exception of identified student disability requirements. No pictures may be taken in the classroom or in the simulation lab without written instructor permission.

LAPTOPS - PERSONAL COMPUTERS USED DURING CLASS

Laptop computers and/or electronic tablets may be used during class time for testing, group activities, and access to textbooks and supplemental course materials. However, students will need to focus the laptop work on the day's activities for the course. It is not acceptable to work on other assignments or engage in other forms of communication or messaging. If the computer and its use become a distraction to faculty or other students, such privileges may be withdrawn.

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CHAIN OF COMMAND

During one's educational experience, problems, issues, and concerns may arise and must be effectively addressed using an approved chain of command for resolution. Use of this structure and channel of communication fosters fairness to all; facilitates protection of rights for students, faculty, staff, administration; and encourages a more effective forum to reach a satisfactory resolution for all involved. It is expected that students will have knowledge of and will utilize the appropriate chain of command as necessary.

The intent of a chain of command is to first address the problem, issue, or concern at the lowest possible level to reach a mutually acceptable solution. If resolution is not achieved at that point, it is appropriate to address the problem, issue, or concern with the next higher authority and so on until all avenues are exhausted. PHSSN has established the following chain of command structure to effectively address problems, issues, and concerns. It is expected that students will follow this protocol when seeking resolution:

- 1) Individual Faculty/Clinical Instructor
- 2) Assistant Dean
- 3) Dean

GENERAL STUDENT INFORMATION

INTRODUCTION

As a student at PHSSN, all student activities and attitudes are expected to be consistent with high professional standards. It is the student's responsibility to know and comply with the philosophy of McMurry University and to know and comply with regulations governing PHSSN.

PRIVACY RIGHTS OF STUDENTS

PHSSN adheres and operates within the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), and current updates. [Student's Guide to FERPA](#). The School of Nursing does not discriminate based on age, race, gender, sexual orientation, religion, or ethnic origin.

ACADEMIC CALENDAR

The PHSSN academic calendar follows the Universities academic calendar. The PHSSN student handbook academic calendar begins in the fall.

CRITICAL INCIDENT REPORTING

Any incident involving a student or client safety situation in the classroom or clinical setting should immediately be reported to the course faculty, who will then report the incident to the Assistant Dean

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and other relevant parties. A PHSSN Incident Report will be completed by the faculty and student as appropriate and submitted to the Assistant Dean within 24 hours of occurrence.

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SCHOOL OF NURSING OFFICE HOURS

FACULTY OFFICE HOURS

Office hours are posted on faculty office doors and communicated in course syllabi. Posted office hours demonstrate faculty availability for students. Faculty may schedule student appointment(s) on an as-needed basis outside of posted office hours. Students are expected to use professional courtesy and notify the faculty if they will be late or need to cancel an appointment.

ADMINISTRATIVE OFFICE HOURS

The PHSSN Administrative Office hours are Monday through Friday: 8:00 a.m. to 5:00 p.m. unless otherwise posted.

FACILITY HOURS

The PHSSN building is open to students from 8:00 a.m. to 5:00 p.m. unless otherwise posted. If students are in the building outside of scheduled hours, they must be accompanied by faculty or staff.

COMPUTER LAB HOURS

The Computer Lab is open Monday through Friday during the following hours: 8:00 a.m. to 5:00 p.m. There are two printers in the computer lab for student use. The computer lab and other associated classrooms will not be available during testing.

SIMULATION LAB HOURS

The simulation lab is open Monday through Friday at posted times. Faculty and/or staff supervision is required at all times in the simulation lab.

STUDENT ACADEMIC ADVISEMENT

Both students and nursing faculty share the responsibility for student learning. Nursing faculty are available to advise and assist students in all matters related to the nursing curriculum and academic advisement. General education requirements should be followed per the PHSSN defined coursework sequence approved by the TXBON. The nursing faculty advisors' responsibilities will include but not be limited to:

- Verification of student readiness for admission to the nursing program
- Guidance regarding PHSSN admission requirements and processes
- Planning and scheduling of all nursing (NURS) courses
- Clearing student in my McM Portal to register each semester
- Assisting students with academic progression, remediation, and/or retention

Non-academic support systems will remain available through the university.

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Each student is responsible for studying and knowing the university, departmental, and PHSSN requirements as stated in the general catalog and PHSSN catalog/handbook. The student is responsible for following a formal degree plan, which will be developed and reviewed by the student and the nursing faculty advisor. *Students must meet with their PHSSN academic advisor each semester before registering for any NURS coursework.*

REGISTRATION OF CLASSES

It is the student's responsibility to register for classes during the times designated by the university. Contact your faculty advisor if you have questions. It is also the student's responsibility to meet the deadlines for application for graduation and the licensure process.

STUDENT INTERCOLLEGIATE ACTIVITIES

The School of Nursing recognizes that some students may wish to participate in approved intercollegiate athletic activities associated with the university campus during their nursing program enrollment. Students should understand that approved intercollegiate participation can place an added burden on the student's success in the nursing program. In addition, it is the student-athlete's responsibility to notify the nursing faculty of conflicts that may arise in relationships to testing, classroom, and clinical learning. This notification must occur at least one calendar week prior to the event. Should the student be involved in event schedules that are not readily available, the student must make every effort to notify the faculty as soon as possible. If the event occurs during finals week, the student will be given the opportunity to take the exams before or after the event. It is the student-athlete's responsibility to notify the faculty of conflicts and to work with their faculty to schedule alternative dates and complete any necessary requirements prior to leaving for the athletic event.

STUDENT EMPLOYMENT

The School of Nursing recognizes the need of many students to seek employment during their nursing program enrollment. For continued success in the nursing program, it is recommended to limit employment to no more than 10 – 12 hours per week.

Students who elect to work in a healthcare facility may not wear their PHSSN uniform or badge while working. Clinical facility nursing student sign on may only be used during PHSSN clinical rotations. Students should be aware that (1) PHSSN assumes no responsibility for their activities as an employee of an agency; (2) they are personally responsible and liable for any activity in which they participate while employed; and (3) the professional liability insurance maintained for students at the time of registration and admission to PHSSN is only valid in the student role and not their employment role.

This provision does not apply to employment hours or activities formally approved by PHSSN as part of an authorized work-based learning or academic-practice experience. Such experiences are governed by the applicable course requirements and academic-practice agreement.

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STUDENT ACTIVITIES

STUDENT NURSES ASSOCIATION (SNA)

McMurry University provides many opportunities for student interaction and fellowship. Students are encouraged to take advantage of these activities. Still, students are expected to regulate their social and school activities so that they do not interfere with attaining the educational objectives of PHSSN.

Resources of the university, as well as those of PHSSN, are available in the student lounge, on the program's website, and posted on information boards at PHSSN and McMurry University.

PHSSN has an established local chapter of the Texas Student Nurses Association (TSNA) and the National Student Nurses Association (NSNA). This professional student-led association is dedicated to promoting professionalism and leadership among student nurses, educating students on professional nursing issues that may be encountered while in school and on the job, and participating in community service projects. All students are strongly encouraged to join and remain active in the local chapter.

Faculty sponsors work with the student membership and appropriate PHSSN Committees to approve all the organization's activities. PHSSN is not financially responsible or in any way obligated for outside meeting activities.

STUDENT PARTICIPATION IN GOVERNANCE

The exercise of the right and responsibility to discuss, inquire and express opinions is encouraged from all students through appropriate mechanisms and professional behavior. Students are encouraged to exercise their right to participate in school governance through representation on established school committees. Student representatives are invited to attend all meetings and share appropriate, non-confidential information with their classmates.

LIBRARIES

PHSSN has library holdings through McMurry University's Jay-Rollins Library. Students enrolled in PHSSN have library privileges at McMurry University with proper student identification.

PARKING POLICY

Hendrick Health System (HHS) parking lot west of Simmons St. and PHSSN is the only parking lot designated for student parking by HHS. Tardiness due to parking is not an excuse. HHS requires that each PHSSN student who parks a vehicle must register the vehicle (form completed during orientation) and display a PHSSN parking permit paid by student fees. Parking permits should be hung on the rearview mirror with the wording facing the front of the vehicle. Non-compliance with parking rules may result in a monetary fine and/or your car being towed.

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STUDENTS ARE NOT TO PARK IN THE LOTS IMMEDIATELY IN FRONT OF AND BEHIND THE SCHOOL OF NURSING OR IN THE LOT DIRECTLY ACROSS HICKORY STREET FROM PHSSN. ANY STUDENT PARKING VIOLATIONS WILL BE REPORTED TO THE PHSSN DEAN AND MAINTAINED IN THE STUDENT FILE.

STUDENT LOUNGE POLICY

Eating, drinking soft drinks or coffee, etc., are allowed in the student lounge. Microwaves and a refrigerator are available for student use in the lounge. Food must be removed from the fridge after 48 hours and clearly marked with name and date. Food and containers remaining longer than 48 hours will be removed. Vending machines are also available on the second floor. A food pantry is available for students on the second floor.

SMOKING POLICY

The PHSSN and HHS properties are all non-smoking facilities. This includes no smokeless tobacco and vaping.

CLASSROOM/COMPUTER LAB POLICY

- Students are expected to maintain a clean environment as they leave the computer lab
 - Trash should be picked up and deposited in appropriate containers
 - Chairs must be pushed in under the desk
 - All personal items must be removed
- Students **must log off** the computer after use.
- Drinks in containers with secure lids may be allowed in the computer lab or classroom.
- No food is allowed in the computer lab
- Students **must bring to every exam their personal items**
 - Pencil/Pen
- Headphones/Earbuds – wireless earbuds ARE NOT permitted Students may be randomly assigned to a computer or classroom desk by faculty
- If testing occurs in the simulation lab, the testing policy will also apply
- Electronic equipment such as cell phones, tablets, or smart watches will NOT be allowed in the testing area
 - Failure to remove all personal electronic equipment may result in removal from the exam
- Students will deposit all books, notes, bags, purses, cell phones, smart watches, electronic devices, coats, hats, etc. outside the testing room(s) and Simulation Lab

SOCIAL ACTIVITIES AND FUNCTIONS

Students wishing to sponsor a social function or activity related to the Student Nurses Association will submit a request for permission in writing to the Administrative Assistant to the Dean or designee, who will forward the request to the appropriate person for resolution

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COMMUNICATION WITH STUDENTS

Students are responsible to turn in changes of phone number, address, or name to the PHSSN administrative office. A phone number where students can be reached at any time is necessary for PHSSN to ensure emergency messages can be conveyed in a timely manner. Students are responsible for appropriately responding to all communication from PHSSN.

1. Faculty frequently post information on Canvas. Canvas must be accessed through the McMurry website, <https://mcm.edu/>. Students should check their course site daily for updated information or important notifications.
2. Faculty communicate with students via the students' PHSSN email and/or Canvas. Students are responsible for checking McM school email daily.
3. Upon graduation from PHSSN, student contact information should be updated at the PHSSN administrative office.

FINANCIAL INFORMATION

Students enrolled in the PHSSN must maintain their current financial status with the university. The university reserves the right to make necessary changes in the tuition, fees, housing, and board rates without advanced notice.

1. Financial aid: See McMurry University's financial aid office for information on scholarships, grants, and loans.
2. Scholarships: See the Director for Admissions, Records, & Advising for information about scholarships applicable to PHSSN students.
3. Tuition, Fees, Housing, etc.: Refer to the university catalog.

ACADEMIC POLICIES AND PROCEDURES

GRADING

The standing of students in their work is expressed by grades resulting from course requirements, i.e., assignments, attendance, examinations, etc. Students are expected to meet instructional objectives/outcomes identified in the course syllabi. The PHSSN approved weighted grading scale is as follows:

92% – 100% = A

83% – 91% = B

75% – 82% = C

67% – 74% = D

66% – Below = F

GRADE ROUNDING POLICY

Grades will not be rounded at PHSSN. The grade earned by the student for individual items and overall coursework must be accurately reflected.

78% Rule on Exams for Progression and Rounding Policy*

To successfully complete an undergraduate nursing course, the following criteria must be met:

1. 78% weighted average of proctored exams (includes unit exams, HESI exams, and final exam)
2. 75% overall course grade

The weighted average of proctored exams (including unit exams, HESI exams, and final exam) will be validated first in determining the final course grade.

Additional graded items will be included in calculation of the final course grade only after the student achieves a weighted average of at least 78% on the designated proctored examinations. If the student does not achieve 78% on these course components, the highest grade the student could receive is a D, which would result in course failure.

A grade of 74.01-74.99 will not be rounded to a 75. No course grades (including the final course grade) will be rounded, but will be carried to two (2) decimal places.

A final course grade of C (75%) or better is required in all nursing courses for the student to pass/progress.

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Academic Withdrawal from Nursing Courses

Students within the pre-licensure BSN program admitted and enrolled in PHSSN upper-division NURS courses are permitted to drop a course once. Upon attempting the course for the second time, the earned grade is retained.

Students will only be permitted to enroll in the same nursing course two (2) times. This includes attempts that resulted in a grade of 'W, WP or WF". Students who do not successfully complete a nursing course after two (2) attempts, which include withdrawals from a course, will not meet the criteria to progress to the next level of the curriculum or remain in the PHSSN program.

Students are required to meet with their PHSSN academic advisor before dropping/withdrawing from a course or the nursing program.

To the student who has substantially completed the course but who, at the end of the semester and due to circumstances beyond their control, lacks certain essentials of performance, the grade of "I" (Incomplete) may be assigned. The "I" becomes an "F" if the course is not completed and a grade change is not made by the end of the subsequent long semester.

PROFESSIONAL WRITING POLICY

Effective written communication is an essential professional nursing competency. Students are expected to communicate ideas and information clearly, accurately, and professionally with members of the nursing profession, healthcare team, and the public. Written work should demonstrate appropriate grammar, spelling, punctuation, organization, and clarity. Errors in written communication may interfere with the reader's understanding, affect the accuracy of the information conveyed, and detract from the student's intended message.

To assist in avoiding writing errors, the following suggestions are provided:

- Utilize the current Publication Manual of the American Psychological Association (APA Manual) or an approved website such as Owl Purdue_
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html
- Always use spelling and grammar check features; however, do not rely only on these features on word processing programs
 - Their suggestions or omissions are not always correct
- Proofread your paper
- Have someone else proofread your paper
- Access the university writing center or student success center
- Use a dictionary to assist you when you are uncertain of spelling or grammar
- Students should utilize "Turnitin" prior to submission of written professional papers. The maximum similarity index is 20%.

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ADMISSION

BSN/RN-BSN/READMISSION

BSN students must be admitted to McMurry University and meet all PHSSN admission requirements prior to admission to the nursing program. Admission to McMurry University does not guarantee admission to the PHSSN nursing program.

GENERAL ADMISSION REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN NURSING (BSN) PROGRAM

Minimum PHSSN Admission Criteria

- Enrolled at the university prior to application for PHSSN admission
- Successful completion of all Nursing Supporting & Prerequisite courses prior to beginning PHSSN Nursing Core Courses. Students may be conditionally admitted with up to six (6) semester credit hours of outstanding General Education coursework that is not designated as Nursing Supporting & Prerequisite coursework, in accordance with the General Education/Pre-Nursing Courses policy below.
- 3.0 cumulative GPA in lower-division, pre-requisite nursing curriculum based on a 4.0 scale
- C in A&P I & II and Microbiology, Concepts of Pathophysiology, Chemistry, College Algebra, Introduction to Psychology, Introduction to Sociology, Life Span Development, and Statistical Methods 1000 Level or higher
- Submission of two professional recommendation letters

General Education/Pre-Nursing courses

Students may be conditionally admitted to the nursing program with up to six (6) semester credit hours of outstanding General Education coursework. This allowance applies only to General Education courses that are not designated as Nursing Supporting & Prerequisite courses. All Nursing Supporting & Prerequisite courses must be successfully completed prior to enrollment in the nursing program.

Any outstanding General Education coursework must be successfully completed during the student's first year of enrollment in the nursing program. All established admission, GPA, and progression requirements remain in effect.

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Conditional Offers of Admission

If the student receives a conditional offer of admission, the student must satisfy the terms of the conditional offer unless otherwise indicated. Failing to complete the requirements of a conditional offer of admission will result in revocation of the offer.

Admission After Dismissal

After dismissal from PHSSN, the student may choose to apply again through the application process. All standard admission requirements will apply, and admission is not guaranteed. In this instance, no credit for previous nursing courses will be awarded.

TRANSFER ADMISSION REQUIREMENTS FOR THE BSN PROGRAM

Transfer admission to PHSSN is at the combined discretion of the Admission, Retention, and Progression Committee, the Assistant Dean, and the Dean. It is not automatic or guaranteed. The review of transfer applicants is holistic and objective.

Students seeking transfer admission must:

- Submit a letter seeking transfer before entrance semester.
- Submit a formal application for admission to PHSSN.
- Submit syllabi from all nursing courses previously taken.
- Submit current academic transcripts.
- Enrolled at McMurry University prior to application for PHSSN admission
- Clear background check and clear drug screen
- Have a negative PPD or CXR performed within the last 12 months
- Documentation of a physical examination and current vaccination/tests (See Health Policy section)

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- Have valid Basic Life Support for Health Care Providers from the American Heart Association
- Satisfy all general education prerequisite requirements
- Be in good standing at the current accredited school of nursing
- Have a cumulative grade point average (GPA) of 3.0 or higher
- Take a mobility exam for evaluation of nursing core mastery
- Consent to an achievement plan as determined by mobility exam results
- Satisfy the university's in-residence credit requirement
- Exhibit appropriate clinical skill level mastery by:
 - Simulation performance evaluation or
 - Submission of valid documentation from the current institution

A student seeking transfer admission following academic or clinical failure must:

- Submit an action plan of academic readiness identifying factors to improve performance and outlining short and long-term goals for success at PHSSN
- Submit recommendation letters from two (2) previous nursing faculty

The Admission, Retention, and Progression Committee reviews all transfer applications to determine program entry-level placement with final approval by the dean's office.

Nursing coursework five years or older may not be accepted for transfer into the prelicensure BSN program.

Documentation must be submitted to the Director of Admissions, Records, and Advising by the established due date.

SPECIAL CIRCUMSTANCE ADMISSION POLICY (INCLUDING, BUT NOT LIMITED TO, FORCED RELOCATION SECONDARY TO MILITARY SERVICE)

Military Service personnel and/or their spouses who have been assigned to Dyess AFB and forced to transfer from a current nursing program may apply to PHSSN and McMurry University through the current application process (see general/transfer admission policy).

Before program acceptance, prospective students must contact the school of nursing to discuss their previous program and level of attainment at time of withdrawal. Official transcripts and course syllabi must be provided to PHSSN for review.

Students may request at the interview to enter at the level they had obtained at their previous school; however, such entry is not guaranteed. Students must demonstrate mastery of those skills congruent with the current program level. Additionally, students may be required to complete the appropriate mobility exam to demonstrate proficiency. Admission decisions will be based on a holistic evaluation of the candidate.

PROGRAM PROGRESSION

1. Completion Timeline

- Students must complete the entire nursing curriculum within three years from the initial semester of admission to PHSSN.

2. Course Completion and Grades

- All nursing courses must be successfully completed with a grade of 'C' or better in sequential order before progressing to the next level.

3. Course Withdrawals

- Students are permitted a maximum of two withdrawals (W) from nursing courses, including W, WP, and WF withdrawals.
- Withdrawal from the same course more than once is prohibited. A third withdrawal from any course will result in dismissal from the program.

4. Course Re-enrollment

- Students may enroll in the same nursing course a maximum of two times, including attempts resulting in a grade of 'WP'.
- Failure to successfully complete a nursing course after two attempts will result in dismissal from the program.

5. Course Failures

- A nursing course may only be repeated one time.
- An action plan must be submitted to the Admission, Retention, Progression Committee before retaking a failed course.
- Two course failures at any time during enrollment results in program dismissal.

6. Grade Appeals

- Students may submit a grade appeal according to PHSSN policy.

7. Academic Performance

- Achieve a 78% weighted average on proctored exams (including unit exams, HESI exams, and final exam).
- Achieve a 75% overall course grade.

8. Performance Based Clinical Competency Exit Exams (PBCEE)

- Each process course includes formative and summative clinical competency exams to assess clinical skills retention and progression.
- Successful completion requires demonstrating psychomotor clinical skills, critical thinking, and clinical judgment in the simulation lab.
- Evaluations will use a rubric provided in the course syllabus.
- Summative simulation evaluations will focus on safety, prioritization, delegation, and documentation.
- The PBCEE grade will count as 10% of the course grade.
- A PBCEE grade of 78% is required.

1. Remediation and Retakes:

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1. **Initial Attempt:** Students failing to achieve a minimum of 78% on the PBCEE must undergo remediation with the simulation faculty. The maximum grade achievable on a retake is 78%.
 2. **Second Attempt:** Failing to achieve 78% on the second PBCEE attempt results in clinical and course failure.
- **Critical Elements**
 1. Critical Elements are specific; level tasks students must successfully perform to pass their PBCEE. If a student fails to achieve a critical element, they will have one opportunity for remediation and a retake of the PBCEE. If the student fails to achieve all critical elements after remediation and their second attempt at the PBCEE, they will fail the clinical portion of the course, leading to both a clinical failure and a course failure.
 2. Each Critical Element task builds upon the knowledge and skills developed in the previous course.

Critical Elements:

Level 1 Fundamental Simulation: Upon completion, students should be able to:

1. Verify patient identity using two patient identifiers.
2. Perform handwashing and adhere to standard precautions during patient care.
3. Assess and ensure environmental safety by conducting 'Safety Checks' (e.g., ensuring the call light is within the patient's reach, bed wheels are locked, and the bed is in the lowest position) before leaving the patient's room.

Level 2 Essentials Simulation: Upon completion, students should be able to, in addition to Level 1 critical elements:

1. Perform and verbalize all three medication checks prior to administering medication.
2. Verify patient medication and environmental allergies.
3. Provide readback for verbal physician orders.

Level 3 Complex Concepts Simulation: Upon completion, students should be able to, in addition to Level 1 and 2 critical elements:

1. Administer medications using the nine Rights of Medication Administration (right patient, medication, dose, route, time, documentation, action, form, response).
2. Perform a focused assessment based on the patient's presenting complaints.
3. Respond appropriately to changes in patient acuity.

Level 4 Clinical Intensive Simulation: Upon completion, students should be able to, in addition to Level 1, 2 and 3 critical elements:

1. Manage and troubleshoot all bedside patient care equipment (e.g., IV pump, cardiac monitor, oxygen delivery systems, vital sign monitor).
2. Complete a comprehensive bedside assessment.
3. Collaborate with the interdisciplinary team to ensure patient safety.

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COURSE/PROGRAM WITHDRAWAL OR LEAVE OF ABSENCE POLICY

COURSE WITHDRAWAL

This policy applies to all courses with the NURS prefix. Exceptions to this policy may be made due to extenuating circumstances determined by PHSSN.

- After the course start date, a student must first notify the course coordinator/faculty
- An Add/Drop Form, signed by the course coordinator/faculty or Assistant Dean must be submitted to the Registrar's Office. Submission of the form is required for official withdrawal from a course
- If an Add/Drop form is not submitted, non-attendance will be considered being absent from the course and any coursework not completed will receive a grade of zero
- Failure to submit a faculty-signed Add/Drop Form to the university registrar's office will result in a grade being assigned at the conclusion of the course
- All course withdrawals are subject to the "Refund Policy" section of McMurry University.
- Nursing students may not enroll in the same nursing course more than two times

PROGRAM WITHDRAWAL/LEAVE OF ABSENCE

- A student planning to withdraw, or request a leave of absence, from the program is required to:
 - Meet with their Faculty Advisor to discuss his/her need to withdraw from the nursing program,
 - Submit the PHSSN Withdrawal Form addressing the reasons for withdrawing/leave of absence from the nursing program
 - Complete required university forms/documentation, with appropriate faculty/advisor signatures
- Withdrawal from the university is considered withdrawal from the School of Nursing
- A student who fails to follow the prescribed procedure will not be issued letter(s) of recommendation or good standing by the school of nursing

COURSE OR PROGRAM WITHDRAWAL/LEAVE OF ABSENCE SECONDARY TO MILITARY OBLIGATIONS

- A student must first notify the course coordinator/program coordinator in writing of pending military obligations
- An official copy of the military orders must be attached to the written notification/ PHSSN Withdrawal Form provided to the course coordinator/program coordinator
- Complete required university forms/documentation, with appropriate faculty/advisor signatures
- A student called to active duty, specialized training, or disaster relief efforts may receive an

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excused absence for reasonable class time missed at the discretion of the course coordinator/faculty

- Course work missed during the excused absence must be made up upon return to the course within the time frame set by the course coordinator/faculty
- Inability to make up course work may result in a course failure or incomplete as deemed appropriate by the course coordinator/faculty
- Should the required absence result in the student missing more than a reasonable amount of class time, the student may withdraw from the course and be allowed to re-enroll in the course at the next offering
- At the discretion of the course coordinator/faculty and approval by the Assistant Dean a student may receive an incomplete grade for the affected courses
- Incomplete grades will be addressed under university policies regarding incomplete grades

PHSSN GOOD STANDING CRITERIA

A student in good standing must fully comply with the academic and professional standards of PHSSN. Additionally, the student must meet all PHSSN criteria for regular progression as described in the Progression Policy. For clarity, to be considered in good standing within the school of nursing, a student must:

- Have completed the last semester attempted with grades of 'C' or better in all courses
- Be eligible to progress without restrictions or additional conditions to the next level of the nursing curriculum
- Be in compliance with all PHSSN student policies that govern student conduct and academics
- Letters of good standing will only be issued for students who meet the PHSSN good standing

criteria and will be sent directly to the school requesting the letter. However, a letter stating a student's standing may be issued, at the discretion of PHSSN, if the student does not meet the good standing criteria. In both cases, the student is responsible for providing accurate information regarding the recipient of the letter of standing.

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ACADEMIC ALERT

A student will be notified both verbally and in writing if their performance in either the clinical or didactic setting is deemed unsatisfactory. Written notification will be provided in the form of an Academic Alert, which will specify the course, problem, comments, and recommendations. Academic Alerts are issued by individual instructors. The student is responsible for and expected to follow up on the Academic Alert by contacting the appropriate faculty for further advising and/or guidance.

Failure to address three (3) Academic Alerts as prescribed by faculty in either the clinical or didactic portion of a course will result in failure in that specific area and subsequently lead to course failure. Receiving an alert is not itself failure. Failure to complete required corrective action/remediation after three documented alerts for the same unresolved deficiency may result in course failure. The exception to this rule applies to Academic Alerts issued for exam failures.

Additionally, failure to address three (3) alert assignments that do not fall under a specific course within a given semester may result in dismissal from the program. The course faculty will immediately report any lack of student responses to Academic Alerts to the Assistant Dean

CLASS ATTENDANCE AND ABSENCE POLICY

Attendance is a significant part of the learning process. PHSSN believes that students' class attendance is a portion of the evaluative process of student success. In keeping with this belief, the following guidelines represent a minimum foundation for student attendance that will be further delineated in each course syllabus.

Students are required to attend all scheduled classes and laboratory activities. Faculty will record attendance for all scheduled classes/clinicals/Simulation Labs. The PHSSN Class Attendance Policy is absence from more than 25 percent of class meetings scheduled for a course (including absences because of athletic participation) is regarded as excessive, and a grade of F may be assigned as deemed appropriate by the faculty. A student's regular and punctual attendance is essential to successful scholastic achievement. Tardiness (10 or more minutes late) is considered unprofessional and unacceptable. **Three classroom tardies will constitute one classroom absence.** Attendance will be recorded at any time during the class period. Attendance may be considered when calculating a final grade.

Any absence occurring because of a student representing the university or the School of Nursing must be reported to the course faculty before the absence. Absences cannot be approved unless the student obtains written, advanced permission from the course faculty/designee. The only exception to advanced approval is an extreme emergency, medical emergency, or a death in the immediate family. In the event of an emergency absence, the student is responsible for contacting the appropriate faculty as soon as possible following the absence.

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CLINICAL ABSENCE AND ATTENDANCE POLICY

Clinical time has been carefully planned to facilitate the student meeting the objectives of the clinical course. The student must be present for all clinical experiences (hospital, clinics, community, and PHSSN Simulation Lab) to fulfill clinical requirements/objectives and pass the clinical component of the course. **Failure to fulfill clinical objectives will result in course failure, preventing the student from progressing in the nursing program. Two-course failures result in dismissal from the PHSSN Nursing Program.** A student who is dismissed from PHSSN may still be eligible to enroll at McMurry University in another program/degree.

Nursing students are expected to attend all assigned clinical nursing experiences. All clinical absences are recorded as absences regardless of reason; documentation of illness does not convert the absence to an excused clinical absence. Make-up requirements are addressed below. Clinical absence places the student in jeopardy of clinical course failure. Students who are ill are responsible for contacting the PHSSN clinical faculty at least one hour before clinical report time. Verification of illness from an approved healthcare provider must be provided to the clinical instructor within 24 hours of return to school. Tardiness (10 or more minutes late) is considered unprofessional and unacceptable.

Three clinical tardies will constitute one clinical absence.

Students who become ill or injured during a clinical assignment will immediately contact the clinical instructor, who will assess the situation and make proper arrangements to relieve the student of his/her assignment responsibilities and/or institute other measures as deemed appropriate. If injury occurs, the clinical site must be notified, and a PHSSN Incident Report Form must be completed and submitted to the PHSSN Assistant Dean within 24 hours of the occurrence.

- *For clinical experiences that involve direct patient care experience, all absences will be made up. However, due to time constraints and limited availability of clinical sites, it may not be feasible to make up all clinical absences. The student will receive a grade of "I" as deemed appropriate by the course faculty.*
- *Being absent from more than 25% of scheduled clinicals constitutes clinical failure.*

TESTING & EXAMINATION POLICY

COURSE UNIT EXAMS POLICY

Examinations are utilized throughout the nursing curriculum to facilitate both formative and summative evaluations of student learning and to prepare students for the licensure examination following graduation.

Examination Procedures

- **Arrival Time:** Students must arrive sufficiently early to be seated and prepared 15 minutes before the scheduled examination time. Failure to be seated on time may result in the student not being allowed to take the exam.
- **Missed Exams:** If a student misses an exam, the score will be recorded as a zero ("0") in the gradebook. Make-up exams may be allowed in valid, verifiable situations.
- **Communication:** If a student cannot report to class on time on the day of a scheduled test, they must communicate directly with the course faculty and/or Assistant Dean before the scheduled exam time. Failure to notify the appropriate personnel in a timely manner may result in a zero ("0") for the exam.
- **Make-up Exam Protocol:** The student is responsible for making an appointment within 24 hours of the examination day absence with the instructor to discuss the circumstances and determine if a make-up exam is warranted. Verification of illness from an approved healthcare provider must be provided within 24 hours of returning to school. Make-up exams will be at the discretion of the faculty and may differ in format (e.g., essay, fill-in-the-blank) from the original exam.

Examination Conduct

- **Seating Arrangement:** The faculty proctor may arrange seating for exams.
- **Timing:** Exams will begin and end promptly at the assigned times. Students who are not in their seats 15 minutes before exam time may not be admitted to the examination room.
- **Alternate Exams:** Make-up exams may be alternate versions covering the same essential content.
- **Electronic Devices:** Electronic equipment such as cell phones, tablets, or smart watches will not be allowed in the testing area. Students must deposit all personal items (books, notes, bags, purses, cell phones, smart watches, electronic devices, coats, hats, etc.) outside the testing room or as directed by proctoring faculty/staff.
- **Calculators:** All computerized exams will have a calculator embedded in the online testing program; personal calculators are not permitted.
- **Headphones/Earbuds:** Students are required to carry a set of headphones/earbuds for use during specialty testing (e.g., HESI) or as directed by the course instructor. It is the student's responsibility to be prepared for auditory testing. The school is not required to supply headphones/earbuds during testing.
- **Computerized Testing:** Most exams will be computerized. For computerized and paper/pencil exams, students are responsible for checking their answers for accuracy. It is recommended that students do not change their answers unless they have misread or misunderstood the questions.
- **Exam Submission:** Upon completion of an exam, students must upload their exam before exiting the room.

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- **Quiet Departure:** Students must leave the testing area quietly.

Exam Item Query

Students who wish to formally query a test item must follow the procedure outlined below:

- Queries must be submitted using the Exam Item Query Form (please see appendix A).
- The form must be submitted by 5:00 PM on the same business day as the administration of a unit or final exam.
- Standardized exams are not eligible for query.
- Submissions must be supported with specific, evidence-based rationale from required course materials (e.g., assigned textbooks, materials posted in Canvas, or assigned readings).
- Incomplete or late submissions will not be reviewed.
- Faculty will review submitted forms in consultation with a member of the Testing Committee to ensure fairness and consistency in evaluating student concerns.

Note: Decisions made following review of exam item queries are final at the course level and do not replace or supersede McMurry University's formal grade appeal process.

Post-Examination Procedures

- **Feedback and Review:** Students will receive feedback and/or rationale for each item for computer exams. It is highly recommended that students review the rationale for incorrect questions.
- **Grade Posting:** Course exams will be reviewed by the faculty within one week of test administration. After the faculty has completed each test's analysis, grades will be posted in Canvas.

SPECIALTY (HESI) EXAM POLICY

Standardized computerized testing are mandatory components of many nursing courses and must be completed by all students before course completion.

- **HESI Exams:** Standardized tests will be administered during the course. Participation in all assigned HESI exams is required.
- **Study Packet:** Students are required to complete a HESI study packet after completing the HESI. In course with more than one HESI exam, students should complete the HESI study packets between HESI exams.
- **Case Studies:** Students must complete all assigned case studies following the first HESI and before the scheduled second HESI.
- **Grading:** Standardized examination weighting will not exceed 10% of the final course grade. The specific standardized examinations and grade weighting for each course will be identified in the course syllabus.
- **Guidelines:** Specific guidelines and requirements for standardized testing are detailed in the course syllabus.

LOCKDOWN BROWSER

Respondus Lockdown Browser may be used within Canvas for exams and assignments. Respondus Monitor (webcam) within Canvas may also be used in some courses.

MEDICATION CALCULATION (MED-CALC) EXAMS

Safe and accurate medication calculation is an essential component of nursing practice. Students enrolled in designated nursing courses are required to demonstrate competency in medication calculation by achieving a score of **100%** on the required Medication Calculation (Med-Calc) Exam.

Students will be provided a maximum of **three (3) attempts** to achieve the required score of 100%. Students who do not

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achieve 100% on the first or second attempt must complete required remediation before being eligible for the next attempt.

First Attempt:

A student who does not achieve 100% on the first attempt must complete faculty-directed remediation before taking the second attempt.

Second Attempt:

A student who does not achieve 100% on the second attempt must complete additional faculty-directed remediation before taking the third and final attempt.

Third Attempt:

The third attempt is the final opportunity to demonstrate medication calculation competency. A student who does not achieve 100% on the third attempt will **fail the associated clinical/course and will not be permitted to progress in the nursing program in accordance with the PHSSN Program Progression Policy.**

Students may not administer medications in the clinical setting until the required medication calculation competency has been successfully demonstrated, as applicable to the student's course and level.

All remediation, testing, and retesting must be completed according to the timelines and procedures established by PHSSN faculty.

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PERFORMANCE-BASED CLINICAL COMPETENCY EXIT EXAM (PBCEE)

Each process course will consist of a formative and summative clinical competency exam to assess the retention and progression of clinical skills pertinent to the specific course. Successful completion of this component requires the student to demonstrate psychomotor clinical skills, critical thinking, and clinical judgement skills in the simulation lab. The demonstration and assimilation of previous process course content may be included in the formative and summative exams.

- A rubric will be used to evaluate student performance and will be made available in the course syllabus
- The PBCEE grade will be weighted as 10% of the course grade
- Successful completion of this component requires the student to demonstrate psychomotor clinical skills and critical thinking skills in the simulation lab
- The summative simulation evaluation will incorporate the nursing process with a focus on safety, prioritization, delegation, and documentation

Initial Attempt

- Students who do not achieve a minimum grade of 78% on the PBCEE must undergo remediation with the simulation faculty. Following remediation, students must retake the PBCEE. The maximum achievable grade on this retake is 78%.

Second Attempt

- If a student fails to achieve a 78% grade on the second attempt of the PBCEE, the student will receive a clinical failure, resulting in a course failure.

ACADEMIC ACCOMMODATIONS

Eligible students seeking accommodations should contact the Disability Coordinator at McMurry University as soon as possible in the academic term they seek accommodations. The Disability Coordinator shall prepare letters to appropriate PHSSN faculty members concerning specific, reasonable academic accommodations for the student.

The student is responsible for delivering accommodation letters and conferring with PHSSN faculty members for each course. Once documentation is on file for each course, PHSSN faculty will provide the appropriate academic accommodations for the student. When testing accommodations are necessary, the student may be required to use the university's testing center if adequate testing accommodations are unavailable on the PHSSN campus.

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REMEDIATION

Students who score <78 on a course exam are required to complete remediation with the course faculty before the next exam. Remediation may include but is not limited to group/individual meetings with course faculty, case studies, and/or quizzes. Each student needing remediation will be notified of the requirements by the faculty. Remediation cannot guarantee success for the student; however, the faculty, advisors, and staff will take reasonable measures to help the student manage their challenges and progress in the nursing program.

MANDATORY REQUIREMENTS FOR NURSING STUDENTS

PROFESSIONAL LIABILITY INSURANCE

A professional liability insurance fee is included in registration fees and charged to the student's university account. Students cannot participate in clinical experiences without professional liability insurance.

CPR CERTIFICATION

Students must maintain current American Heart Association (AHA) Basic Life Support (BLS) Provider certification throughout enrollment in the nursing program. Current documentation must be submitted to PHSSN by established deadlines and maintained without lapse.

Students who do not have current required BLS certification and documentation on file will not be permitted to participate in clinical experiences. Missed clinical experiences resulting from failure to maintain required certification are subject to applicable course attendance, clinical, and progression policies.

The cost of required BLS certification is the responsibility of the student unless otherwise provided by PHSSN.

HEALTH POLICY

Health status is a consideration in admission to and continuation of the student in the nursing major. Students must be in good physical and mental health to provide safe nursing care to patients.

The School of Nursing does not discriminate based on physical handicaps. Students must be in good physical and mental health to provide safe nursing care.

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For all students, documentation of a physical examination and current vaccination/tests (listed below) must be submitted to the PHSSN office the week before the first day of orientation. Failure to have the documentation on file may jeopardize a student's progression in the nursing program. Failure to comply will prevent the student from participating in clinical experiences, which may result in clinical failure.

In addition to the physical examination documentation, evidence and dates of current immunization is required. These include but are not limited to:

- Hepatitis B (3 immunizations) with preferable titer
- Measles (exposure, immunization, or titer)
- Mumps (exposure, immunization, or titer)
- Meningitis vaccine (within 5-year period of admission to university)
- Rubella (immunization or titer)
- Tetanus, diphtheria, & pertussis (TDAP) (must be current within 10 years)
- Chickenpox/Varicella (immunization or titer) TB Test (Annual Mantoux that is negative)
 - If TB test is positive, chest x-ray or Interferon Gamma Release Assay or IGRA (blood test) results may be submitted. **Note: The TB Tine Test is unacceptable**
- **Annual flu immunization**
- **COVID-19 immunizations as required by clinical sites**

The student is responsible for the costs of the physical exams and immunizations. The required Health Forms can be obtained on the website and from the office of the Coordinator for Records, Admissions, and Advising.

Individual health insurance is required since students are exposed to illnesses and potential injury in the clinical setting. PHSSN will not cover student healthcare costs in any situation; therefore, students are fully responsible for costs. Each student must present annual proof (card copy, front and back) of current medical health insurance coverage.

Throughout the program, students must maintain a level of mental and physical health consistent with meeting the objectives of the curriculum. If mental and/or physical health problems occur during the student's education program in nursing, the nursing faculty and Assistant Dean will refer the student to appropriate resources for evaluation such as but not limited to the university counseling department, personal healthcare provider, or other professionals to evaluate the student's ability to continue in the program. A letter from the healthcare provider or professional must be submitted to the Dean's Office for continuation in the nursing program.

Secondary to clinical affiliation agreement requirements, students are advised that student health reports, immunization records and test results may be made available to clinical sites upon request by an authorized representative of the agency. All reports will be contained in a confidential manner.

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TRANSPORTATION

All students are responsible for arranging their own transportation to clinical facilities. Students should be prepared to travel to clinical agencies in Abilene and surrounding areas; for example, students should be prepared to travel for clinical as far away as Sweetwater, TX and/or Brownwood, TX. Inability to obtain transportation to a clinical facility is not a legitimate excuse for a clinical absence.

DRESS CODE AND UNIFORM POLICY

A dress and grooming code has been established in recognition of the fact that the mode of dress affects establishment of rapport and working relationships with patients, families and colleagues and sets the standards for professional appearance.

DRESS CODE

PHSSN students should be aware that the image they project is very important to both PHSSN and the Nursing profession. PHSSN students are expected to dress in a manner that is professional. When guest lecturers or other guests are present during a class or lab, students should be mindful that they are representing PHSSN in the community and should convey a professional image. Students are also expected to follow these guidelines when they are representing the Program in any setting that requires them to interact with the university community, the healthcare community, or the general public. In the clinical or Simulation Lab setting, official PHSSN uniforms are required.

- Business casual attire is preferred during class
- Clothing that is revealing in nature is not acceptable
 - Tops that expose cleavage
 - halter tops
 - micro mini-skirts/shorts
 - sheer or see-through clothing
 - exposed undergarments
 - off the shoulder tops
- Scrubs are allowed in the classroom
- Athletic uniforms must be covered with warm-up pants
- Hats are not permitted in the testing lab

Faculty reserve the right to remove students from the classroom, Simulation Lab, and clinical setting for violation of dress code.

Consequences for dress code violations:

1. Sent home to alter attire.
2. If sent home to alter attire, a tardy to class will be recorded.
3. Academic Alert and Professional Standards and Expectation Form.

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UNIFORM POLICY

The uniform is to be worn for all clinical and simulation lab experiences unless otherwise directed by certain rotations/agencies, policies, or faculty direction. Students not appropriately groomed and attired for clinical experience will be asked to leave the clinical setting by the clinical faculty member with a clinical tardy recorded when they return to the clinical setting. Cost and maintenance of uniforms and equipment is the responsibility of the student.

Students in Clinicals/Simulation Lab

PHSSN follows the Hendrick Health System guidelines regarding professional appearance in the workplace.

- Uniform tops should be the approved McMurry PHSSN uniform. If the student purchases a scrub jacket/lab jacket, this must be the same approved "maroon or black" color to match the uniform top. *Tops and Jackets must have approved school logo.*
- White or neutral socks worn above the ankle. Bare skin on legs should not be visible.
- White, gray, or black professional nursing shoes with white laces. Fabric tennis shoes are not acceptable. Shoes must be closed-toe, closed-heel, clean, professional, and constructed of a material that can be appropriately cleaned.
- The official McMurry PHSSN logo must be monogrammed on left chest of uniform which includes the uniform top and the warmup jacket.
- Undergarments should not be seen.
- Undershirts may be worn and must match the color of the scrub top.
- For community experiences AND data collection prior to clinical assignments, the student will wear the approved McMurry PHSSN maroon and black scrubs described above.
- All uniform pieces must fit appropriately. Pants and tops should not be too loose or too tight. No white lab coats/warm-up jackets are permitted.

PHSSN identification (ID) badge to be worn on right side of chest. The ID badge picture must show a clear picture of the student's face without any coverings. **PHSSN badge, stethoscope with bell and diaphragm, pen light, watch with second-hand, and writing utensil are all part of the uniform. Students who come to clinical/sim lab without all proper uniform pieces/equipment will be sent home to retrieve required items. The student will then be expected to return to the clinical environment and may have to make up missed time which will be determined at the discretion of the faculty.

Jewelry

- Any other visible body jewelry (eyebrow, nose, tongue, lip, etc.) is unacceptable. A skin tone filler may be worn if needed.
- One stud set of earrings may be worn
- A watch with a second hand is required.
- No rings (single ring bands acceptable) or necklaces are permitted

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Hair/Facial Hair

- Hair must be clean and neat
- Long hair must be pulled back and secured to prevent it from falling forward.
- Ornate hair accessories or hair ribbons are not acceptable.
- Hair color must be close to a natural color. (No pinks, purples, magentas, greens, blues, etc.)
- Facial hair must be neatly trimmed.
- Hair covers and headbands are not permitted except as required for approved religious, disability-related, or clinical/infection-control purposes.

Nails

- Nails must be natural, short ($\leq 1/4$ inch), groomed and clean with clear or natural/neutral polish, if worn
- No artificial nails (including gel, shellac, or dip) are allowed

Perfume/Cologne/Aftershave/Scented Lotions

- Perfumes/cologne/aftershave/scented lotions should not be worn in clinical or classroom settings secondary to the potential of allergic reactions by peers, faculty, or clients.

Personal Hygiene

- All students are required to maintain high standards of personal cleanliness.
- Students must be mindful of personal body odors and wear effective deodorant/antiperspirant.

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PRE- CLINICAL DATA COLLECTION

Students may be required to go to clinical agencies to prepare for clinical assignments. Students will honor hours that are defined by the facility. Hours will be announced by faculty. Students must be in clinical attire as described above. A professional manner of dress and behavior is expected while collecting data. Students will not be allowed to access patients or patients/ records unless the student ID badge is visible.

CLINICAL ACCOUNTABILITY

PHSSN faculty have an academic, legal, and ethical responsibility to prepare graduates who are competent, as well as able to protect the public and healthcare community from unsafe nursing practice. It is within this context that students can be disciplined or dismissed from the School of Nursing for practice or behavior which threatens or has the potential to threaten the safety of a client, a family member, significant other, another student, faculty member or other healthcare provider. All students are expected to be familiar with the principles of safe practice and are expected to perform in accordance with these requirements.

The students at PHSSN are expected to demonstrate behavior appropriate to the profession of nursing. They must assume personal responsibility for being in physical and mental condition to deliver safe nursing care and for the knowledge and skills necessary to give this care.

- Students are expected to demonstrate progression in clinical practice through application of knowledge and skills from previous and concurrent courses.
- Students are expected to demonstrate progression in clinical practice as they progress through courses and to meet clinical expectations outlined in the clinical evaluation tool (CET).
- Students are expected to prepare for clinical practice to provide safe competent care.

UNSAFE CLINICAL PRACTICE

The unsafe clinical practice policy will be initiated when the student demonstrates unsafe clinical practice.

- Unsafe clinical practice is behavior that places the client, family, peers, staff, and/or faculty in either physical or emotional jeopardy.
- Physical jeopardy is the risk of causing physical harm.
- Emotional jeopardy means that the student creates an environment of anxiety or distress which puts the client, family, peers, staff, and/or faculty at a risk for emotional or psychological harm.
- Unsafe clinical practice is an occurrence, or pattern of behavior involving unacceptable risk.

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Unacceptable and unsafe clinical practice behaviors specifically include, but are not limited to:

- Providing nursing care in an unsafe or harmful manner. For example:
 - To carry out a procedure without competence or without the guidance of a qualified person; or carrying out a procedure for which a student is not authorized or has not received instruction at the time of the incident.
 - To willfully or intentionally do physical and/or mental harm to a client, family, peers, staff, and/or faculty.
 - To exhibit careless or negligent behavior in conjunction with the care of a client.
 - To refuse to assume the assigned and necessary care of a client,
 - To fail to inform the instructor and/or clinical site staff nurse with immediacy so that an alternative measure for that care can be found.
- To disrespect the privacy of a client.
 - To commit any act which violates the Health Insurance Portability and Accountability Act (HIPAA).
 - To use the full name or position of a client in written assignments and/or patient data of any sort, e.g., computer generated or photographed forms that may or may not be removed from the clinical area.
 - To discuss or share confidential information in an inappropriate forum.
 - To discuss or share confidential information about a client with third parties who do not have a clear need-to-know.
- To fail to maintain communication that promotes continuity of care.
- To fail to maintain vigilance toward clients' needs.
- To falsify client records or fabricate client experiences.
- To fail to report error(s) in assessments, treatments, or medications.
- To illegally use, possess, sell, or distribute illicit drugs or alcohol that can impair one's judgment or performance as a nursing student.
- To fail to recognize one's limitations in providing client care.
- To fail to carry out CDC Standard Precautions.
- To commit an act or demonstrate a behavior which violates the Code of Ethics for Nurses of the American Nurses' Association (ANA).
- To commit an act or demonstrate a behavior which violates the Texas Nurse Practice Act.
- To commit any act that results in a negative reflection on PHSSN, McMurry University, its students, or its faculty.

The student whose actions or omissions endanger a client, family, peer, staff, or faculty member will be subject to disciplinary actions dependent upon the severity of the unsafe practice. These actions include but are not limited to the following: verbal warning, written warning, formal reprimand, course failure and/or dismissal from PHSSN. Documented evidence from faculty, staff, clients, client families or peers may be used in the disciplinary process. Every effort will be made to use progressive discipline; however,

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at the discretion of the faculty member in conjunction with the PHSSN Leadership Team a student can be failed and/or dismissed at any time during the semester for unsafe practice.

CLINICAL EVALUATION

Clinical performance will be evaluated according to the CET that delineates criteria for successful clinical performance in each course. Faculty will orient students to the CET during orientation to individual courses. These are completed by the instructor and student with input from assigned nursing staff and/or preceptors. The CET is completed by both student and faculty at pre-determined times during and at the end of each semester. Daily forms and assignments must be completed for each clinical day and submitted as appropriate for each course. Students are required to meet with clinical faculty to discuss the CET at both mid-term and the end of the semester. Attaining satisfactory performance and identifying learning needs to meet the criteria for attaining quality performance is the goal of clinical evaluation. Students should follow the chain of command in resolving disputes or disagreements with the clinical evaluation. The chain of command is as follows: Course/Clinical Instructor, Assistant Dean, and Dean.

EVALUATION OF FACULTY AND COURSE

The faculty value honest, constructive student evaluation of teaching effectiveness as a means of improving teaching skills; evaluations are considered prior to modifying courses, specific classes, and clinical experiences. Students are encouraged to evaluate classroom, clinical and online instruction, as well as the clinical agency using forms and methods provided. These evaluations are rendered using various appropriate tools. Verbal input is always welcome.

REVIEW COURSES

During Level IV, pre-RN NCLEX Review Course(s) will be scheduled. Attendance or completion by students is **mandatory**. The cost of the review course will be included in the student fees.

NCLEX TESTING APPLICATION PROCESS

Initial steps to sit for the NCLEX-RN Licensure Examination should begin a minimum of 30 days prior to graduation. The estimated cost is approximately \$300 but is subject to change and must be verified through the provided links. Registration for NCLEX is a two-step process.

Step 1. A minimum of thirty days prior to graduation, the student should register with Pearson Vue, a third-party vendor who administers the exam, to take the National Council Licensure Examination (NCLEX®) at [National Council of State Boards of Nursing | NCSBN](https://www.ncsbn.org) A school code is required to register with Pearson Vue. The **PHSSN School Code is US27593700.**

Step 2. Apply for licensure/registration to the Nursing Regulatory Body or Texas Board of Nursing if taking NCLEX in Texas. If taking NCLEX outside of Texas, the Board of Nursing where licensure will occur must be contacted for registration requirements. For candidates testing in Texas, the Texas Nursing Jurisprudence Exam must be completed prior to registering for a time to take the NCLEX exam. This is in addition to the Jurisprudence Prep Course.

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After graduation, the university will provide the official date of degree conferment to the PHSSN Dean. This process may take up to 10 business days. Once the date has been received, PHSSN will complete the TXBON Affidavit of Graduation (AOG). The TXBON will then access Pearson Vue to see if the student is registered and successfully completed (75%) the Texas Jurisprudence Exam. If deemed eligible, an email verification will be sent giving the student authorization to test (ATT) and instructions on scheduling the test.

It is in the student's best interest to schedule and complete NCLEX as soon as possible after graduation. Students should continue to study and prepare for NCLEX until their scheduled test date.

The following links have licensure examination information outlined for the NCLEX-RN. A Criminal Background Check, which is required, should already be on file with TXBON (resulting in the receipt of a Blue Card/Declaratory Order). Included in these links is information regarding fees that are required to be paid prior to sitting for the NCLEX examination.

[TX BON Licensure - Examination Information](#)

Reference: www.bon.texas.gov

Students receiving disability accommodations from the university may be eligible for special accommodations during their NCLEX examination. To prevent delay in NCLEX testing, PHSSN strongly recommends that students review the Special Accommodations Request Form prior to initiating their NCLEX Application through NCSBN.

https://www.bon.texas.gov/forms_nclex_examination_special_accommodation.asp.html

STANDARD PRECAUTIONS

The Centers for Disease Control (CDC) recommend certain guidelines to protect against blood-borne pathogens. Training on these guidelines is mandated annually for all individuals who are identified as at-risk to occupational exposure for blood-borne pathogens. Students will receive annual training during required hospital orientations. A handout delineating standard precautions guidelines can be found in the appendix.

NEEDLESTICK INJURY

In the event of a needle stick injury, IMMEDIATELY contact your clinical instructor/PHSSN faculty who will notify the clinical facility, and follow the CDC guidelines below:

CDC Guidelines

If you experienced a needlestick or sharps injury or were exposed to the blood or other body fluid of a patient during your work, **immediately follow these steps:**

- Wash needlesticks and cuts with soap and water.
- Flush splashes to the nose, mouth, or skin with water.
- Irrigate eyes with clean water, saline, or sterile irrigation solution.
- Report the incident to your supervising faculty and manager of the assigned clinical site.

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- Immediately seek medical treatment as necessary.
- Complete the PHSSN Incident Report with faculty assistance

[What to do following a sharps injury CDC NORA](#)

IMPAIRED STUDENT POLICY

Pursuant to the Texas Nurse Practice Act (Sec 301.404 Duty to Nursing Educational Program to Report) the following is disseminated:

A professional nursing education program that has reasonable cause to suspect that the ability of a professional nursing student to perform the services of the nursing profession would be or would reasonably be expected to be impaired by chemical dependency shall file with the board a written, signed report that includes the identity of the student and any additional information the board requires.

Pursuant to the law, any non-licensed RN student in the School of Nursing who has been addicted to or treated for the use of alcohol or any other drug within the past five years must notify the Texas Board of Nursing (TXBON) and request a [Declaratory Order](#) Petition Packet.

PHSSN actively supports the Texas Peer Assistance Program for Nurses (TPAPN) program should the student be experiencing mental health or substance abuse problems. More information is available from the faculty or TPAPN liaison.

AMERICANS WITH DISABILITIES ACT (ADA) POLICY WITH CORE PERFORMANCE STANDARDS

Consistent with McMurry University, PHSSN is committed to a policy of non-discrimination toward any individual's admission to, progression in, and graduation from the School of Nursing. The purpose of this policy, with respect to ADA is to protect and safeguard against discriminatory practices that might adversely affect any individual who is qualified yet might need reasonable accommodations, to meet the core performance standards of the nursing curricula. The faculty and administration of the School of Nursing are committed to making reasonable accommodations to allow any qualified individual to meet the school's objectives in keeping with applicable law and the ADA. Core performance standards can be found in the appendix.

Nursing roles often require physical demands, i.e., standing, sitting, walking, pushing, and lifting for more than the usual activities of daily living. Present and past physical conditions may hinder one's ability to perform these often strenuous, physical activities. In addition, the demand of decision making and complex problem solving may result in unexpected stress levels. Crisis situations such as but not limited to a Code Blue situation may also result in unexpected levels of stress. The nursing student must be able

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to cope in these types of situations. Students may be referred as needed to supporting resources.

The faculty of the School of Nursing has identified essential requirements and core performance standards as necessary for success in the school's nursing programs. All students are held to the school's standards for providing safe nursing care and meeting the objectives of nursing courses.

Any student who anticipates difficulty in meeting any of the standards is to notify the Course Faculty at the start of the semester. Appropriate referral will be made to the university's counseling center for evaluation and coordination of needs.

If a reasonable accommodation is requested by the student, it is the student's responsibility to provide appropriate documentation on any disability(ies). When a qualified student has provided required documentation of requested accommodations, the faculty and Leadership Team of PHSSN, in consultation with the individual and other appropriate consultants, will determine how the individual, with or without reasonable accommodations or modifications, can be assisted in meeting the identified core performance standards.

This policy applies also to those students with learning disabilities who request reasonable accommodations. Students have the responsibility to self-identify as needing accommodation and providing required documentation in a timely manner to the course faculty (no later than beginning of the semester). The request for reasonable accommodation(s) can be confirmed with the course faculty, or as necessary their assigned academic advisor, or the Assistant Dean.

SCHOLARSHIP

SCHOLARSHIP POLICY

SCHOLARSHIP/AWARDS/ENDOWMENT LIST

A number of scholarships are available for PHSSN students. For the purpose of this policy, "award" will refer to any monies paid from a Scholarship, Award or Endowment.

REQUIREMENTS

In addition to specific Scholarship/Awards/Endowment requirements, students must meet the following requirements:

1. Be enrolled or accepted for enrollment, in a PHSSN baccalaureate or master's program.
2. Demonstrate a financial need for coursework, including books, tuition, fees, transportation.
3. Be in good standing at PHSSN.
4. Additional requirements as established by a specific Scholarship/Awards/Endowment will be communicated to the student when notified of award selection. Funds will not be awarded until

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the specific requirement has been met.

6. If additional requirements are not met within a 30-day period, or as outlined in the Scholarship/Awards/Endowment, the award will be rescinded.

AWARD LIMITS

1. The amount awarded for each scholarship is determined using the award agreement established between the college and the donor.
2. The nursing scholarship shall not exceed the cost of tuition, required fees, books, and supplies, and if necessary, direct transportation costs for an annual year.

Nursing Scholarships

PHSSN scholarships are awarded in accordance with McMurry University policies and the eligibility criteria established for each scholarship or restricted fund. Eligible students are considered using objective, nondiscriminatory criteria. Scholarship recipients are selected through review by the Dean, Assistant Dean, and designated nursing faculty. Selection is based on the criteria established for each scholarship, which may include financial need, academic performance, professional conduct, leadership, service, or other requirements specified by the scholarship or endowment agreement.

Scholarship awards and disbursements are processed in accordance with McMurry University procedures.

STUDENT COMPLAINT PROCESS

PHSSN is committed to addressing student complaints in a timely and appropriate manner. The PHSSN Undergraduate Nursing Student Handbook contains protocols that provide students the opportunity to seek resolution of complaints.

For complaints that are not covered by the policies or procedures described in the PHSSN Undergraduate Nursing Student Handbook, the student may utilize the Undergraduate Student Concern Form. The form may be requested from and submitted to the PHSSN dean's office. It will then be given to the Assistant Dean who will review the concern and communicate the appropriate next step(s) to the student within 3 business days.

STUDENT GRADE APPEAL POLICY

Grade appeals involve disputed course grades. If a student disagrees with the grade received in a class, he or she has the right to appeal using a formal appeal process. Grade appeals deal with the policies, as stated on the course syllabus, by which grades were to be determined. **All grade appeals must thus be confined to class policy and the assignment of grades.** Classes may vary within the program, but fundamentally, fair treatment of students in compliance with the syllabus provided for the course should be constant. **The specific course instructor's determination of the course grade earned is final** unless conclusive evidence shows discriminatory or irregular application of the policies used to determine the documented course grade. The student is responsible for providing such compelling evidence. The documented course grade will remain effective for all intents and purposes until a final decision regarding the appeal is reached. The grade appeal process is as follows:

GRADE APPEAL PROCESS

- Within a week of receiving the semester grade report with the grade in question, the student should contact the instructor of the course and determine if he or she reported the grade correctly.
- If meeting with the faculty does not resolve the dispute, the student can proceed with the complaint by submitting documentation to the PHSSN Dean's office.
- If meeting with the Dean or their designee does not resolve the dispute, the student can appeal to the Vice President for Academic Affairs according to the McMurry University policy.
- If either student or instructor wish to appeal the VPAA's decision, a written request should be sent to the Student Appeals Committee according to McMurry University policy. Decisions of the Student Appeals Committee are final, and cannot be further appealed.

STUDENT NON- ACADEMIC (NON-GRADE) APPEAL PROCESS

This policy is meant to address conduct toward a student that violates ethical or professional nursing standards. Issues involving grades are handled according to the academic appeal process. This policy cannot be used to address issues covered under Title IX. If a student experiences a situation in which he/she perceives that an act of non-academic misconduct has occurred, the student may initiate a non-academic appeal process. The process is available to any student should a grievance arise between a student and a faculty member or other person(s) pertinent to the student's program of study. Should a grievance exist, it is the student's responsibility to follow the proper sequence in the non-academic appeal process.

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GOOD FAITH PHASE

- The student will make a good faith effort to resolve the conflict with the involved party within 3 business days of the incident. The student is to meet with or make an appointment with the involved party to discuss the incident. The goal of this meeting is to agree upon an amicable resolution to the incident.
- If the conflict fails to be resolved in the good faith phase, and the student wishes to pursue the grievance further, the student may initiate the grievance phase.

GRIEVANCE PHASE

- A. The student should schedule a meeting with the Assistant Dean (if different from the party involved in the grievance) within 5 business days of the meeting with the involved party that did not result in resolution. Prior to the meeting, a written grievance must be submitted to the Assistant Dean.
- B. The Assistant Dean will discuss the grievance with the involved parties and make suggestions for resolutions to the person filing the grievance.
- C. If satisfactory resolution is impossible at this level, the Assistant Dean will refer the grievance to the Dean.
- D. The Dean will review the grievance and make a final decision.

The decision of the Dean is final; however, students may seek additional review of the decision through the university appeal process as applicable.

APPENDICES

NSNA CODE OF ACADEMIC AND CLINICAL CONDUCT

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of healthcare environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed on us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.

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4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any techniques or procedures for which the student has not been adequately trained
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or other substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issue.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the National Student Nurses Association (NSNA) House of Delegates, Nashville, TN on April 6, 2001

BILL OF RIGHTS AND RESPONSIBILITIES

FOR STUDENTS OF NURSING

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006). Further amendments were adopted by the House of Delegates at the NSNA Annual Convention on April 7, 2017, in Dallas, TX.

1. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes, or economic status.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality education; students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide for and safeguard the students' freedom to learn.
4. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained, and independent search for truth.
5. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.
6. Students should have protection, through orderly approved standard procedures, against prejudicial or capricious academic evaluation. However, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, legal status, United States citizenship status, sexual orientation or other personal information which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as an element of evaluation.
8. The student should have the right to advocate for themselves and other students in the construction, delivery, and evaluation of the curriculum.
9. Institutions should have a clearly written published policy as to the disclosure of private and confidential information which should be a part of a student's permanent academic record in compliance with state and federal laws.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions in an informed, professional manner, both publicly and privately.
11. Students should be allowed to invite and hear any individual of their own choosing within the

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- institution's guidelines, thereby advocating for and encouraging the advancement of their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, thereby encouraging leadership, e.g., through a faculty-student council, student membership, or representation on relevant faculty committees.
 13. The institution has an obligation to clarify those standards of conduct which it considers essential to its educational mission, community life, and its objectives and philosophy. These may include, but are not limited to, policies on academic dishonesty, plagiarism, punctuality, attendance, and absenteeism.
 14. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation, clearly written, and published in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.
 15. The nursing program should have readily available a set of clear, defined grievance procedures.
 16. As citizens and members of an academic community, students are exposed to many opportunities, and they should be mindful of their corresponding obligations.
 17. Students have the right to belong to or refuse membership in any organization.
 18. Students have the right to personal privacy in their individual/personal space to the extent that their wellbeing and property are respected.
 19. Adequate safety precautions should be provided by nursing programs, for example, adequate street and building lighting, locks, patrols, emergency notifications, and other security measures deemed necessary to ensure a safe and protected environment.
 20. Dress code, if present in school, should be established with student input in conjunction with the school administration and faculty. This policy ensures that the highest professional standards are maintained, but also takes into consideration points of comfort and practicality for the student.
 21. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student-faculty understanding.
 22. Students should have a clear mechanism for input into the evaluation of their nursing education and nursing faculty.
 23. The nursing program should track their graduates' success in finding entry-level employment as registered nurses and make this information available to all who apply and enroll.
 24. The nursing program should provide comprehensive, clear, and concise information related to student loans, scholarships, and any other student financial aid.

ANA CODE OF ETHICS

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality, health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through the professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy. American Nurses Association, ***Code of Ethics for Nurses with Interpretive Statements***, Washington, D.C.: American Nurses Publishing, 2015.

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DO NOT USE ABBREVIATION LIST

	<u>Abbreviation</u>	<u>Incorrect Example</u>	<u>Correct Example</u>
1)	U (unit)	insulin 5 u	Insulin 5 units
<i>Do not use "U" for unit; it can be mistaken for a 0.</i>			
2)	IU (international unit)	vitamin E 400 IU	vitamin E 400 international unit daily
<i>Do not use "IU" for international unit; it can be mistaken for IV or 10.</i>			
3)	Q.D. (every day)	qd	daily
<i>Do not use "qd" for every day or daily; it could be mistaken for qid or qod.</i>			
4)	Q.O.D.	qod	every other day
<i>Do not use "qod" for every other day; it can be mistaken for qid.</i>			
5)	Trailing Zeros	morphine 1.0 mg	morphine 1 mg
<i>Do not use a trailing zero after the decimal point; the decimal point may be missed.</i>			
6)	Leading Zeros	hydromorphone .5 mg	hydromorphone 0.5 mg
<i>Use a leading zero before the decimal point; the decimal point may be missed.</i>			
7)	MS	MS 1 mg	Morphine 1 mg
<i>Do not use "MS" for morphine sulfate; it can be mistaken for magnesium sulfate</i>			
8)	MSO₄	MSO ₄ 1 mg	morphine 1 mg
<i>Do not use "MSO₄" for morphine sulfate; it can be mistaken for magnesium sulfate</i>			
9)	MgSO₄	MgSO ₄ 2 g	magnesium sulfate 2 g
<i>Do not use "MgSQ₄" for magnesium sulfate; it can be mistaken for morphine sulfate</i>			
10)	μ (Greek symbol for micro)	levothroid 50 μg	levothroid 50 mcg
<i>Do not use the Greek symbol μ for micrograms; it can be mistaken for mg</i>			
11)	T.I.W. (3 times weekly)	coumadin 2 mg T.I.W.	coumadin 2 mg three times weekly
<i>Do not use "TIW" for three times weekly; it can be mistaken for three times daily resulting in overdose</i>			
12)	c.c. (for milliliter)	10 cc	10 ml
<i>Do not use "cc" for milliliter; it can be mistaken as U (unit) when poorly written</i>			

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<u>Dangerous Abbreviations</u>	<u>Possible Interpretation</u>	<u>Acceptable Terminology</u>
µg (for microgram)	Mistaken for mg (milligrams)	Write "mcg"
T.I.W. (for three times a week)	Mistaken for three times a day or twice weekly	Write "3 times weekly"
AS., AD., A.U. (Latin abbreviation for left ear, right ear, both ears)	Mistaken for OS, OD, OU, etc.	Write: "left ear", "right ear", or "both ears"
U (Unit)	Misread as 0, 4, or cc; 4U mistaken as 40	Write "Unit"
IU (International Unit)	Misread as IV	Write Unit"
Q.D. (Daily)	The period can be mistaken for an "I"	Write "every day" or "daily"
Q.O.D (Every other day)	The "O" can be mistaken for "I"	Write "every other day"
Zero after decimal point (1.0)	Misread as 10	Write "1"
No zero before Decimal dose (.5mg)	Misread as 5 mg	Write "0.5 mg"
MgSO ₄	Misread as Morphine Sulfate	Write "Magnesium Sulfate"
MSO ₄ ; MS	Misread as Magnesium Sulfate	Write "Morphine Sulfate"

Dangerous Abbreviations - Do Not Use!

DRUG CALCULATION POLICY

A student must achieve 100% accuracy to meet the drug math benchmarks for dosage and calculation in Level I, Level II, Level III, and Level IV. Any student's participation in clinical experience requires that she/he meet the academic and professional standards of behavior that ensure patient comfort and safety.

PROCEDURE:

1. Failure to achieve a score of 100% after three (3) attempts will result in failure of the associated clinical/course and the student will not be permitted to progress in the nursing program in accordance with the PHSSN Program Progression Policy.
2. Remediation will be provided by course faculty/designee after a failed attempt of the drug calculation test.
3. Achievement of 100% on the drug calculation test is required to ensure competency for clinical readiness of medication calculation and administration.
4. The School of Nursing will provide simple calculators for use with the tests.
5. Sixty (60) minutes will be allowed for the test.
6. Sample questions will be available for student review and practice prior to the 1st drug calculation test.

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DRUG CALCULATION

LEVEL 1: DRUG MATH OBJECTIVES

In order to pass Level I Drug Math exam with 100% accuracy the student will:

1. Recognize abbreviations for recommended times for administering medications.
2. Be able to convert between military time and A.M. to P.M. time.
3. Be able to read a drug label.
4. Be able to convert between apothecaries and metric system of measurement.
5. When given a physician order, will be able to determine how much medication the nurse would administer to the patient (oral drugs, parenteral drugs, and dosages measured in units).
6. Accurately calculate the following: (a) milliliters given per hour (ml/hour), (b) milliliters given per minute (ml/min), (c) drops given per minute (gtts/min), and (d) the total volume and length of time over which the IV to infuse is given.
7. Be able to calculate reconstitution problems for oral or parenteral administration.
8. Be able to convert a heparin drip from units/hour to milliliters/hour, and vice versa.

LEVEL 2: DRUG MATH OBJECTIVES

1. Be responsible for all Level I Drug Math Objectives.
2. When given a problem using solutions in the form of 1:1,000, be able (a) to identify the constitution of the solution and (b) to calculate answers to problems.
3. Given the patient's weight, amount of medication, amount of intravenous fluids, and physician's order, calculate the following infusion drips: (a) mcg/kg/min, (b) mcg/min, and (c) mg/kg/hour, (d) ml/hour.
4. When given a child's weight, calculate low and high dose range for each dose and for the day.
5. When given an infant's weight, calculate intravenous fluid requirements for the day and for the hour.

LEVEL III & IV: DRUG MATH OBJECTIVES

In order to pass the Level III and Level IV adult drug math exam with 100% accuracy the student will:

1. Be responsible for all Level I and Level II Drug Math Objectives.
2. Given the patient's weight, amount of medication, volume of intravenous fluids, and physician's order, calculate the following infusion drips: (a) mcg/kg/min, (b) mcg/min, and (c) mg/kg/hour, (d) ml/hour, (e) mg/hour.

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STANDARD PRECAUTIONS

Information on the Center for Disease Control and Prevention (CDC) Recommended Standard Precautions is disseminated to all students during their PHSSN Orientation. It is the student's responsibility to maintain compliance with those recommendations during all clinical settings.

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

- a. Secretions and excretions, except sweat, regardless of whether they contain visible blood
- b. Body fluids of all patients and specimens
- c. Non-intact skin
- d. Mucous membranes.

HAND WASHING

- a. Wash hands after touching blood, body fluids, secretions, excretions, and contaminated items, whether or not gloves are worn. Wash hands immediately after gloves are removed, between patient contacts and when otherwise indicated to avoid transfer of microorganisms to other patients or environments. It may be necessary to wash hands between tasks and procedures on the same patient to prevent cross contamination of different body sites.
- b. Use a plain (non-antimicrobial) soap for routine hand washing.
- c. Use an antimicrobial agent or waterless antiseptic agent for specific circumstances (e.g., control of outbreaks or hyperendemic infections) as defined by the practice site.
- d. Wear gloves (clean non-sterile gloves are adequate) when touching blood, body fluids, secretions, excretions, and contaminated items.
- e. Put on clean gloves just before touching mucous membranes and non-intact skin. Change gloves between tasks and procedures on the same patient after contact with material that may contain a high concentration of microorganisms.
- f. Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces and before going to another patient. Wash hands immediately to avoid transfer of microorganisms to other patients or environments.

MASK, EYE PROTECTION, FACE SHIELD

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

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GOWN

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

PATIENT CARE EQUIPMENT

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

ENVIRONMENTAL CONTROL

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

LINEN

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

OCCUPATIONAL HEALTH AND BLOOD-BORNE PATHOGENS

- a. Take care to prevent injuries when using needles, scalpels and other sharp instruments or devices; when handling sharp instruments before, during or after procedures. When cleaning used instruments and when disposing of used needles. Never recap used needles or otherwise manipulate them with both hands and any other technique that involves directing the point of a needle toward any part of the body; rather, use either a one-handed scoop technique or a mechanical device designed for holding the needle sheath. Do not remove used needles from disposable syringes by hand and do not bend, break, or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades and other sharp items in appropriate puncture-resistant containers located as close as practical to the area in which the items were used. Place reusable syringes and needles in a puncture-resistant container for transport to the reprocessing area.
- b. Use mouthpieces, resuscitation bags or other ventilation devices as an alternative to mouth-to-mouth resuscitation methods in areas where the need for resuscitation is predictable.

PROFESSIONAL NURSING STANDARDS AND GUIDELINES – BSN DEGREE

1. [AACN Essentials](#)
2. [Differentiated Essential Competencies \(DECs\) of Graduates of Texas Nursing Programs 2021](#)
3. [QSEN Competencies](#)

McMurry University Patty Hanks Shelton School of Nursing

Exam Item Query Form

This form must be submitted by 5:00 PM on the same business day as the administration of a unit or final exam if a student wishes to formally query a test item. Standardized exams are not eligible for query. Submissions must be supported by specific evidence-based rationale from required course materials (e.g., assigned textbooks, materials posted in Canvas, or assigned readings). Incomplete or late submissions will not be reviewed.

Student Name: _____

Course: _____

Instructor: _____

Date of Exam: _____

Exam Type (Unit or Final): _____

Date Submitted: _____

Time Submitted: _____

Briefly explain your concern with this item. Include the answer you selected, the correct answer according to you, and your rationale supported by evidence in course materials and textbooks.

Source(s):

By emailing this form I affirm that I am submitting this query before 5:00 PM on the same day as the exam to course faculty. I understand that incomplete submissions or those without proper references will not be reviewed.