



Bachelor of Science in Nursing

GUIDEBOOK

FOR NURSING STUDENTS

Dear Student or Prospective Student,

Welcome to John Brown University's Department of Nursing. You have chosen a school that strives to provide a quality academic program within a Christian community. On behalf of John Brown University, we look forward to helping you achieve your educational goal as a professional nurse and assisting in your development as a Christian servant of God.

This *Guidebook for Nursing Students* has been developed to provide you with information about the mission, outcomes, policies and procedures pertinent to applicants and students of the Bachelor of Science in Nursing (BSN) Program. Its purpose is to assist you in the understanding of the policies and guidelines that are specific to the Department of Nursing. It is a supplement to the information provided in both the John Brown University *Undergraduate Catalog* and *Student Handbook*.

This guide is not considered a contractual agreement. The Department of Nursing reserves the right to change policies and procedures in this document at any time. If this occurs, students will be notified of changes in a timely fashion via JBU student email accounts. The Department of Nursing views baccalaureate education in nursing as a collaborative venture. Please do your part to ensure success by assuming responsibility for reading and using this guide and the documents to which it refers.

We all appreciate the confidence you have placed in us by selecting John Brown University. We offer you our support, encouragement and commendation as you begin the journey to becoming a professional nurse.

Christ Over All,

Faculty and Staff of the Department of Nursing

GUIDEBOOK FOR NURSING STUDENTS

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Introduction to John Brown University Department of Nursing

The Department of Nursing offers a four-year, full-time Traditional Undergraduate tract (TUG) to prepare baccalaureate nurses for the challenges and rewards of professional nursing. The Bachelor of Science in Nursing (BSN) degree prepares graduates as nurse generalists who, upon passing the licensing exam, are eligible to enter the nursing profession and work in a variety of fields or roles. Graduates may work in many settings, including in a hospital, in a clinic in the community, as a school nurse, as a public health nurse, or as an occupational health nurse. Graduates are prepared to work as staff nurses in the hospital and to assume leadership roles in all areas with some experience. These are just a few examples of the wide variety of areas available for employment by our graduates. Graduates who aspire to enter graduate programs will also be well prepared for their continued studies.

1. Overview of the Department of Nursing

The Mission of John Brown University

John Brown University provides Christ-centered education that prepares people to honor God and serve others by developing their intellectual, spiritual, and professional lives.

Department of Nursing Mission Statement

The mission of the nursing program is “to educate students in a Christ-centered community, providing the academic, spiritual, and professional principles necessary to positively impact the health of society.” The Bachelor of Science in Nursing degree builds on the liberal arts tradition of the University to prepare students as nurse generalists to provide safe and effective nursing care throughout the spectrum of healthcare settings and populations. The program prepares graduates to function as leaders who integrate the spirit of inquiry and apply evidence-based practices to advance the profession of nursing.

Department of Nursing Philosophy

The Department of Nursing believes that:

- Nursing is a professional discipline focused on providing patient-centered care to meet the healthcare needs of a diverse and dynamic society. Holistic health encompasses the biophysical, emotional, intellectual, social and spiritual well-being bound within the context of personal values, environment, and culture. Professional nursing views all humans with inherent dignity and worth, who have the right and responsibility to actively participate in decisions that affect their health.
- Professional nursing expresses itself as both an art and science. Nursing is a scientific and caring profession which utilizes evidence-based practice to optimize health, reduce risk, improve patient outcomes and promote wellness of individuals, families, groups, communities and populations.
- Professional nursing is grounded in general education. Development of the nurse’s professional identity requires the acquisition of knowledge, skills, values and attitudes within nursing and related fields of study.
- Professional nursing requires a commitment to lifelong learning through scholarly inquiry and study, self-reflection, and clinical and professional experiences. To foster this commitment, our faculty expect students to engage in active, collaborative partnership in the learning process.
- Constructivist learning theory is used to provide an active, meaningful learning environment while implementing a concept-based curriculum. Concept based curriculum provides an opportunity to learn about the care of clients across the life span and develop critical thinking and clinical judgment which are essential qualities in a nurse. Concept based curriculum focuses on learning the big picture instead of memorizing minute details.

- Faculty serve as role models, not only professionally but personally. Nursing education is provided in an environment that fosters cognitive, moral and spiritual development in individuals and society.

Program Learning Outcomes

The baccalaureate program, in keeping with the overall goals of the university, has identified and is committed to the following program learning outcomes. These outcomes reflect the expected characteristics and qualities of all nursing graduates at John Brown University. Outcomes are grounded in the university and program's mission and core beliefs, and are also based upon the latest standards for nursing education and the nurse generalist as stated by professional organizations, including, but not limited to:

- *The Essentials of Baccalaureate Education for Professional Nursing Practice*. American Association of Colleges of Nursing, 2021
- Arkansas State Board of Nursing
- Quality and Safety Education for Nurses Competencies
- International Nursing Association for Clinical Simulation and Learning
- National Council of State Boards of Nursing

BSN program graduates will be able to:

1. Integrate beliefs and values that honor God into the practical ministry of nursing, treating others with mercy and dignity.
2. Integrate the foundational knowledge derived from a liberal arts education into holistic nursing practice to provide quality care.
3. Practice with knowledge, skills, and attitudes to provide safe, evidence-based, patient-centered care to assist individuals, families, and populations to pursue health.
4. Demonstrate communication, teamwork and collaboration, and application of information management technologies, along with inter-professional healthcare disciplines to promote optimal patient outcomes.
5. Apply clinical reasoning in decision-making to improve patient outcomes considering the diversity of patients and complex environments.
6. As a nurse generalist, incorporate leadership, management, legal, and ethical guidelines while applying professional standards of nursing practice.

2. Approval and Accreditation

John Brown University is approved by the Arkansas State Department of Education and is accredited by the [Higher Learning Commission](#), 230 South LaSalle Street, Suite 7-500, Chicago, Ill. 60604. 800.621.7440

The undergraduate nursing program is fully approved by the Arkansas State Board of Nursing (ASBN), 1123 S. University, Suite 800, University Tower Bldg., Little Rock, AR 72204. 501.686.2700 (www.arsbn.org).

The baccalaureate degree (BSN) program in nursing at John Brown University is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001. 202-887-6791 (<http://www.aacnursing.org>).

3. Program of Study and Curriculum

Requirements for fulfillment of the BSN degree

The requirements for the BSN degree are found below, and can also be found in the Undergraduate Catalog. A suggested four-year plan of study is also available on the website. Students will discuss and review this with their assigned adviser.

Graduation Requirements for the BSN:

1. Satisfactory completion of all required coursework with a minimum cumulative GPA of 2.5. Each NUR course must have a grade of 2.0/C or better.
2. Submission of a portfolio, including exemplars of work and progress, which demonstrate evidence of growth and development as a student nurse and readiness to enter professional practice.
3. Completion of a standardized NCLEX-RN predictor exam, meeting minimum standard (see ATI testing policy).

Professional Licensure Eligibility

After fulfilling all degree requirements, graduates are eligible to apply for the national licensure examination (NCLEX- RN®) in any state and U.S. territory. Test development and oversight of the licensing exam is coordinated through the National Council of State Boards of Nursing, and successful passage enables a graduate to practice anywhere in the United States and U.S. territories. Final approval to be eligible to take the NCLEX- RN® rests with the Arkansas State Board of Nursing (or a like counterpart in the state in which a graduate seeks to pursue initial licensure). *Completion of the BSN degree is not guarantee of eligibility to take the NCLEX-RN.*

Persons convicted of a crime may be ineligible to take the NCLEX- RN®. Felony and/or FBI background checks and fingerprinting are required in the senior year as part of the nursing licensure application process. Students with concerns regarding eligibility are highly encouraged to speak with the Department of Nursing Chair prior to making application to the nursing major. For the state of Arkansas, the standards to apply for licensure are outlined in ACA § 17-87-312. Background testing and drug screening is also part of the admission process into the upper division nursing courses. For more information refer to *Criminal Background Check and Drug Testing* policy located in Section 7 in this guidebook.

Nursing Fees and Incidental Expenses

In addition to general tuition and fees, special fees are associated with several nursing courses. The amounts of these special course fees vary and can be found [on-line](#). These fees off-set expenses related to laboratory and simulation materials as well as the standardized testing platform ATI. Students also have access to nursing course fees through Academic Planning.

Beyond fees administered by the University, students majoring in nursing incur other required and incidental expenses for which students are personally responsible. Examples of these include textbooks, supplemental materials (including on-line platforms or software), health-related expenses, NCLEX-RN® licensure application fees, health insurance, uniforms, equipment, computer devices and transportation expenses. Liability insurance is covered by usual tuition and fees and is provided by the school. The table below lists approximate costs of these expenses.

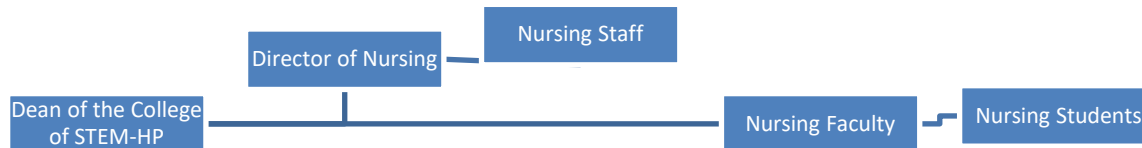
<u>Year</u>	<u>Item</u>	<u>Estimated Cost</u>
*Sophomore	Health fees for immunizations and vaccinations (varies depending upon need and insurance)	\$40-600
	Immunization Tracking (through SentryMD)	\$35
	Criminal Background Check	\$50
	Drug Screening	\$50
	Cardiopulmonary resuscitation class (depends upon where it is taken)	\$30-60
Junior	Uniforms, lab coat, name badge, insignia	\$250
	Stethoscope (price varies depending upon type)	\$40-150
	Equipment, required (Watch, bandage scissors, penlight)	\$50
	Equipment, optional (Blood pressure cuff, vision card, reflex hammer, gait belt).	\$120
	Books (for all of upper division) \$1500	
	Criminal Background Check (required every year)	\$50
	Drug Screening (required every year)	\$50
Senior	NCLEX review course	\$360
	Licensure application and fees (varies by state)	\$300-600

*Refer to Admission Policy for further detail

Costs listed are approximate and subject to change.

4. Department of Nursing Organization Structure

Position within JBU



Committee Structure

Committee Structure within the Department of Nursing is called the Nursing Faculty Organization, where the faculty operate as a committee of the whole. The functions of this organization are to:

1. Develop, implement and evaluate the program in nursing education.
2. Plan for program development and provide input for budget allocations.
3. Develop and approve policies and procedures consistent with the mission, philosophy, purposes and objectives of the program; and
4. Promote, support and provide advisors for student activities within the department.

Student Membership and Participation

Student participation in the Nursing Faculty Organization is valued by the faculty, and student representatives serve as the voice for their respective class.

Process:

- Two junior class representatives and two senior class representatives are elected by their peers during the third week of the fall semester.
- The Nursing Department Administrative Assistant provides student representatives with the meeting schedule and minutes.
- Student representatives may include items on the meeting agenda and should submit those items to the Dept of Nursing Chair.
- One junior class representative and one senior class representative are present in each department meeting.
- Student representatives are invited to participate in discussion but do not have voting privileges.
- Student representatives may be asked to leave during discussion of confidential matters.

5. Admission and Progression Policies

John Brown University and the Department of Nursing are accountable to the public for the quality of professional nurses who graduate from the Bachelor of Science in Nursing Program. As a profession, nursing is legally and ethically accountable to the society for the integrity and outcomes of its practice. Nurses should have high moral character, worthy of the public's trust. Therefore, John Brown University and the Department of Nursing have the right and responsibility to establish standards of admission, progression, dismissal and graduation in accordance with its philosophy and program objectives in order to protect the integrity of the university and the educational program.

Admission into nursing is a two-step process. The first step is acceptance to John Brown University and meeting the general admission requirements. Freshman or transfer students may declare nursing as their intended major and may pursue coursework towards the Core and a few select nursing courses. Students who do not meet JBU's general admission criteria may have a modified program of study that includes additional pre-requisite courses, as needed. The second step, application to the nursing program, must be completed to be considered for acceptance into upper division nursing courses (see below).

Advising, Pre-nursing and Nursing

Students who declare nursing as their intended major will be assigned a faculty member from within the Department of Nursing. Upon full acceptance into the nursing major (junior year), students may be reassigned to another faculty member/ adviser within the nursing department depending upon the number of students enrolled and faculty workloads.

Admission Policy (Criteria into upper-division Nursing)

The Department of Nursing enrolls and begins upper division student cohorts once a year in the fall term. Students who wish to be admitted into the upper division nursing courses must submit a separate nursing application to the Department of Nursing. The on-line application is due by **March 1**. Students will receive notification of acceptance status no later than April 15th. Admission into upper division nursing is selective. Academic admission requirements for the Nursing major (upper division courses) are as follows:

1. Applicants, if asked, will participate in a personal interview with at least one representative from the Department of Nursing.
2. All lower-level NUR classes will be completed with a "C" 2.0 or better.
3. Applicants will have completed at least 58 credit hours of general education, Core, or nursing prerequisite courses outlined in the program of study for freshman and sophomore years with a minimum GPA of 2.8 (based on a 4.0 scale) prior to beginning upper-division course.
 - a. At a minimum, the following courses (or the approved equivocal course) must be included. BBL 1013, BBL 1023; BBL 2022, BIO 1013, BIO 2333, BIO 2513, BIO 2523; COR 1002; EGL 1013, EGL 1023; either ICS 2113 or ED 2033; NUR 1022, NUR 2113, NUR 2134; either CHM 1013 or CHM 1121; one of ED 2143, FAM 2413 or PSY 2413; and one of BUS 2193, MTH 1003, MTH 2103, or PSY 2383.
 - b. If additional courses within the program of study are completed, those hours will also be tabulated as part of the admission GPA.
4. Applicants will achieve a combined, average science GPA of 2.5 or better (based on a 4.0 scale) in the following courses, or their equivalents:
 - a. *BIO 1013: Fundamentals of Cell Biology (with lab)
 - b. CHM 1013: Fundamentals of Chemistry (with lab) or CHM 1124
 - c. *BIO 2513: Anatomy & Physiology I (with lab)
 - d. *BIO 2523: Anatomy & Physiology II (with lab)
 - e. BIO 2333: Microbiology (with lab)
*Must earn a grade of "2.7/B-" or higher in the designated courses
4. When there are more qualified applicants than student positions, meeting minimum criteria is not a guarantee of acceptance. Other criteria, such as but not limited to, grades earned in NUR prerequisite courses, number of repeat courses (if any) and, number and grade(s) of transfer credits.
5. Students transferring from another nursing program must also provide a letter of good standing, indicating they are eligible to return to that program.

Admission into the Nursing Major

Conditional acceptance into the major may be granted during the spring semester while students are still enrolled in prerequisite courses. Once conditional acceptance has been granted, full admission is contingent upon successfully completing the following:

1. All pre-requisite course work (freshman and sophomore levels) must be completed during the spring or summer semesters and the minimum GPAs as outlined in the conditional admission section must be maintained. If summer courses are taken at another academic institution, all official transcripts must be submitted directly to the Registrar's Office and evaluated, prior to the beginning of fall courses and the lifting the conditional admission status.
2. Must submit proof of the following immunizations to the designated company (currently using *PreCheck & Sentry MD*):
 - a. Hepatitis B: 3 injection series of vaccines or the titer
 - b. Annual negative Tuberculosis Skin Test or an equivalent (including screening), such as a chest x-ray, TB Gold test, or QuantiFERON t-spot.
 - c. Varicella (chicken pox): 2 injection series or the titer
 - d. Measles, mumps and rubella: 2 injection series
 - e. Tetanus-diphtheria (Tdap): Routine booster every 10 years
 - f. Influenza: Needs to be updated **annually**
 - g. Any other immunization required by the clinical agency
3. Must submit proof of Cardiopulmonary Resuscitation (CPR) for Health Care Providers (BLS for HCP)—issued by the American Heart Association, which includes the Basic Certified Life Support and Automated External Defibrillation (BCLS & AED).
4. Must submit physical form from healthcare provider stating that student is healthy and able to enter into the nursing program without restrictions.
5. Must submit proof of individual, current health insurance coverage, which is renewed or updated annually.
6. A criminal background check is required **annually**. An unsatisfactory criminal background check **MAY** lead to denial of full admission into the nursing major and **MAY** prevent students from obtaining a license to practice professional nursing. For further information regarding licensure in the state of Arkansas, refer to the Arkansas State Board of Nursing, Laws & Rules, Criminal Background Checks. PDFs of the Criminal Background Checks - ACA §17-87-312 and Licensing Restrictions based on Criminal Records ACA §17-3-102 can be found [here](#).
7. A negative drug screen is required **annually**.
8. Students born outside of the United States or identify English as their second language will also be required to complete the official Test of English as a Foreign Language (TOEFL) iBT composite score of at least 83, with a minimum speaking score of 26 (if applicable). The test must have been taken within the previous calendar year of admission.

Continued Progression Policy

Students must earn a 73% test average in all upper division NUR courses to continue progression in the program of study. Additionally, students must earn an overall course grade of a "C" (2.0 GPA scale) or better in all upper division NUR courses in order to continue progression in the program of study. A grade of "C" is considered the minimum passing grade. *(Note that exam score averages will not round. For example, if a test average is 72.9%. The testing average does not meet the 73% average requirement and the student will not progress).*

Clinical courses taken concurrently with their didactic course will also be associated with a letter grade. The overall course grade for each clinical course must also be a "C" (2.0) or better in order to continue

progression in the program of study. Nursing students who do not successfully complete both the didactic and corresponding clinical companion course must repeat both courses the next time it is offered. The student will not be able to progress into the following nursing course work as each course builds upon one another in content.

Transfer Students and Transfer Credits

Students who have completed course work and received college credit at other institutions are welcome to apply and transfer to JBU and are eligible to apply to the nursing major. Transfer students are subject to the policies of Admissions and the Registrar Office. Refer to <http://www.jbu.edu/admissions/transfers/>

Credit which has been earned at another institution, including nursing credit, will be reviewed by both the registrar and the appropriate department faculty; and the applicability to courses in the chosen degree program will be determined. Each course accepted for transfer must have a minimum grade of "C." All work completed at previous institutions will be posted as "CR" on the student's JBU transcript. Thus, **only JBU course work will apply toward the student's grade point average.**

Currently enrolled students planning to take summer courses or correspondence work at other institutions must receive prior written approval from their major adviser and the registrar. Official course descriptions of proposed work are required.

International Students

The Department of Nursing welcomes international students and those for whom English is not their first language. Students born outside of the United States or identify English as their second language will be required to complete the official Test of English as a Foreign Language (TOEFL) iBT composite score of at least 83, with a minimum speaking score of 26 (if applicable). The test must have been taken within the previous calendar year of admission.

Re-admission to the Nursing Major

Students who are not continuously enrolled at JBU for one or more semesters are required to make application for readmission to the University. This process involves completion of an abbreviated application; however, the original application fee will be waived. Then, the appropriate offices will deem if the student is in good standing and eligible for readmission. If students have taken a medical leave of absence, reapplying is not necessary.

Re-admission to Upper-division Nursing Program Policy

In all upper division (3000-4000) NUR courses if a student receives an exam average of less than 73%, an overall course (didactic or clinical) grade less than a C (2.0 GPA scale), the course may be retaken **1 TIME**. The student **must** pass the course on the second attempt or the student will be dismissed from the program.

A student may only repeat a sum total of **2 upper division NUR COURSES**. Once a student receives a third failing grade in the upper division NUR courses, the student will be contacted by the department chair and/or the faculty and will be notified of their dismissal from the program. The student at that time will receive advising (in-person) regarding other possible academic options or programs of study. Eligible upper division nursing students (*see continued progression policy above*) not continually enrolled in at least one NUR course are also required to reapply to the Nursing Department for upper

division nursing. This is an abbreviated application process. Admission is **not** guaranteed; eligible students are re-admitted based on record review and space available. Students who withdraw from the upper division nursing courses because of academic, personal, economic, or other reasons are also required to reapply to the program.

Students withdrawing from coursework should refer to the *Undergraduate Catalog* for specific policies and further detail on withdrawal policy and the maximum course load. Students receiving a W, WP, or WF will require special permission from the Department of Nursing and the Registrar's Office in order to continue enrollment in the nursing program.

If a student is dismissed from John Brown University, he/she is not eligible to apply for readmission for at least the balance of the semester, and readmission is not guaranteed. Dismissal could cause potential loss of financial aid eligibility for ensuing terms of enrollment.

6. Student Services

JBU offers a multitude of student services to help students be successful. For a comprehensive list of services, students should refer to the JBU website for [Student Services](#).

Counseling Services

The JBU Student Counseling Center provides confidential, clinically excellent mental health counseling, assessment, crisis intervention, and consultation to support the emotional well-being, educational goals and personal development of students. The nursing program is rigorous and requires time management, stress management, and prioritization skills. Patient care can be emotionally challenging. Students are encouraged to seek assistance from the Student Counseling Center as needed. Faculty may also make referrals. Information on how to schedule an appointment, supportive services and resources and staff profiles may be accessed at [JBU's student Counseling Center](#).

Insurance

Student Health Insurance

Students are expected to have medical insurance coverage. All medical expenses incurred will be the individual student's responsibility. This includes not only expenses initiated by the student, but also those initiated by university personnel responding to an emergency on the student's behalf. A copy of current health insurance is required prior to beginning clinical experiences.

Professional Liability Insurance

The university will provide nursing students with professional liability insurance at no cost to the student. Under this program, students are covered only for malpractice related to their normal curriculum, studies and assignments 24 hours a day. Coverage under the insurance policy terminates on the date of graduation.

7. General Information, Policies and Procedures

Address, Phone Number, & E-mail

It is important for university officials to be able to locate and send official correspondence to students. At the time of (pre)registration every semester, students will be notified via Eagenet of the need to verify and/or update their contact information. At other times of the year, verification and/or changes can be

made through the Academic Planning tab. Accurate contact information is essential in order that schedules, official correspondence, scholarship notification and emergency messages will not be delayed or lost.

Failure to receive University notices because of incorrect contact information provided by the student will not relieve the student of responsibility for responding to the notice appropriately. It is the student's responsibility to keep the nursing program informed of current contact information including:

- Local address
- Home (or permanent) address, if different
- Telephone number(s)
- E-mail address (your JBU e-mail address will be the only e-mail address that the nursing program will use to communicate with students.)
- Emergency contact information

Auditing a Course

Non-nursing majors may audit select nursing courses (non-clinical) with faculty permission. NUR clinical courses are not eligible for audit status. As stated in the Undergraduate Catalog, “Students may register for courses as an audit with instructor approval, either at initial registration for the semester or by official change of registration prior to the stated deadlines. It is the responsibility of the student to obtain a statement of grading criteria for satisfactory participation from the instructor.” Policies on auditing courses are in the catalog.

Nursing majors that have been unsuccessful in any upper division NUR course may be required to audit all NUR courses taken that semester, regardless of the course grade. This will be up to the discretion of the faculty and department chair. Students will be notified within 2 weeks of the end of the semester in which the unsuccessful course was completed as to which courses will need to be audited. Students have the right to appeal this decision, following the appropriate appeal process.

Identification Card Policy

All students are required to have an official JBU photo I.D. card as a means of identification. The card will be used as a means of accessing selected areas of campus, including the Health Education building after hours and some laboratories. For more information regarding the JBU ID card, please refer to [ID cards on Campus Safety Eaglenet Page](#).

Upper division nursing students will have an additional ID badge provided to them at no charge. These IDs do not use the students' last names and identifies them as BSN students; this name badge is to be worn at all times during clinical experiences. A student is unable to participate in **any** (this includes onsite lab/simulation) clinical experience without their identification card (mental health facilities do have an exemption for student safety). This is a requirement of the clinical facilities in which we participate. *If a student comes to clinical without their ID, they will be dismissed by the clinical instructor, sent home for the day and receive a 0 on their CET for that clinical day.*

Computer Requirement for e-textbooks

All students involved in the nursing degree program must have a laptop computer or similar device and designated software. This device will be used in both the classroom and clinical/lab settings. Your portable devices must have the following technical requirements to support the e-textbooks and other

course materials:

eBooks on VitalSource

<https://tinyurl.com/VitalSource-Bookshelf>

Please see that your device has the applicable plugins installed and updated regularly.

Criminal Background Check and Drug Testing

Clinical agencies require criminal background checks (CBC) and drug screens as a condition for clinical placement. Students are **required** to have a negative drug screening and CBC completed **PRIOR TO** full acceptance into the nursing major and **annually PRIOR TO** beginning any clinical rotations. *All fees connected with the CBC and drug screening (including random or for cause drug screens are the responsibility of the student.*

A positive drug screen may result in denial of admission to the upper division nursing courses or dismissal from the nursing program (see policy below). Students must comply with state and federal laws concerning dangerous drugs. Offenses may result in prosecution by civil authorities and/or disciplinary action by the college. **Nursing students that test positive for marijuana will be terminated from the nursing program.** This includes students with written certification for the use of medical marijuana. Results of a positive drug screen will be reported to the Office of Student Development and the Dean of Students. Refer to the [Community Covenant](#) for further details. A student found guilty of noncompliance with the policy on alcohol and other drugs is subject to sanctions commensurate with the offenses. Sanctions that may be imposed against a student are found in the *Community Covenant*. Readmission to the nursing program is not guaranteed, but those students who are readmitted will be subject to random drug screening performed at the student's expense. A second positive drug screen will render the student ineligible to continue or be re-enrolled in the program.

Drug Testing Policy

Students are prohibited from using or being under the influence of: alcoholic beverages, illegal drugs or drugs that impair their judgment while participating in any learning experience, including preceptorships and clinical experiences in a health care facility, school, institution or other work location as a participant in the Nursing Program.

If a faculty member or clinical instructor perceives the odor of alcohol or observes behavior which raises a reasonable suspicion that the student is impaired by alcohol or drugs, the instructor shall follow the steps set forth below. Behaviors which may indicate possible impairment include, but are not limited to, slurred speech, unsteady gait, confusion, or poor judgment.

- a. The instructor will remove the student from the patient care site or assigned work area and notify the supervising personnel at the clinical agency that the student has been sent home.
- b. The student will be required to submit to a drug test. The instructor will contact a transportation service and arrange for the student to be transported to a testing facility designated by JBU.
- c. The student must have a picture ID in his/her possession to complete the drug testing.
- d. After testing, the student will be responsible for making arrangements for safe transportation to his or her residence.
- e. If the student admits that he or she has used alcohol or drugs, the student will still be required to undergo drug screening.
- f. If the results of the test(s) are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the Dept. of Nursing Chair and clinical instructor will meet with the student within 24 hours after receiving the test results to discuss the circumstances surrounding the

- impaired clinical behavior.
- g. If the screening was due to the perceived odor of alcohol, the student will be required to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting.
 - h. If the screening was due to behavioral indicators, the faculty member and Nursing Dept. Chair will consider whether a medical condition may be responsible for the symptoms and refer the student for a medical evaluation. The student will be required to return to the clinical setting, once they have been evaluated by a medical professional and have written release to return from the medical provider.
 - i. If the results of the test(s) are positive for alcohol or other illegal substances or for non-prescribed legal substances, the Dept of Nursing Chair will require the student to withdraw from all nursing courses for a period of one year. The student will pay for all costs associated with the for-cause drug-screening test.
 - j. The results of the positive screening test will be reported to the State Board of Nursing.
 - k. If a student refuses to submit to “for cause” testing:
 - i. The instructor will remove the student from the clinical/preceptor setting pending a full investigation.
 - ii. The instructor, in consultation with the student, will make arrangements for the student’s safe transportation to his or her residence.
 - iii. Failure to comply with any aspect of this policy will result in administrative withdrawal from the program.

Background checks and drug screens are conducted by *PreCheck/StudentCheck*, a company specializing in employment qualifications for healthcare workers and students. Information and instructions are included in the student welcome/information packet. Results of the CBC and drug screen are reported to the Department of Nursing Chair and any healthcare facility in which the student is scheduled for clinical experiences. The healthcare facility may restrict the entrance of a student to their facility based on these results. An unsatisfactory background check:

- may result in denial of full admission to the nursing program
- may impede or halt the student’s progression in the program
- may result in the student being reassigned to another clinical agency (space available) or being asked to withdraw from the course if other clinical sites are not available

Students will also be required to have a background check as part of the application process for the National Council Licensure Examination-Registered Nurse (NCLEX-RN); this usually occurs closer to graduation. The CBC used for program purposes cannot be used for the licensure or testing application. *Acceptance into the upper division nursing program does not imply or guarantee student will be eligible to sit for the NCLEX-RN exam.* It is the student’s responsibility to review the CBC with the state in which they wish to be licensed for eligibility requirements.

Dress Code Policy

The purpose of the dress code for the Department of Nursing is to promote a professional appearance and school identity. Personal appearance of the nursing student should always present the individual in a professional light, in a way that fosters respect from all health care professionals and colleagues and reflects well on John Brown University and all affiliated medical institutions. All clothing and uniforms are to be kept in optimal condition. *They must be kept, clean, neat and wrinkle free at all times.* Any stains, tears, rips, wearing or fading, and fraying of the students’ uniforms is not permitted. If a faculty member determines a uniform has not been well-kept, the student may be asked to purchase another.

The Department of Nursing has made every attempt to create a dress code policy that complies with all clinical agencies and medical institutions with whom the program may partner. However, if any discrepancies arise, the policy of the institution where clinical are being performed must be adhered to by the student. All exemptions to dress code for religious beliefs must be submitted in writing to the Department Head before the beginning of the semester. Any request for exemptions not received prior to the two weeks before the start of the semester will be denied.

Clinical Uniform

- **Scrub Jacket**

Each student must purchase one scrub jacket. The scrub jacket must match the royal blue uniforms or be solid black. The choice of style has been left up to the personal preference of the student (e.g. sleeve length, collar or no collar, etc.). The scrub jacket will be embroidered at the Department's expense and presented to students at the beginning of their clinical experience in the junior year.

- **Uniform**

The chosen uniform required for all clinical settings is Cherokee® brand Royal Blue scrub top and scrub bottom. Acceptable styles and models as well as a list of prohibited styles will be distributed to students in the student welcome/information packet. This is the ONLY brand and color that is acceptable. Each student is to purchase, at a minimum, two sets of the uniform style of their choice. The uniform should be well-fitted and of proper length for each student. The uniform must be one solid color; no contrasting colors for binding or hemming will be permitted. Layering shirts may be worn under the uniform. The sleeves, if long, must be tight to one's arms. Shirts worn under the uniform are to be solid white, black, or grey in color. It is not acceptable to wear outside jackets, sweaters, coats, or vests over the uniform while in clinical settings.

At some clinical agencies and experiences, scrub uniforms are not appropriate. As an alternative, students are required to purchase a John Brown University Nursing t-shirt, available through the nursing club. This is to be worn with appropriate pants as directed by the instructor based on the clinical experience.

- **Shoes**

For all clinical settings, shoes must have a low, closed heel and toe with a nonskid sole as this complies with safety and health standards. Any all-black, leather or other man-made materials, are acceptable. Tennis shoes, cotton, or mesh materials are not acceptable. Shoestrings are permitted but must be all black as well. Students must wear solid black crew or knee-high socks with uniforms. Shoes are to be kept clean at all times as this promotes a professional image.

- **Accessories**

A watch is required. The watch must have a second-hand sweep or the equivalent function. Smart watches and smart glasses are not permitted.

- **I.D. Badge**

The student's ID badge is to be worn above the waist in clear view during all clinical settings. The ID badge is a requirement of the clinical sites. Any student that presents to clinical without their ID badge will be dismissed from that clinical day and will receive a 0 on their CET for that clinical experience.

- **Tattoos**
Students should refrain from getting a visible tattoo during their time in the nursing program. Distractive or offensive visible tattoos must be covered corresponding to the agency policy.
- **Jewelry**
Earrings are limited to one earring in each lobe. The stud earring cannot be larger than 5 mm in diameter. Gages, hoops, and dangles are not allowed. No Facial or body piercings are permitted, including tongue piercings. Wedding or engagement rings/bands may be worn. Rings that have a high likelihood of puncturing gloves should not be worn. Neither the university nor the agency assumes responsibility if a ring or setting is lost. Nursing students will be allowed one small, durable watch with a sweeping second hand. Permanent jewelry is prohibited due to infection control concerns, especially in high-risk units.
- **Hygiene**
Students should be mindful to maintain pristine personal hygiene at all times. This is a sanitation and infection control issue. A clean scent and appearance also contribute to the professional image. Odors such as smoke, alcohol, or strong detergents and perfumes/colognes are not allowed. Students are required to wear antiperspirant and deodorant. Light/non-offensive perfume or lotion is optional, but one is to be very mindful of surrounding co-workers and patients. If the scent that the student is wearing is found to be offensive (or too heavy) they will be asked to wash, change their uniform, or may be sent home.
- **Hair**
Hair should be kept clean, neat and tidy at all times. Hair is to be kept up and off of the face and shoulders, off of the work area, and off of the patient during all lab and clinical settings. Unconventional color or highlights (not a naturally occurring color) are not permitted. **MEN:** If men choose to have facial hair it should be kept clean, neat and trimmed and of a natural color at all times. Facial hair must not impact the function of the Fit-tested N-95 mask (if required by the clinical site).
- **Makeup**
Makeup should be kept natural and conservative. Neutral and non-distractive colors on the face only.
- **Nails**
Nails are to be well kept, clean and groomed at all times. For infection control purposes, fingernails may not extend beyond the fingertip and must be well manicured. Artificial extensions and polish (to include dip, gel and acrylic) are prohibited.

Professional or Business Attire

Business attire may be appropriate at certain times. Students will be required to dress in professional business attire at times throughout the program. As representatives of John Brown University, students are expected to demonstrate a modest and professional image at all agencies or events associated with the nursing program.

- Men should wear dress slacks or pants, a collared long sleeve shirt, and professional shoes. Tie and jacket optional. The student's pants and shirt must be clean and wrinkle-free.
- Women should wear a dress, dress slacks or pants and an appropriate blouse, sweater, or knit top with a conservative neckline. No spaghetti straps or strapless attire will be permitted. Professional, sensible shoes only. If one chooses to wear jewelry it must be conservative.

Employment

The ability to handle combined responsibilities of college and employment is highly individualistic; therefore, there is no policy limiting the number of hours a traditional BSN student enrolled full-time may be employed outside of the university. However, students are strongly advised that work hours should not exceed twenty hours per week, especially during the upper division major coursework. *Students employed by the university as work-study or teachers' assistants (TA's) are limited to working 7.5 hours per week.* Additionally, students who fail to meet the academic standards in the nursing program due to employment will receive no special consideration regardless of financial need. Therefore, students who feel they have to work to pay school expenses should make this need known to the academic adviser and the student financial aid office before they are in academic jeopardy.

Students employed by clinical agencies should be aware that neither the University nor the Department of Nursing assumes any responsibility for their activities as employees of an agency. Students are not allowed to wear any clothing that would identify them as a JBU nursing student while they are at a clinical facility as an employee.

Hazardous Weather

Information regarding closure/delay of ON CAMPUS activities is sent via voice message, text message or e-mail to all students registered on the university's [Crisis Alert System \(CAS\)](#). Students are highly encouraged to register for this notification service. For learning experiences scheduled OFF campus, students will need to refer to the course syllabus, course materials, or special instructions from the clinical faculty.

Parking

Because nursing students will need access to reliable transportation for clinical experiences, all students need to be familiar with the JBU policies regarding vehicle registration and campus parking. Please refer to [campus safety, parking and traffic website](#) for further details.

Additionally, some clinical agencies will require students to display a parking decal and/or park in designated areas while participating in clinical experiences. Instructions regarding specific agencies will be given to students during clinical orientation as needed.

Professional Responsibility, Conduct, and Code of Ethics

Throughout the entire course of study in the BSN program, students are reminded that they are studying to become a member of an honored profession and of the responsibility that such membership entails. The ethical standards of conduct of the professional nurse as a member of a service profession in a self-governing society are stressed in a manner consistent with the purposes of a Christian university. Within the academic and clinical settings, professional nursing students must:

1. Actively promote the highest level of moral and ethical principles and accept responsibility and accountability for their actions.
2. Treat others with respect and promote an environment that respects human rights, values, cultural and spiritual beliefs.
3. Maintain client confidentiality.
4. Communicate the care for clients in a truthful, timely and accurate manner.
5. Uphold all academic and clinical institutional policies related to academic and clinical performance;

reserving the right to appeal by using the procedure in the [Student Handbook](#) outlined under Academic Grievance process.

Students are expected to display classroom and clinical behavior that is not only appropriate for the profession but is also appropriate to a Christian university. A professor may remove a student from a classroom, lab, or clinical environment if the student displays behavior that is deemed uncivil, defiant, disruptive, or unprofessional. Students dismissed from a learning environment may not return to the classroom (or clinical) without the permission of the professor and the Department of Nursing Chair.

Student Misconduct Policy

1. If at any point a student displays unprofessional conduct, as defined above, the student will be removed from the classroom, lab, or clinical environment immediately.
2. If in a clinical environment whether on-site or off, the student will receive an automatic 0 on their CET for that clinical date.
3. Students dismissed from a learning environment may not return to the classroom (or clinical) without first meeting with the professor/instructor that dismissed them and the Department of Nursing Chair. This meeting will occur within 48 hours of the dismissal if at all possible.
4. A letter describing the unprofessional conduct and the findings from the meeting will be placed in the student's file.
5. Students may be dismissed from the program for unprofessional conduct if deemed appropriate by the Department Chair and JBU administration. If dismissed for unprofessional conduct, a student is ineligible for readmission.

Refund Policy

Students withdrawing from the university are entitled to a refund as outlined in the [Undergraduate Catalog - Adjustment of Accounts](#).

Social Media

John Brown University recognizes that social networking websites and applications such as Facebook, Twitter, Instagram, Snapchat, etc. are important and timely means of communication and fostering connections. Students who use these websites and applications must be aware of the critical importance of privatizing these websites and applications so that only trustworthy "friends" have access to the sites. They must also be aware that posting certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions that range from a letter of reprimand to probation to dismissal from the nursing program and/or the University. The following actions are strictly forbidden:

- Students may not report the personal health information of patients. Removal of an individual's name does not constitute proper de-identification of protected health information. Furthermore, inclusion of data such as age, gender, race or date of evaluation may still allow the reader to recognize the identity of a specific individual
- Students may not report private (protected) academic or financial information of another student or trainee. Such information might include, but is not limited to: course grades, narratives evaluations, examination scores, adverse academic actions or financial aid information
- In posting information on social networking sites, students may not present themselves as official representatives or spokespersons for John Brown University or the Department of Nursing.

- Students may not represent themselves as another person
- Students may not utilize websites and/or applications in a manner that interferes with educational or work commitments

In addition to the absolute prohibitions outlined above, the following actions are strongly discouraged as these are considered unprofessional and reflect poorly on the individual, the healthcare profession, program, department, college and John Brown University's Department of Nursing:

- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, sexual orientation or disability
- Presentations of photographs that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse or sexual misconduct.

The following actions are strongly encouraged:

- Students should use privacy settings to limit the unknown or unwanted access to the student's profile or application.
- When listing an email address on a social networking site, students should use a personal email address (not a jbu.edu address) as the primary means of identification.
- When using these social networking sites, students are strongly encouraged to present themselves in mature, responsible, and professional manners. Discourse should always be civil and respectful. No privatization measure is perfect and undesigned persons may still gain access to the site. Once an item is posted on a networking site, it may not be easily removed. Future employers (e.g., residence or fellowship program directors, representatives of employers) may review these sites when considering potential candidates for employment.
- The National Council of State Boards of Nursing (NCSBN) provides a guideline for use of social media.

Student Representation on Committees

Serving as a student representative on a departmental, college or university committee is an extremely important role and carries with it certain responsibilities. The following are some guidelines that will help the student representative function with efficiency and effectiveness as they assume this role and represent their peers. The representative will:

- Attend each meeting, and if unable to attend make arrangements for elected alternate to attend. Inform the committee chairman if unable to attend and identify the alternate representative.
- Read committee bylaws, if applicable, paying particular attention to the specific functions of the committee.
- Represent the concerns of the student body related to the areas of responsibility of the committee in an unbiased, objective manner.

Recognize that the committee may not be a decision-making body, but advisory in nature, which makes recommendations to be acted on by the faculty as a whole. It is important when eliciting student input and reporting deliberations that items discussed in the meeting be presented to the student body in this context. Refer to Section 4: Nursing Organization Structure for details of student involvement and participation within the departmental meetings.

Student Rights and Responsibilities

John Brown University promotes responsibility and encourages honesty, integrity, and respect among

students. In addition to the expectations, responsibilities, and rights outlined and described in the JBU Student Handbook, the Department of Nursing offers the following:

- Faculty are facilitators of student learning. Therefore, our goal is to ENGAGE each learner as a full partner, with students taking responsibility for their own learning.
- Nursing students have the right to an educational environment that fosters and nurtures both personal and professional development.
- Students are free to present reasoned dissent and opinions that differ from those offered in any course, but must do so with respect.

John Brown University has a list of expectations or responsibilities for all students that can be found in the JBU student handbook. University describes students' rights related to education records that can be found in the JBU student handbook.

Abuse

John Brown University prohibits the unlawful manufacture, possession, use, sale, transfer, or purchase of a controlled substance or another dangerous drug such as a controlled substance analogue (designer drug) on or off the campus. It is also a violation of university policy for anyone to possess, use, or be under the influence of an alcoholic beverage at any time. In other words, as part of Student Life, all students must sign and adhere to the Community Covenant. Students should refer to in the Student Handbook Statement for the Prevention of Drug & Alcohol Abuse for further details.

Students found guilty of noncompliance with this policy are subject to sanctions commensurate with the offenses and may be subject to disciplinary action according to the above statement. Furthermore, as a student in the nursing program, students must submit to urine drug tests (refer to Criminal Background Checks and Drug Screening policy).

Transportation Requirements

All students in the upper division nursing courses must have their own reliable vehicle. Students are responsible for their own transportation to and from all health facilities where learning experiences are provided and are responsible for all costs associated with owning and operating the vehicle.

University and Department Correspondence

The University, Department of Nursing, faculty, and staff will send official correspondence to a student via e-mail using the student's e-mail address assigned by the University. JBU e-mails will be used by administration, faculty, and staff to communicate pertinent information to students. Each student is personally responsible for checking his or her e-mail at least daily for receipt of official University correspondence. It is expected that Internet course accounts required by many courses will be accessed by all students at least three times a week during the semester. Students will be held responsible for information distributed in this manner.

Additionally, there are flat-screen televisions located in various buildings across campus, used to display important and necessary information for students' benefit. Information relating to student activities, deadlines, upcoming events and general information will be posted there.

8. Academic Policies and Procedures

Clinical Attendance Policy

As per the John Brown University general attendance policy, students should make every effort to attend all clinical experiences, including laboratory and simulation experiences. However, if the student has to be absent, they are expected to inform their clinical instructor **at least one hour before** the scheduled start time. If the student does not have the clinical instructors contact information, the student is required to notify the Department Chair of absence at least one hour before the scheduled start time. There will be no distinction made between excused and unexcused absences in regard to clinical hours. All clinical hours, both on-site (lab/simulation) and off-site will be reflected by zeroes on the Clinical Evaluation Tool (CET).

If the student fails to attend more than ten percent (10%) of the scheduled clinical hours (simulation or lab included) during a semester, it will be determined that the student can no longer meet the learning objectives of the course. The student will then be administratively withdrawn from the course, placing his/her position within the program in jeopardy. All extraordinary circumstances of absence will be left up to the discretion of the Department Chair in conjunction with the nursing faculty committee that will review each case individually in the monthly Department of Nursing meeting. Student may be asked to attend the meeting in person so that all faculty have the ability to review the circumstances regarding absences.

If a student is a no-call, no-show for a clinical experience (onsite or off site), the student will also receive a zero on the CET for that clinical day. A no-call, no-show is defined as a student that did not notify the instructor/faculty member of absence and not arriving at the assigned clinical location. A no-call, no-show is considered unprofessional conduct and the student will be subject to the misconduct policy stated above.

Being on time for clinical experiences is essential to the successful completion of clinical objectives. A student is considered "late" if they have notified the instructor/faculty of tardy and they arrive at the clinical site as evidenced **only** by face-to-face interaction with the clinical faculty, within 30 minutes of the assigned start time of the clinical experience. If any of the above-mentioned conditions are not met (arriving within 30 minutes of assigned start time or notification to instructor of tardy) are not met, the student will incur an absence and not a tardy. If this occurs, student is to be sent back to the university to meet with the department chair regarding absence.

In order for a student to receive credit for a clinical day, the student must be present for 80% of the assigned clinical day. If the student must leave early for any reason, and does not meet the 80% minimum, they will receive credit only for the hours completed. (For example, if a student is attending a 12-hour clinical shift and gets sick and requests to leave after 4 hours, they will receive 4 hours of clinical credit, but they will not receive the full 12 hours. However, if the student meets the 80% requirement, then must leave, the student can receive the full 12-hour credit).

The Nursing Department understands that we have many students that are also student athletes. It is the responsibility of the athlete to produce the athletic schedule as soon as it is available so that clinical experiences can be scheduled around athletic responsibilities. It is understood that there may be times there are changes in schedules, it is the student's responsibility to notify faculty of those changes as quickly as possible. All students, including athletes and others directly representing JBU, are required to still meet the clinical requirements for each clinical course. This includes the above policies regarding attending 90% of the scheduled clinical hours and 80% of each individual clinical day. If there are extenuating circumstances, a meeting between the department chair and the athletic director will occur to

determine options for the student to meet both responsibilities to the best of their ability. Clinical requirements are reported to the Arkansas State Board of Nursing and all students are required to complete 800 clinical hours in order to graduate.

Participation in Clinical Following Serious Illness, Injury or Hospitalization Policy

Students under the care of a health care provider during pregnancy or following serious illness, injury or hospitalization must furnish a written release from the provider stating that he/she may fully participate in clinical activities **with no restrictions**.

Students with restrictions are unable to attend clinical experiences until restriction are removed. Instructors/faculty are unable to guarantee that restrictions will be maintained when in patient care areas, thus creating a risk to both the student and patients by allowing students with restrictions to attend clinical experiences. If more than 10% of clinical experience will be missed, student may be required to withdrawal and repeat the course.

It is understood that there are always extenuating circumstances. If there is an exception requested, it can be requested in writing to the department chair, who will bring the exemption to the faculty committee to review at the most upcoming Department of Nursing meeting. If there is a long period of time before the next Department of Nursing meeting, the chair can call a special meeting of the faculty to determine eligibility of student to have an amended clinical schedule. This cannot be determined by one instructor/faculty member. It can only be determined by the faculty committee as a whole.

Attendance, Class

Attendance of all class sessions is important. If you need to miss class for any reason, notify your instructor. Some absences may be excused (see the university catalog). It is your responsibility to check with your instructor about any missed assignments. Faculty members are not obligated or expected to let you make up work due to unexcused absences. Also, failure to attend classes for two consecutive weeks may result in disenrollment from the university. Instructors differ in their class attendance policies, and students are to refer to course syllabi for specific details.

Attendance, Chapel

In accordance to university policy, attendance at chapel is expected (see *Student Handbook*). Class, clinical and laboratory experiences are scheduled in such a manner as to provide students ample opportunity to fulfill all chapel requirements. Students should not arbitrarily ask for chapel exemptions.

Grading and Testing Policy

In accordance with the current JBU catalog, the following grading system is used to maintain internal consistency in computing GPAs. The Department of Nursing uses the following grading scale (%) to determine letter grade in the class. The progression and graduation policies within the Department of Nursing require a “C” or better in all NUR courses.

Grades in **upper division NUR** didactic courses (3000-4000) require students to **FIRST** earn an average of 73% on the theory exams in order to pass the course. If the student does not achieve the 73% average, **the final grade assigned will be the average of the exams, excluding** the other grade components. Course exams (and some quizzes) are taken using department Chromebooks; personal computers are not used for exams and select quizzes. Students testing in Student Support Services will utilize desktop computers in that office.

See Grade Scale below:

Grade		Description	GPA
A	93-100	Superior Accomplishment	4.0
A -	90-92.9		3.7
B +	87-89.9		3.3
B	83-86.9	Commendable Accomplishment	3.0
B -	80-82.9		2.7
C +	77-79.9		2.3
C	73-76.9	Satisfactory Accomplishment	2.0
C -	70-72.9		1.7
D +	67-69.9		1.3
D	60-66.9	Minimal Accomplishment	1.0
F	<60	Failure	0.0

For further detail regarding the university's grading system or procedures, please refer to the catalog at [JBU's grading system](#).

Exam Review Policy

If less than a 73% is obtained on any exam, it is the responsibility of the student to schedule a time with the faculty member to review. The exam review is required prior to taking the next exam in the course. A faculty member has the right to assign remediation as deemed necessary to ensure the student is able to meet the unit objectives and overall course objectives.

If a student would like to challenge an exam question, the challenge must be in writing and the exam challenge form must be utilized. NO points will be given to students without the challenge form being signed by at least 2 faculty members. If it is determined by the 2 faculty members, that there was an error in the exam and points are returned to student, the same will apply to all students in the course. However, if this adjustment will decrease a student's score, it will be decided the score should not be adjusted. Essentially, if an exam challenge is granted, it cannot negatively impact a student's exam grade, only improve.

An exam review cannot take place until all students have completed the exam. If a student is absent and misses the exam, exam reviews will not start until the missed exam is made up.

Medication Administration Exams

Students will be given a medication administration exam each semester they engage in clinical activities. The level of difficulty and type of material are congruent to the level of the clinical experience. Students will be required to pass this exam with 100% proficiency. Two attempts will be given each semester prior to the beginning of clinical rotations. Because this is a safety and quality issue, students who do not pass this examination with 100% proficiency (in two attempts) will be administratively withdrawn from the clinical course.

Lab/skill check off policy

Students understand that skill check offs are a vital portion of the nursing program. Skills learned in the lab setting are preparing students for off-site clinical and ultimately preparing them for their own nursing practice. Students will complete labs and skill check offs in both Health Assessment Clinical sections and Fundamentals of Nursing Practice Clinical sections. Students in these two courses receive clinical hours for their time in the lab setting. These are the only two courses' students will receive clinical credit for time spend in the lab completing skill check offs. There may be additional specialty skills needed later in the program, but those skills will be integrated within the course and will not be considered clinical time. Because of these two courses utilize lab as clinical, there are specific guidelines that must be adhered to. Failure to meet any of these guidelines can result in failure of the course and impact continued progression within the program.

- Students must follow the clinical attendance policy stated above for all lab sections.
- A CET will be utilized every day your lab is scheduled.
- Students must report to lab in clinical attire congruent with the clinical dress code stated above. Any violation will be treated as if the student was off-site as per the policy.
- Each skill will be taught and demonstrated by the faculty member.
- Lippincott will be utilized as the standard in each skill check off. This is to maintain congruency amongst faculty and students. It is understood there are many different ways to complete a skill and different clinical sites may have a variety of steps/protocols related to skills. However, the JBU Nursing Program at this time has chosen Lippincott as our skills provider and it will continue to be utilized for all skills until determined by the faculty of the program that the provider should change.
- The Lippincott rubric for each skill that will be used in check offs by faculty will be provided by your clinical instructor prior to check off.
- It is an expectation that students are practicing skills. Prior to a faculty member checking a student off, the student should have completed a peer check off that has been signed by both participants. A student cannot participate in faculty check off until the peer check off is complete.
- Each check off will be out of 100 points. A minimum score of 73% is required to pass the check off.
- If the student is not successful on their first attempt, they must remediate and then reschedule with the faculty member at the faculty members convenience.
- If the student is unsuccessful in obtaining a 73% on the second attempt, they will again need to remediate and reschedule at the faculty members convenience.
- The third attempt should be viewed by at least 2 faculty members to ensure a fair and objective result.
- If the student is unsuccessful on the third attempt, it will be determined that the student is unable to meet the objectives of the course and will fail the course. The 3 failed attempts will be averaged and that will be the score the student will receive for the course grade.
- A student may request (in writing) video recording of the skill check off prior to the scheduled time. This must be approved by the faculty member that will be completing the check off.

All skills should be reviewed and competence demonstrated prior to being completed in the clinical setting!

There are several skills that will need to be completed in the presence of the clinical faculty at the clinical site the first time a student is completing the skill each semester. The following skills must be checked off in the lab (Fundamentals or Health Assessment) and then completed in the presence of the clinical faculty member the first time the student is completing the skill in the clinical setting each subsequent semester thereafter.

- Sterile technique
- Oral medication administration
- IM, Sub Q, and Intradermal injections
- IV insertion
- IV push medication administration
- IVPB medication administration
- Urinary foley catheter (indwelling or otherwise)
- NG tube insertion
- Trach suctioning
- Phlebotomy

Skills that can be completed with the facility nurse after competence is assessed within the lab as evidenced by Lab Check off date and signature completed on the skills check off card. This card is the responsibility of the student to maintain. **It is the student's responsibility to know and communicate which skills they are allowed to perform and which skills they have not been checked off on, not the facility nurse's responsibility.**

- Vital signs (check off completed in HA)
- Head to toe assessment
- Don/Doff PPE
- O2 administration
- Hygiene/ADL's
- Rectal meds
- Enema
- Pt transfer/positioning
- Foley care/removal
- NG tube removal
- DC peripheral IV
- Simple dressing change
- I & O
- Urine/stool collection
- Hemocult testing
- Capillary Blood Glucose
- Tube feeding
- Wound drainage system (such as JP drain)
- Placing ECG/telemetry electrodes
- 12-lead EKG
- Ostomy care
- Trach care
- Oral suction

Students are never to accept verbal orders from a healthcare provider!!!! If there are any questions of safety, err on the side of caution, do not perform the skill and contact your clinical faculty member.

Standardized Testing Policy

Currently, the department of nursing is utilizing ATI for standardized testing purposes. ATI testing fees are identified on the 4-year plan and in the course catalog. ATI is integrated within the upper division NUR courses. ATI proctored exams have two attempts per exam. The exam schedule is as follows:

- Self-Assessment, Critical Thinking Entrance, and ATI orientation are completed during J1 orientation.
- Fundamentals proctored exam is given in NUR 3103.
- Pharmacology proctored exam is given in NUR 3222
- Pediatric proctored exam is given in NUR 3324
- Mental Health proctored exam is given in NUR 3324
- Maternal Newborn proctored exam is given in NUR 4124
- Adult Medical Surgical proctored exam is given in NUR 4124 (can be used for placement in Capstone)
- Leadership proctored exam is given in NUR 4233
- Comprehensive Predictor proctored exam is given in NUR 4224

Before a student is eligible to sit for the first proctored exam, the student must first have completed the following:

- Practice exam A.
- Required Remediation following completion of practice exam A: *Minimum 1-hour Focused Review on initial attempt. For each topic missed, complete an active learning template as part of the required remediation process. Take Post Study Quiz (if available) and complete an active learning template for each topic missed.*
- *If student receives an 80% on Practice exam A, they must do the remediation stated above, however, they are not required to take Practice exam B. They can, but they are not required to.*
- Practice exam B, if scored lower than 80% on Practice exam A.
- Required Remediation following completion of practice exam B: *Minimum 1-hour Focused Review on initial attempt. For each topic missed, complete an active learning template as part of the required remediation process. Take Post Study Quiz (if available) and complete an active learning template for each topic missed.*

At this point a student is deemed eligible to sit for the first proctored exam. If the student has not completed the above requirements prior to the testing date assigned, they will not be allowed into the testing center. It is the proctor's responsibility to verify that each student has meet the above requirements prior to testing.

If a student obtains a **level 3** on the proctored assessment the remediation is as follows:

- Minimum 1-hour focused review
- For each topic missed, complete an active learning template

If a student obtains a **level 2** on the proctored assessment the remediation is as follows:

- Minimum 2- hours focused review
- For each topic missed, complete an active learning template

If a student obtains a **level 1** on the proctored assessment the remediation is as follows:

- Minimum 3- hours focused review
- For each topic missed, complete an active learning template

If a student obtains **less than a level 1** on the proctored assessment the remediation is as follows:

- Minimum 4- hours focused review
- For each topic missed, complete an active learning template

All remediation should be placed into the students ATI binder. This binder will be used in the final semester of the program for individualized NCLEX prep study plans. If a student does not obtain a level 2 or greater on the proctored exam, the student must take the proctored retake of the exam, following all of the above stated steps prior to testing in the Issues and Trends course the final semester of the program. If the student obtains a level 2 or greater, the student is not required to participate in the retake of the exam in Issues and Trends.

Grievance & Appeal Policies

For all grievances, students should follow the procedure as outlined in JBU's student handbook and in the [Undergraduate Catalog](#).