I acknowledge being informed that a copy of the WellStar School of Nursing Student Handbook is on the WellStar School of Nursing website:

http://wellstarcollege.kennesaw.edu/nursing/students/student-handbook.php

I realize I am responsible for being familiar with the policies and procedures addressed in this Handbook while I am a student enrolled at Kennesaw State University.

Print Name  ________________________________________________

Signature  ________________________________________________

Date  ________________________________________________

Please sign form and return to instructor.
Preface

You will find a variety of supportive information in this handbook. The suggestions for the contents came from students and faculty. The handbook was researched and compiled with student and faculty input, and by the Bylaws Committee of the WellStar School of Nursing. It is the hope of the Graduate Faculty Bylaws Committee that this Student Handbook will be a valuable resource for you. Your input will assist us in improving future editions.

Revised 1992, 93, 94, 95, 96, 97, 98, 99, 2000, 01, 03, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17
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AMERICAN NURSES ASSOCIATION
CODE OF ETHICS FOR NURSES

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

2. The nurse’s primary commitment is to the patient, 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 its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

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WellStar College of Health and Human Services
WellStar School of Nursing

Professional and Ethical Behavior of Nursing Students

As a student in the WellStar School of Nursing it is an expectation that all will abide by the following principles and precepts. Students are expected to conduct themselves in ways consistent with the American Nurses Association Code of Ethics for Nurses and for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. The following principles of ethics are core values held by persons in the nursing profession (Berman, Snyder, & Frandsen, 2016).

- Beneficence- the doing of good
- Justice- fair, equitable, and appropriate care
- Autonomy – freedom to make choices
- Veracity- telling the truth
- Fidelity- keeping one’s promises
- Respect- for self and others
- Nonmaleficence- duty to “do no harm”

A. Professional Behavior

The KSU faculty expects students to conduct themselves in a professional and respectful manner at all times.
1. Abide by the classroom rules regarding testing and test review
2. Be considerate of others
3. Be respectful of diverse ideas and opinions
4. Receive constructive feedback and utilize the feedback for enhanced learning
5. Be punctual for appointments, meetings, class, and clinicals. Notify appropriate faculty in a timely fashion if late or unable to attend
6. Refrain from using slander (malicious, false or defamatory statement or report), or libel (defamation by written or printed word), and profanity
7. Treat others with civility, kindness, and intellectual engagement
8. Promote the highest level of moral and ethical standing, accepting responsibility for actions rendered
9. Be ready and prepared for class/clinical. Arriving unprepared can cause potential harm to patients and liability to the health facility and university. Being unprepared is grounds for immediate dismissal from the clinical site and will be counted as a clinical absence
10. Adhere to the WellStar School of Nursing Dress Code. Dress professionally in clinical and in all professional encounters
11. Adhere to the WellStar School of Nursing Chemical Abuse Policy.
12. **No smoking or use of any tobacco products is allowed at clinical agencies.** KSU prohibits the use of tobacco products on any University property; therefore, this policy extends to all clinical agencies (Student Handbook).
13. Contribute to upholding the reputation and community values of Kennesaw State University and nursing educational program in all areas, locally and abroad.
14. Personal use of technology (such as social media) during class and clinical activities is prohibited. Do not take pictures at clinical activities without permission of instructor and clinical agency.
15. WSON student uniform or lab coat should only be worn for clinical and school related activities.

**B. Academic Integrity**

The KSU faculty seeks to encourage student intellectual and moral development in the nursing program. Section II of the Student Code of Conduct addresses the University’s policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, and misrepresentation/falsification of University records or academic work. Incidents of alleged academic misconduct will proceed through established procedures of the University Judiciary Program including informal resolutions, formal hearing procedures, and suspension as indicated. Academic misconduct is viewed as a serious matter and is in violation of the National Student Nurses Association and American Nurses Association Code of Ethics. Examples include but are not limited to:

1. Engaging in plagiarism
2. Not recording/reporting honestly. Falsifying information on patient records or any student documents is unacceptable
3. Buying, selling, soliciting, possessing, transmitting or using any quiz, test, or exam material that has not been approved by faculty
4. Collecting and/or transmitting information without faculty consent via phones, cameras, computers, recorders, or other electronic devices in the classroom or clinical setting.
5. Maintain patient confidentiality and abide by the WellStar School of Nursing and clinical agency regulations, as well as HIPAA laws. Using social networking sites to post any information or pictures concerning clinical experiences is prohibited and a HIPAA violation.
6. Submitting any work/assignment completed by another student
7. Cheating on exams or any course assignment

*If a student has a question as to whether certain material, activity or behavior is a violation of this code, the student has a responsibility to seek guidance from a faculty member before proceeding to act or use the material. Students are encouraged to report infractions of this standard to a faculty member or Director of the Graduate Program. Not abiding by the above principles, or any other unethical or unprofessional behavior on the part of the student, may be grounds for course failure or immediate dismissal from the classroom, clinical site and/or the nursing program.*

Revised: 04/23/2012, Reviewed 7/13, 7/14, 7/15, 7/16, 7/17
Kennesaw State University
WellStar College of Health and Human Services
WellStar School of Nursing

Mission of the WellStar School of Nursing

The Mission of the WellStar School of Nursing is in accordance with the missions of the WellStar College of Health and Human Services and the University. The commitment delineated in the School’s mission statement is threefold:

1. to create and sustain exemplary undergraduate and graduate nursing programs that promote academic excellence;

2. to serve as leaders and as a community resource in the provision of services to consumers and agencies in collaboration with other disciplines; and.

3. to participate in research and other scholarly pursuits.

This commitment seeks to promote an environment that is consistent with quality teaching significant service, and meaningful scholarship programs.

Adopted 10/22/01. Reviewed Spring 2011, 7/13, 7/14, 7/15, 7/16, 7/17
Kennesaw State University  
WellStar College of Health and Human Services  
WellStar School of Nursing

Philosophy

The faculty of the WellStar School of Nursing (WSON) believe that nursing, as an art and science, is committed to fulfilling an essential social responsibility to foster the health and well-being of patients, families and communities. The WSON philosophy, based on the values of caring, collaboration, advocacy, patient/family centered care and social justice, frames the faculty’s approach to education, service, scholarship and practice. In congruence with Kennesaw State University’s mission statement, the faculty believe that learning is an active, dynamic, and life-long process. Nursing education is learner centered*, grounded in mutual respect and shared responsibility that fosters individual and professional growth. WSON is committed to providing professional mobility for all levels of nursing through innovative and creative instructional modalities and strategies.

WSON Core Values

The faculty in collaboration with students share the following core values:

Advocacy
- Professional voice for patients, nursing, families and communities

Caring
- The essence and central focus of nursing is what makes persons, their environments, and interpersonal concerns meaningful
- Philosophical, interpersonal and technical components that interface to facilitate positive human interactions and environments

Collaboration
- Working together in mutual respect to facilitate intraprofessional and interprofessional actions for the benefit of the patients, families and communities.
- The nurse is in a unique position to assume the role of leader

Patient/Family Centered Care
- Respecting and incorporating the wishes, beliefs and values of the patient and family into holistic care

Social Justice
- Recognizing and providing nursing care to diverse patients, families, and communities with equality, respect, and dignity
"Learner centered teaching and learning combine a focus on a.) individual learners, taking into account their experience, perspectives, backgrounds, talents, interests, capacities, and needs and b.) the best available knowledge about learning and how it occurs" (Smith, Carpenter, & Fitzpatrick, 2015, p. 209)
Kennesaw State University
WellStar College of Health and Human Services

WellStar Primary Care Nurse Practitioner Program
Program Outcomes/Student Learning Outcomes

Program Outcomes

1. Demonstrate continuing academic quality of students admitted to the program.
2. Maintain a program completion rate of 90% or higher within 6 years of admission.
3. Demonstrate improvement in scholarly productivity of students.

Student Learning Outcomes

Upon completion of the WPCNP program, students will be able to:

1. Synthesize knowledge from nursing, related sciences, and humanities, including culturally appropriate concepts, in the implementation of advanced practice nursing to improve health care outcomes in primary care settings.
2. Integrate social, economic, ethical, legal, and cultural influences in the planning, delivery, management, and evaluation of potential and actual health care problems for individuals and families across the lifespan.
4. Apply professional and collaborative communication skills to improve patient self-care and to expedite the coordination of services and interprofessional referrals across a variety of settings.
5. Employ informatics and healthcare technologies in the delivery, integration, and coordination of care for individuals and families.
6. Employ leadership and advocacy skills in the implementation of ethical and critical collaborative decision-making to improve quality and safety outcomes for individuals and families in a variety of settings.
7. Translate evidence-based knowledge into practice by applying research outcomes to influence health care policy health care delivery, and care outcomes in a variety of practice settings.

Revised and Approved by faculty 2015. Reviewed 7/16, 7/17
13

Kennesaw State University
WellStar College of Health and Human Services
MSN Leadership in Nursing Program
Nursing Education Leadership in a Digital World
and
Nursing Administration and Transformational Leadership Track

Program Outcomes/Student Learning Outcomes

Program Outcomes

1. Increase the graduation rate of students from the program within six years of admission.
2. Increase the number of qualified applicants accepted into the program.
3. Demonstrate the scholarly productivity of students during the program.

Student Learning Outcomes

Upon completion of the WPCNP program, students will be able to:

1. Synthesize knowledge from nursing, related sciences, and humanities in the implementation of advanced nursing roles.
2. Integrate social, economic, organizational, ethical, legal, and cultural influences in the planning, delivery, management, and evaluation of care for individuals, families, and populations.
3. Employ organizational and systems leadership skills in the implementation of quality improvement change processes to improve care outcomes for individuals, families, populations, and organizations.
4. Translate evidence-based knowledge into practice by applying research outcomes within educational and practice settings.
5. Employ advocacy strategies at the systems levels to influence health policy processes for the improvement of care for individuals, families, populations, and organizations.
6. Employ informatics and healthcare technologies in the delivery, integration, and coordination of care for individuals, families, populations, and organizations.
7. Apply inter-professional collaboration, communication, and leadership skills in the management and coordination of care to improve outcomes for patients and populations.

Revised and Approved by faculty 2015. Reviewed 7/16, 7/17
AUTHORIZATION FOR RELEASE OF RECORDS AND INFORMATION
(University System of Georgia schools only)

To: The Board of Regents of the University System of Georgia or any of its member institutions (hereinafter referred to as the "Institution"), and any facility where I may participate in an educational training program, including but not limited to any Georgia Hospital Association member Facility (hereinafter referred to as the "Facility").

Re: ________________________________
(Print Name of Student)

As a condition of my participation in an educational training program and with respect thereto, I hereby waive my privacy rights, including but not limited to any rights pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (b) (2) (B), and grant my permission and authorize The Board of Regents of the University System of Georgia or any of its member institutions to release any and all of my records and information in its possession, including but not limited to academic record and health information to any Facility where I may participate in an educational training program, including but not limited to any Georgia Hospital Association member Facility (hereinafter referred to as the "Facility"): I further authorize the release of any information, relative to my medical history, physical and mental condition to the Facility for purposes of verifying the information provided by me and determining my ability to perform my assignments in the educational training program. I also grant my permission to and authorize the Facility to release the above information to the Institution. The purpose of this release and disclosure is to allow the Facility and the Institution to exchange information about my medical history and about my performance in an educational training program.

I further agree that this authorization will be valid throughout my educational training program. I further request that you do not disclose any information to any other person or entity without prior written authority from me to do so, unless disclosure is authorized or required by law. I understand that this authorization shall continue in force until revoked by me by providing written notice to the Institution and the Facility, except to the extent of any action(s) that has already been taken in accordance with this. ("Authorization for Release of Records and Information.")

In order to protect my privacy rights and interests, other than those specifically released above, I may elect to not have a witness to my signature below. However, if there is no witness to my signature below, I hereby waive and forfeit any right I might have to contest this release on the basis that there is no witness to my signature below. Further, a copy or facsimile of this "Authorization for Release of Records and Information" may be done in lieu of the original.

By signing this "Authorization for Release of Records and Information," I hereby indemnify and hold harmless The Board of Regents of the University System of Georgia, its members, agents, servants, and employees, The Board of Regents of the University System of Georgia member institutions and their respective members, agents, servants and employees, and the Facility and its members, agents, servants and employees (each of the foregoing being hereinafter referred to individually as the "Indemnified Party") against all claims, demands, causes of action, actions, judgments, or other liability including attorneys' fees (other than liability solely the fault of the Indemnified Party) arising out of or in connection with this "Authorization for Release of Records and Information."
I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older; suffer under no legal disabilities, and that I have freely and voluntarily signed this "Authorization for Release of Records and Information."

This the ______________ day of ______________ year ______________

__________________________________________________________
Signature

__________________________________________________________
Witness Signature

__________________________________________________________
Name (Please Print)

__________________________________________________________
Witness Name (Please Print)
EDUCATIONAL TRAINING PROGRAM AGREEMENT  
(University System of Georgia schools only)

In consideration for participating in an educational training program at any Georgia Hospital Association member Facility or any other Facility where I may participate in such a program (hereinafter referred to as the "Facility"), I hereby agree to the following:

1. To follow the administrative policies, standards and practices of the Facility when in the Facility.

2. To report to the Facility on time and to follow all established regulations of the Facility.

3. To keep in confidence all medical, health, financial and social information (including mental health) pertaining to particular patients or patients.

4. To not publish any material related to my educational training program that identifies or uses the name of the Institution; the Board of Regents of the University System of Georgia, the Georgia Hospital Association, the Facility or its members, patients, students, faculty or staff, directly or indirectly; unless I have received written permission from the Institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association and the Facility.

5. To comply with all federal, state and local laws regarding the use, possession, manufacture or distribution of alcohol and controlled substances.


7. To arrange for and be solely responsible for my living accommodations' while at the Facility.

8. To provide the necessary and appropriate uniforms and supplies required where not provided by the Facility.

9. To wear a name tag that clearly identifies me as a student or faculty member.

Further, I understand and agree that I will not receive any monetary compensation from the Board of Regents of the University System of Georgia, the Institution, or the Facility for any services I provide to the Facility or its patients, students, faculty or staff as a part of my educational training program.

I also understand and agree that I shall not be deemed to be employed by or an agent or a servant of the Institution, the Regents or the Facility; that the Institution, Regents and Facility assume no responsibilities as to me as may be imposed upon an employer under any law, regulation or ordinance;
and that I am not entitled to any benefits available to employees. Therefore, I agree not to in any way hold myself out as an employee of the Institution, the Regents, or the Facility.

I understand and agree that I may be immediately withdrawn from the Facility's educational training program based upon a perceived lack of competency on my part, my failure to comply with the rules and policies of the Institution or Facility, if I pose a direct threat to the health or safety of others or, for any other reason the Institution or the Facility reasonably believes that it is not in the best interest of the Institution, the Facility or the Facility's patients for me to continue.

I understand and agree to show proof of liability insurance in amounts satisfactory to the Facility, and covering my activities at the Facility, and to provide evidence of such insurance upon request of the Facility.

I further understand that all medical or health care (emergency or otherwise) that I receive at the Facility will be my sole responsibility and expense.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, suffer under no legal disabilities, and that I have freely, and voluntarily signed this "Educational Training Program Agreement."

This the __________________ day of __________________________ year  ____________  

________________________________________                     Witness Signature

Signature                                           

________________________________________                     Witness Name             (Please Print)

Name               (Please Print)                                                     

(___________________________)}
Kennesaw State University
WellStar College of Health and Human Services
WellStar School of Nursing

BLOODBORNE PATHOGENS POLICY

This policy is necessary for the education and prevention of the spread of bloodborne pathogens to students. These recommendations are based on the most current information from the Center for Disease Control (CDC), the Georgia Department of Human Resources (GDHR), the American Hospital Association (AHA), and the Occupational Health and Safety Administration (OSHA).

The American Nurses Association (2015) code of ethics for nurses with interpretive statements. Washington, D.C. American Nurses Publishing states, "The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems." In accordance with the Code, the Kennesaw State University WellStar School of Nursing believes nursing professionals, including faculty and students, have a fundamental responsibility to provide care to all patients assigned to them and that refusal to care for patients with infectious diseases is contrary to the Code of Ethics of the nursing profession especially in light that strict adherence to isolation of blood and body fluids is considered sufficient to substantially reduce patient/patient nurse and nurse patient/patient transmission.

Just as nursing professionals have a moral commitment to care for all patients, faculty members have a special responsibility to exemplify the standards of ethical behavior and compassion as role models for their students. In addition, faculty members have an obligation to stay informed about new developments in infectious disease.

No prospective student, faculty member, or staff member will be refused admission or employment solely because of positive results on diagnostic tests for a bloodborne infectious disease. Further, no screening of potential candidates will be required for either admission or employment.

The primary goal of bloodborne pathogens education is prevention; therefore, it is expected that each faculty member and student will complete, upon entry into the WellStar School of Nursing and annually thereafter, the Bloodborne Pathogens Safety Self-Study Modules: Part 1: Bloodborne Infections; Part 2: Exposure controls and PPE; Part 3: Work Practice Controls.

In the event of an exposure to a bloodborne pathogen by faculty or student, the Blood and Body Fluid Post-exposure Plan will be stringently followed. Situations which arise will be handled individually in order to provide maximum support to the affected individual.

There are certain situations that may warrant the relief of student and or faculty responsibility from working with a patient with an infectious disease, they are as follows:

1. A student/faculty with an infection that can be communicated to an immunosuppressed patient;
2. An immunosuppressed student, or;
3. Other unforeseen situations not covered by the above. In such a case, the faculty and student will determine the assignment.

The Blood and Body Fluid Post exposure Management guidelines included in this Bloodborne Pathogens Policy will be adhered to when working in a clinical facility and the University laboratory setting for students.

The above policy will be reviewed and or revised annually.

Effective: 3/26/93  
Revised: 5/94, 9/97, 12/00, 7/13  
Reviewed: 12/98, 10/01, 5/05, 7/06, 7/10, 7/11, 7/13, 7/14, 7/15, 7/16, 7/17
Kennesaw State University
WellStar College of Health and Human Services
WellStar School of Nursing

Guidelines for the Management of Exposures to HBV, HCV, and HIV and Recommendations for Post-exposure Prophylaxis


Bloodborne pathogens are potentially life threatening. The primary way to prevent transmission of hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV) through occupational blood exposures in healthcare settings is prevention. Standard precautions should be employed when caring for all patients. Additionally, immunization for hepatitis B is an integral component of a complete program to prevent infection following bloodborne pathogen exposure and is required of all nursing students and clinical faculty.

"An exposure that might place healthcare provider (HCP) at risk for HBV, HCV, or HIV infection is defined as a percutaneous injury (e.g., a needle stick or cut with a sharp object) or contact of mucous membrane or non-intact skin (e.g., exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood, tissue, or other body fluids that are potentially infectious" (MMWR, 2001, 2013). All body fluids except sweat are considered potentially infectious.

The Center for Disease Control (CDC) has documented low numbers of infections due to occupational exposures to potentially infectious body fluids that occur annually in the health care settings. “HCV is not transmitted efficiently through occupational exposures to blood. The average incidence of anti-HCV seroconversion after accidental percutaneous exposure from an HCV-positive source is 1.8%. The risk of HBV infection is a well-recognized occupational risk for healthcare personnel. The risk of HBV infection is primarily related to the degree of contact with blood in the work place and also the hepatitis B e antigen (HBeAg) status of the source person. In studies of healthcare personnel who sustained injuries from needles contaminated with blood containing HBV, the risk of developing clinical hepatitis if the blood was both hepatitis B surface antigen (HBsAg)-a and HBeAg-positive was 22-31%; the risk of developing serologic evidence of HBV infection was 37-62%. By comparison, the risk of developing clinical hepatitis from a needle contaminated with HBsAg-positive, HBeAg-negative blood was 1-6%, and the risk of developing serologic evidence of HBV infection, 23-37%. The average risk of HIV transmission after a percutaneous exposure to HIV-infected blood has been estimated to be approximately 0.3%...and after a mucous membrane exposure, approximately 0.09%.” Exposure to a source patient who has an undetectable serum viral load does not preclude the possibility of HIV transmission (MMWR, 2013)

Prompt post-exposure prophylaxis intervention reduces the risk of infection following an exposure and should be considered and an urgent concern. Guidelines for immediate action are contained in this Policy.
Additional interventions for **post-exposure prophylaxis for HBV, HCV, and HIV** are at Kennesaw State University Health Clinic.

In the event of exposure the health care provider in the Kennesaw State University Health Clinic will call the Clinical Consultation Centers’ National Clinicians' Post-exposure Prophylaxis hot line at 1-888-448-4911. This hot line is available from 9:00 AM to 2:00 am Central Standard Time. 7 days a week.

Revised 7/16, Reviewed 7/17
BLOOD AND BODY FLUID POST-EXPOSURE MANAGEMENT

Blood or body fluid exposure is defined as any of the following:

- Percutaneous inoculation (needle stick or sharp injury).
- Non-needle percutaneous exposure (open cuts and/or abrasions).
- Direct mucous membrane contact (accidental splash).
- Direct contact with large amounts of blood and body fluids without glove protection (hands frequently have small nicks or cuts, which act as a portal of entry for microorganisms).

In the event of an exposure to blood and or body fluid the affected STUDENT will:

1. **Immediately** wash the exposed area. Use soap and water. Flush exposed mucous membranes or eyes with tap water for 15 minutes. Remove contacts if eyes are exposed.

2. **Immediately** report the incident to the clinical faculty. In addition, the student will notify the charge nurse or nurse manager on the unit to which she/he has been assigned for clinical.

3. **Immediately** receive a confidential medical exam (can be provided by the facility if feasible, the student may use private family MD at student's own expense, or the medical exam can be done at the WellStar Kennesaw State University Health Clinic). If the student does not have a usual source of medical care she/he may choose a physician from the Kennesaw State University's listing of Workers Compensation Physician Panel. As part of this medical exam, the student will be tested for Hepatitis B and Hepatitis C antibodies and HIV.

4. **Immediately** notify the WellStar Kennesaw State University Health Clinic (KSUHC) of the exposure and report to the KSUHC for further evaluation and/or treatment on the next Clinic workday. The Clinic is located at 3215 Campus Loop Road, House 3215, Kennesaw, GA. The telephone number is 470-578-6644, M-F 8:30am -5:00 pm. The KSUHC will provide ongoing counseling and follow up.

5. **Immediately** cooperate in an investigation of the incident with the clinical facility and complete an incident report within 24 to 48 hours. The report and all subsequent information will be kept in a confidential file in the WellStar School of Nursing Director's office.

6. Follow through with any additional testing and investigations as directed by the WellStar Kennesaw State University Health Clinic.
When a student reports an accidental exposure, the FACULTY will:

1. Access the **Checklist: Blood and Body Fluid Post-exposure Management** contained herein and guide student through activities and completion of document.

2. Verify that the exposed site has been washed or flushed as appropriate.

3. Determine the extent of exposure by asking the student to describe the incident thoroughly. Details that should be included: date and time of exposure; where and how exposure occurred; exposure site on the student’s body; severity of exposure; any other details deemed relevant by faculty member or clinical agency.

4. Assist the student in securing immediate medical follow up and blood tests.

5. Immediately, or as soon as feasible, investigate the source's status (usually a patient) related to bloodborne pathogens. If this information is NOT available from a previous laboratory study, the faculty will follow the individual agency procedures for obtaining the necessary testing.

6. Inform affiliating agency representatives of the Department's policies and procedures related to pathogen exposure.

7. Complete WellStar Kennesaw State University Health Clinic’s Incident Report within 24-48 hours and submit to Clinic personnel. A copy of this form is found at the end of this Bloodborne Pathogens Policy. Submit copy of this report to WSON Director for filing.

8. Maintain confidentiality regarding the incident.

Revised 7/13, 7/16 Reviewed 7/14, 7/15, 7/17
CHECKLIST: Blood and Body Fluid Post-exposure Management

Name: ____________________________   Date of Exposure: ____________

Student ID Number: ____________________  Telephone #: ________________

Date/Initials

_______  1. Exposed area washed or flushed as appropriate.

_______  2. Received immediate medical examination, including testing for HBV, HCV, and HIV.

_______  3. Reported incident to Charge Nurse or Nurse Manager of assigned area.
   Name of Person____________________________________________
   Title:_____________________________________________________
   Institution: _______________________________________________
   Location in Institution: _____________________________________
   Phone Number: ___________________________________________

_______  4. Completed necessary hospital documentation (e.g. hospital Incident Report) and obtained a copy if possible.

_______  5. Notified WellStar Kennesaw State University Health Clinic.

_______  6. Completed WellStar Kennesaw State University Health Clinic Incident report.

_______  7. Submitted Incident report to KSUHC

_______  8. Counseled student regarding the need for ongoing evaluation, treatment, and/or counseling.

_______  9. Submitted copy of completed WellStar KSU Health Clinic Incident Report to Director, WSON for filing.

Revised 7/13
Reviewed 7/14, 7/15, 7/16, 7/17
INCIDENT REPORT

Date of Incident: ________________________________
Type of Incident: ________________________________

Public Safety Notified? YES ☐ NO ☐ N/A ☐
Worker’s Comp Issue? YES ☐ NO ☐ N/A ☐

Employee Name: ____________________________ KSU ID: ____________________________
Patient Name: ____________________________ KSU ID: ____________________________
Supervisor on Duty: ____________________________ KSU ID: ____________________________

Was incident reported to supervisor? YES ☐ NO ☐ N/A ☐

Details surrounding incident: _______________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Today’s Date: ________________________________
Person filling out incident report: ________________________________
Signature: ________________________________

Has a copy of this report been placed in student’s file in WSON? YES ☐
The following form will be completed by the healthcare provider who sees the patient in the Kennesaw State University Health Clinic. The initial healthcare provider will provide all follow up contacts.

Student Name ____________________________________________________________

Today's date _____________________________________________________________

Date of exposure _________________________________________________________

Explanation of exposure (please be as specific as possible)
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

<table>
<thead>
<tr>
<th></th>
<th>Student</th>
<th>Initial</th>
<th>3-months</th>
<th>6-months</th>
<th>12-months</th>
</tr>
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<tbody>
<tr>
<td>HIV</td>
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<td>HbsAB</td>
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<tr>
<td>HCV</td>
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</tbody>
</table>

CRNP Signature __________________________________________________________

Source Patient Initials ______________

HIV Antibody _________________________
HbsAB _______________________________
HCV Antibody _________________________
Kennesaw State University  
WellStar College of Health and Human Services  
WellStar School of Nursing

REQUIREMENTS FOR CLINICAL PARTICIPATION

WELLSTAR SCHOOL OF NURSING HEALTH FORM

Annual Physical Exam form and Immunizations signed by a Physician or Nurse Practitioner.

Student forms will be reviewed by WSON staff. Each semester a random number of student health forms will be selected to verify the completion and signature of physician or nurse practitioner.

*Health Forms will be on the KSU Nursing Website or you can contact WellStar School of Nursing Office @ 470-578-3230.*

PROOF OF HEALTH INSURANCE

Please submit proof of current health insurance coverage. A copy of your card is acceptable (front and back).

*For information on insurance plan(s) offered through the University please refer to http://www.uhcsr.com/kennesaw*

PROOF OF CPR CERTIFICATION

Every Nursing Student is required to have their current CPR Certification on file in the Nursing Department Office. A copy of your signed CPR card, front & back is required. Your American Heart Association Certification must state “BLS for Health Care Provider.”

TUBERCULOSIS TESTS (PPD) or Chest X-Ray

Proof of negative 2-step PPD (Purified Protein Derivative) or if PPD is positive or prohibited for other reasons, a Quantiferon Gold or T-spot test or a chest x ray is required. PPD’s and Quantiferon Gold/T-spot tests must be updated annually, however, some clinical agencies may require more frequent testing.

When necessary to submit a chest x-ray, a copy of the written report IS required. X-Rays with report are good for 1 year. The written report must state the date the test was given, the date the results were read, and the results.

Students with recently converted PPD’s will be referred to the Health Department, Personal Physician or KSU Health Clinic for follow up.

TETANUS/DIPHTHERIA/PERTUSSIS (Tdap)
Proof of a Tetanus/Diphtheria/Pertussis booster immunization received within the last 10 years. Proof must include month, day and year. Please note: A two year time period is recommended between tetanus/diphtheria and tetanus/diphtheria/pertussis. If your tetanus/diphtheria booster (Td) is older than two years, the tetanus/diphtheria/pertussis (Tdap) is required.

VARICELLA

Proof of 2 vaccinations or laboratory evidence of immunity, (reactive) quantitative titer.

If you are in the process of getting the immunization please show documentation.

MEASLES, MUMPS & RUBELLA ~ MMR

Proof of 2 vaccinations or laboratory evidence of immunity, (reactive) quantitative titer.

If you are in the process of getting the immunization please show documentation.

HEPATITIS B SERIES & TITERS

Laboratory evidence of immunity, (reactive anti Hep B) quantitative titer, and documentation of appropriate immunization, i.e., 3 vaccinations at prescribed intervals. Documentation that the series is in progress will be accepted when you first enter the program. If you are not immune a second series will be required.

FLU VACCINATION

Proof of a current flue vaccination due October 1 for fall and upon entry for spring.

Refusal form is available upon request at WellStar School of Nursing Office, however clinical sites may refuse to allow student access if student has not shown documentation of immunity to above mentioned diseases.

PROOF OF BLOODBORNE PATHOGENS CERTIFICATION

Every nursing student is required to have their current bloodborne pathogens certification on file in the Nursing Department Office. Certification must be updated annually.

LICENSURE

If you are currently licensed by any board in the State of Georgia, the WellStar School of Nursing must have a copy of your license. (i.e. RN, Respiratory Therapist, etc.)
CRIMINAL BACKGROUND CHECK and DRUG SCREEN

All students beginning the graduate nursing program will be required to complete a criminal background check and a drug screen in the first semester of the program by a company designated by the WellStar School of Nursing. Results will be submitted directly by the student to the clinical agency assigned each semester. A clinical agency has the right to refuse a student’s clinical placement. If this circumstance arises, the student will be contacted by the Program Associate Director regarding the matter.

A student will be dismissed from the program if clinical placement continues to be denied or as a result of a student’s background history the meeting of course clinical objectives cannot be accomplished.

ALL STUDENTS WHO DO NOT HAVE APPROPRIATE RECORDS PROVIDED IN TIME WILL EITHER BE ADMINISTRATIVELY DROPPED FROM THEIR PRACTICUM COURSE OR WILL HAVE CLINICAL HOURS DISCOUNTED FROM THEIR RECORD.

Health records are due annually. If any of your credentials (ie PPD, Physical, Tetanus, Quantiferon Gold Test, X-Ray, CPR and Bloodborne Pathogen Certifications) are due to expire during a semester (regardless if done within the year), you are required to update it before the listed deadlines for that semester. It is the student’s responsibility to find out what Medical information is pending. If you are not sure, contact Lindsey McKenzie at 470-578-3230. These records are required by our clinical agencies prior to KSU nursing students attending clinical. You will NOT be allowed into the clinical site without this documentation. Use the WellStar School of Nursing Health Form to record the above information. Fill in all blanks on the form, and do not write, “see attached”. Be aware that clinical agencies may request a copy of any or all student health records in certain situations.

I realize that I am responsible for providing new and annual health record documentation, new immunizations, annual pathogen modules, etc. as detailed above before due dates.

Printed Name: ____________________________________________________________________
Signature: _______________________________________________________________________
Date: ___________________________________________________________________________

Revised 7/14, 7/15, 7/16, 7/17. Revised 7/18
Kennesaw State University
WellStar College of Health and Human Services
WellStar School of Nursing

NURSING PRACTICUM REQUIREMENTS

Formal documentation of the preceding requirements MUST be on file with WellStar School of Nursing BEFORE DEADLINE DATE. This applies to ALL Graduate students.

If any of your credentials (CPR/Health Requirements) are due to expire during any given semester, you are required to update it before the established "deadline" for that semester. It is the student's responsibility to find out what medical information is pending.

If you miss the deadline, you will be administratively dropped from your practicum classes ~ no exceptions.

Please submit all documentation to:

Mrs. Lindsey McKenzie
Kennesaw State University
WellStar School of Nursing – Rm 3022
Phone: (470) 578-3020   E-mail: lmckenz9@kennesaw.edu
RESOURCES FOR MEETING HEALTH REQUIREMENTS

Kennesaw State University Student Health Services:

3215 Campus Loop Road
Or 1074 Canton Place, Suite 5000 (University Village)
Kennesaw, GA 30144-5
Phone: 470-578-6644

Services offered:
Physical Exam
Adult Immunizations
Women's Health
Laboratory Testing
Health Education

Public Health Department:

Cobb-Douglas Public Health Department
1650 County Services Parkway
Marietta, GA 30060 - 4009
Phone #: 404-514-2300

Directions: Powder Springs Road (behind the Marietta Square), take a left on County Services Parkway. The Health Department is the second building on the right.

Services offered:
MMR Polio Vaccine
Tetanus Typhoid
HIB Hep B - (need series of 3)
Rabies AntiHB
TB Skin Test

Reviewed 8/12, 7/13, 2/14, 7/15. 7/16, 7/17
Kennesaw State University
WellStar College of Health and Human Services
WellStar School of Nursing

Admission and Progression Policies

WellStar Primary Care Nurse Practitioner Program admission requires:

Admission decisions for acceptance into Kennesaw State University’s WellStar Nurse Practitioner Program are based on the overall evaluation of the following components:

- Baccalaureate degree in nursing from a nationally accredited institution with a satisfactory GPA of at least 3.0
- Minimum one year of full-time professional experience as a Registered Nurse, documented in a professional resume (experience must have occurred within the last five years and have involved direct patient care)
- Current unencumbered RN licensure in the state of Georgia (submit copy)
- Written statement of personal program goals
- Undergraduate research course
- Two professional letters of reference

In Summer 2017, the WellStar School of Nursing eliminated the GRE as an admissions requirement because research has shown that the examination does not accurately predict student success in graduate nursing programs. The years of experience requirement was eliminated or reduced to allow earlier entry into the graduate programs. These changes reduce barriers to entry and, over time, will result in more MSN-prepared graduates in the workplace.

Grades

Any graduate nursing course grade less than a “B” is a failure, and the course must be repeated before progressing. Two graduate nursing course failures will result in dismissal from the graduate nursing program.

Petition to Graduate

MSN candidates must petition to graduate at least one semester prior to completion of their degree requirements. Petition to graduate forms are now available online.

Kennesaw State University
WellStar College of Health and Human Services
WellStar School of Nursing

Admission and Progression Policies

MSN Leadership in Nursing Program – Nursing Administration and Transformational Leadership Track admission requires:

Admission decisions for acceptance into Kennesaw State University’s WellStar Nurse Practitioner Program are based on the overall evaluation of the following components:

- Baccalaureate degree in nursing from a nationally accredited institution with a satisfactory GPA of at least 3.0
- Minimum one year of full-time professional experience as a Registered Nurse, documented in a professional resume (experience must have occurred within the last five years and have involved direct patient care)
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Kennesaw State University  
WellStar College of Health and Human Services  
WellStar School of Nursing  

Admission and Progression Policies

General Requirements for Admission to the Graduate Programs

MSN Leadership in Nursing Program - Nursing Education Leadership in the Digital World Track admission requires:

Admission decisions for acceptance into Kennesaw State University’s WellStar Nurse Practitioner Program are based on the overall evaluation of the following components:

- Baccalaureate degree in nursing from a nationally accredited institution with a satisfactory GPA of at least 3.0
- Minimum one year of full-time professional experience as a Registered Nurse, documented in a professional resume (experience must have occurred within the last five years and have involved direct patient care)
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Performance Standards
Core Performance Standards for Admission and Progression

For successful completion of the WSON nursing programs, the student must possess certain cognitive, sensory, affective, and psychomotor performance requirements. Students interested in applying to the WSON nursing programs should review these core performance standards and understand that students must be able to perform these essential eligibility requirements in an independent manner. The University complies with the Americans with Disabilities Act and will endeavor to make reasonable accommodations for qualified individuals with disabilities. If a student believes that he or she cannot meet one or more of these standards without accommodations or modifications, the student must self-identify, provide documentation of the disability, and request accommodation. The nursing program will determine, on an individual basis, whether or not the necessary accommodations or modifications can be made reasonably.

These Core Performance Standards are based on guidelines established by the Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing Education.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Some Examples of Necessary Activities (not all necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Relationships</td>
<td>Interpersonal ability sufficient to interact professionally with individuals, families, and groups from a variety of social, cultural, emotion, and intellectual backgrounds.</td>
<td>Establish rapport with patients and colleagues. Capacity to engage in successful conflict resolution with patients, families, colleagues, and faculty members. Demonstrate respect for cultural diversity and rights of others. Ability to develop and maintain therapeutic relationships with patients and colleagues.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for professional interaction with others in verbal, written, and computer-assisted forms.</td>
<td>Speak and write English sufficiently to be understood by patients and families. Explain treatment procedures, health teaching, and plan of care. Document and interpret patient, data, nursing actions and patient responses completely and accurately. Proficient use of electronic medical charting.</td>
</tr>
<tr>
<td>Issue</td>
<td>Standard</td>
<td>Some Examples of Necessary Activities (not all necessary)</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces.</td>
<td>Move around patient’s rooms, work spaces, and treatment areas. Administer rescue procedures - cardio-pulmonary resuscitation.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care and to maintain safety and security standards.</td>
<td>Calibrate &amp; use equipment, position patient therapeutically. Provide and/or assist with patient activities of daily living, including bathing, toileting, and positioning patient. Ability to correctly administer oral, IM, IV, SC, and other parenteral medications correctly and safely.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor, assess, and respond to health needs.</td>
<td>Ability to hear monitoring device alarm, emergency signals, auscultatory sounds, and cries for help.</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation, assessment, and responding to patient care needs.</td>
<td>Observes patient condition and responses to treatment. Ability to perform nursing interventions, such as insertion of IV, insertion of Foley catheter, and preparing and administering medications. Ability to read thermometers, measuring cups, syringes, gauges, other equipment and read small print. Ability to visualize written words and information on paper and/or computer screen correctly. Ability to discern changes in skin/wound colors. Ability to read drug labels and packages with accuracy.</td>
</tr>
<tr>
<td>Tactile Sense</td>
<td>Tactile ability sufficient for physical assessment.</td>
<td>Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter.</td>
</tr>
</tbody>
</table>

Updated 7/2013, 2/2014, Reviewed 7/15, 7/16, 7/17
POSITION STATEMENT ON NURSING STUDENT EMPLOYMENT

The Nursing faculty recognizes the economic constraints that students face necessitating the need for employment. However, it is an educator's responsibility to encourage the student to view education as a priority. It is with this viewpoint then, that students are encouraged to seek a balance between employment and attainment of education goals.

Reviewed 6/2012, 7/13, 2/14, 7/15, 7/16, 7/17
Student Rights and Grievance/Complaint Procedure

Students of Kennesaw State University are guaranteed all of the rights, privileges, and freedoms granted to a citizen of the United States. [(Refer to the Kennesaw State University Graduate Catalog and the Kennesaw State University Student Handbook.)] In addition, nursing students not only have the right to open communications with nursing faculty, but also have the RESPONSIBILITY to keep these communication lines open. Methods of facilitating communication between students and faculty are: student/faculty dialogues, student/advisor meetings, faculty evaluations, representation on committees, Graduate Nursing Student Organizations, course evaluations, student evaluations, and electronic communications.

Grade Appeal Procedure

If a complaint arises involving a course grade and the student believes that the instructor has violated his/her stated grading policy, the Grade Appeal Procedure outlined in the Kennesaw State University Graduate Catalog will be followed.

 Discrimination and Sexual Harassment

Student grievances or complaints alleging action of discrimination or sexual harassment should follow the established Kennesaw State University procedures outlined in the Kennesaw State University Graduate Catalog.

Other complaints

From time to time, students may feel that they have legitimate complaints against a faculty member. It is important that they and the accused faculty member have a common understanding of how such complaints may be resolved. To alert students, faculty, and administration to channels available for complaints, the following procedure is presented. This procedure is not applicable to cases involving discrimination or sexual harassment (see catalog, Student Rights and Responsibilities section). This procedure is also not applicable to cases of violation of stated grading policy (see catalog, Academic Policies section). In those instances, the established KSU procedures should be followed. For general guidance in making a complaint, students may utilize the Office of Student Advocacy as an informal resource for assistance.

Procedure

It is the responsibility of the student to bring his/her concerns or complaints for resolution. Complaints against a faculty member should be resolved at the lowest level possible. When a student has a complaint, s/he should follow the procedures below in the order stated. Attempts to circumvent the procedure will be redirected to the appropriate level of resolution. For example, the President, Provost, or dean will refer grievants to the faculty member or to the department chair/school director as the first level of resolution.
Informal: Students are encouraged to discuss and resolve a complaint at the lowest possible level. In general, students should talk to the faculty member. In cases where the student is uncomfortable talking to the faculty member, they should talk to the faculty member’s immediate supervisor (the department chair/school director or, if the faculty member is a chair/school director, that faculty member’s dean). Informal resolution of a complaint should be attempted prior to filing a formal complaint. Faculty, department chair/school directors, and/or deans are encouraged to be available to students for such discussions so that if possible, the issue can be resolved informally.

Formal: In situations where such informal resolution does not occur because the student feels uncomfortable discussing the problem with the faculty member or because the discussion with the faculty member, faculty member’s department chair/school director, and/or faculty member’s dean is not successful, the student must follow the process outlined below to file a formal complaint against a faculty member. The appeal must be in writing and describe the precise basis of the appeal. Any pertinent information must be submitted in writing with the appeal in order to be considered in the appeal.

Step 1

The student makes a formal complaint to the faculty member’s department chair/school director. If the student’s formal complaint against faculty involves behavior that occurred during a course, the complaint must be submitted at the latest within 5 business days after the first day of classes of the next academic term after the academic term in which the student has a complaint. Student complaints regarding final course grades are governed specifically by the Grade Appeal Procedure detailed in the University Catalog.

If a student’s formal complaint against faculty is unrelated to behavior that occurred during a course, then the student is encouraged to make the complaint as soon as reasonably possible to allow the department chair/school director to conduct a thorough and impartial review of the complaint. Timely reporting allows for better preservation of witness testimony and other evidence.

The department chair/school director will review the formal complaint, conduct any additional fact-finding, and provide a decision in writing to the student within 15 business days of receipt of the formal complaint.

Step 2

The student may appeal the department chair/school director’s decision by directing his/her complaint, in writing, to the faculty member’s college dean within 15 business days from the date of the chair/school director’s decision. The dean will review the complaint, conduct any additional fact-finding, and provide a decision in writing to the student within 15 business days of the receipt of the formal complaint.
Step 3

The student may appeal the dean’s decision by directing his/her complaint, in writing, to the Provost and Vice President for Academic Affairs within 15 business days of receipt of the dean’s decision. The Provost and Vice President for Academic Affairs will review the complaint, conduct any additional fact-finding, and provide a decision in writing to the student within 15 business days of receipt of the formal complaint.

Step 4

The student may appeal the Provost and Vice President for Academic Affairs’ decision by directing his/her complaint, in writing, to the President of the University within 15 business days of receipt of the Provost’s decision. The President will provide a decision in writing to the student. The President’s decision is final.

Just as students may file a written appeal of a decision to the next level, faculty may also appeal a decision, in writing, to the next level of review. The faculty member will receive copies of any written documents produced during the complaint resolution (at any level) and will be given the opportunity to respond to each document within 10 business days of receipt of the document, and the response will be directed to the next level of review. The faculty member will be informed at any point at which written documents concerning the complaint are placed into his/her personnel file and will be allowed to respond, in writing. Faculty are reminded that KSU policy and Federal law prohibits any form of retaliation against any individual who has been involved in this process (see KSU catalog, Student Rights and Responsibilities, Reaffirmation of Equal Employment Opportunity and Affirmative Action Rights section).

Step 5

A student or faculty member aggrieved by the President’s final decision in the matter may apply to the Board’s Office of Legal Affairs (“Legal Affairs”) for a review of the decision. Review of the decision is not a matter of right, but is within the sound discretion of Legal Affairs. If granted, the discretionary review is limited to the record from Kennesaw State University’s appeal process. Any petition to Legal Affairs must be submitted in writing to Legal Affairs within a period of 20 calendar days following the decision of the President. Legal Affairs will determine whether the application for review shall be granted.

(Source: Kennesaw State University Faculty Handbook, Section 4.4.2 Procedures for Handling Student Complaints against Faculty Members.)

Alternative Conflict Resolution

The Ombuds Office is available to offer informal assistance in resolving University-related problems, especially those that students believe are not being adequately addressed through usual procedures. The Ombuds is independent of the University's formal administrative structure and provides a forum in which all sides of an issue can be discussed in an objective manner. Contact the Ombuds Office at 470.578.7773

Reviewed 7/13, 2/14, 7/15, 7/16, 7/17
GENERAL INFORMATION

Nursing students follow all rules and regulations as specified in the Kennesaw State University Student Rules and Regulations Handbook with certain additions. The demands of nursing include not only intellectual attainment, but also qualities such as reliability, integrity, and the ability to relate to patients and colleagues. The progress of nursing students will be reviewed periodically and students evaluated by the nursing faculty and found not to possess these qualities will be counseled to consider appropriate action, with the possibility of withdrawal. Prime consideration is given to the development of the student and the well-being of the patient. These rules and regulations apply to all nursing courses. If exceptions are to be made, they will be explained for that particular course.

Readmission to the nursing sequence is not guaranteed. Eligible students who drop out of the nursing sequence for any reason will be admitted to the sequence on a space-available basis. Students will be accommodated in rank order according to their GPA. Students interested in re-entry must notify the program director in writing of their interest at least one semester prior to the re-entry date.

I. CLASSROOM INSTRUCTION

A. CLASS ATTENDANCE
   Refer to the Kennesaw State University Graduate Catalog and the Kennesaw State University Student Handbook. To maximize your learning experiences, students are encouraged to attend all classes.

B. LEARNING RESOURCES
   The following resources are available to students, including but not limited to: KSU library, computer programs, videos, interactive videos, simulators, nursing skills laboratory and the main campus library. Students must provide their own headsets for computer and VCR use.

   PAPERS AND TESTS
   Tests may be reviewed at designated times and arrangements for further review may be made with the instructor. Papers will be returned to students at designated times. Students will receive feedback on all graded written work.

   GRADES
   In the MSN program, practica are separate courses, except for 7735/6.

   The final course grade is computed by assigned percentage weights of the course requirements. All MSN nursing courses assign letter grades based on the following numerical grades:
GRADUATE
A= 90-100
B= 80-89
C= 70-79
D= 60-69
F = < 60

All Graduate students - Grades and Candidacy for Graduation
Students must earn a course grade of B (80) or better in every course in order to progress in the program.

Grades & Course Repeat Policy for MSN Curriculum
Any graduate nursing course grade less than a “B” is a failure, and the course must be repeated before progressing. Two graduate nursing course failures will result in dismissal from the graduate nursing program.

C. CONFIDENTIALITY OF PATIENT INFORMATION

WellStar School of Nursing
Policy on Compliance with Patient Privacy Rules

Compliance with the HIPAA Privacy Rule is required by all health care facilities and programs including those with which KSU has contracts for student clinical experience.

Protected Health Information (PHI) is health information that identifies or can be used to identify an individual patient. PHI includes written, spoken, and electronic information and images.

For the purpose of compliance with these rules:

In all clinical experience nursing students are allowed to transcribe information from private health information documents but are not allowed to remove any patient documents or copies thereof from the clinical setting. If any student violates this policy KSU Judiciary Charges may be brought against that student.

All information about patients and their families must be treated as privileged communication. This means that the information is confidential and can only be released to authorized persons. Occasionally students with access to information about patients may be approached by others in the community for information. If this should occur, students cannot provide any information, which is not available to everyone (i.e., diagnosis of patient, detailed account of progress, type of surgery, etc.). Therefore, students must not discuss patients in the presence of outsiders (i.e., in the coffee shop, elevator, hall of clinical agencies or on campus). Unauthorized persons may make use of information, which would harm the patient or the family.
D. **APPEARANCE**

1. Graduate students are to wear office-professional dress with a white lab jacket and name pin, as previously described, to practicum sites.

2. Black and white name pin (white background with black lettering) that include the following:
   a. Name
   b. Kennesaw State University
   c. Graduate Nursing Student

**NAILS:** Fingernails should be clean and short to avoid injuring the patient or collecting microorganisms. Nail polish should be neutral in color. **ARTIFICIAL AND WRAPPED NAILS ARE PROHIBITED.**

**HAIR:** If hair length is below the collar, in most practicum settings it must be worn pinned up or tied back. Barrettes and hair combs in neutral colors may be worn. Faddish hair color (e.g. bright colors) is unacceptable and not permitted. Beards and mustaches are acceptable if neatly trimmed.

**MAKE-UP:** Make-up should be conservative and well applied.

**JEWELRY:** Since jewelry may collect microorganisms, students should not wear necklaces, rings, and earrings (other than one pair of small studs, less than one inch in diameter, in the ear lobe, one earring per ear). Wedding rings and wrist watches may be worn. No other body jewelry may be visible. Tongue jewelry is prohibited.

**BODY ART:** Tattoos must be covered and should not be visible at any time.

**SCENTS:** Scents are a highly subjective substance and may be allergenic to some individuals; therefore they are to be avoided in any form (perfumes, scented deodorant, body lotion, cigarette smoke, etc.).

**CELL PHONES:** All cell-phones must be off or switched to vibrate during class. The student can use a cell-phone during breaks from nursing classes. Most of the clinical facilities prohibit the use of cell-phones.
POLICY ON UNSAFE PRACTICE

Definition of Unsafe Practice
Nursing students are legally responsible for their own acts, commission or omission, in the clinical area. It is the responsibility of the nursing faculty to evaluate unsafe student behavior and initiate dismissal from the clinical setting when appropriate. Unsafe clinical behavior is any act, practice, or omission that fails to conform to the accepted standards of nursing care which result from a disregard for the health and welfare of the public and of the patient under the student's care, and includes, but is not limited to, the following offenses:

I. Violation of safety in patient care:
   a. Falsification of patient records or any other documentation related to the course or nursing program
   b. Commission or omission of patient care that endangers a patient's life or negatively impacts a patient's recovery and or well being

II. Violation of confidentiality

III. Physical/Verbal abuse of patient, peer, faculty, or clinical staff

IV. Evidence of substance abuse (under the influence or alcohol or drugs, possession, use, sale or delivery).

V. Theft from patient, clinical sites, or school

VI. Any violation of the WellStar School of Nursing Policy on Professional and Ethical Behavior of Nursing Students or the ANA Code for Nurses

A student who is considered to be unsafe in nursing practice by nursing faculty may be subject to, but is not limited to, the following outcome(s):

a. Counseling
b. Remediation
c. Academic withdrawal
d. Dismissal from the clinical agency, course, nursing program, or Kennesaw State University

Procedure
When a student's behavior endangers the safety of a patient, peer, staff member, clinical agency, or clinical faculty, the instructor or clinical agency will immediately dismiss the student from the clinical setting. The student will not be allowed to continue in the clinical component of the program until a decision is made by a panel of nursing faculty within five working days of dismissal from the clinical setting.

Appeals Process
The student has the right to appeal any ruling according to the procedure outlined in the Kennesaw State University Catalogue.
Adapted From: Rule 217.13 of the Board of Nurse Examiners Rules and Regulation when defining unprofessional nursing conduct, Grayson Community University, Sherman, Texas.

Revised: 11/12/07
Reviewed: 7/13, 2/14, 7/15, 7/16, 7/17
Kennesaw State University
WellStar College of Health & Human Services
WellStar School of Nursing

Chemically Impaired Student Nurse Policy/Procedures

Policy Statement

The Faculty of the WellStar School of Nursing (WSON) believes they have an ethical and professional responsibility to provide a safe and effective educational environment to students and to patients who receive nursing care from students. Students are expected to participate in any learning experience, including classroom, campus laboratory, clinical settings, and other WSON sponsored functions, free of chemical impairment. Based on the assumption that addiction is an illness that can be successfully treated, the Faculty is committed to assisting students with recovery from substance abuse. In developing the policy and procedures for intervening with a student who displays symptoms of substance abuse, the Faculty has adopted the following basic assumptions of the American Association of Colleges of Nursing Policy and Guidelines for Prevention and Management of Substance Abuse in the Nursing Education Community (1998):

- substance abuse compromises both the education process and patient safety and must be addressed by schools of nursing.
- academic units in nursing have a commitment to and a unique role in the identification of abuse, intervention, referral for treatment, and monitoring of recovering individuals;
- addicted individuals need to recognize the consequences of their substance abuse.
- addiction is a treatable illness, and rehabilitative and therapeutic approaches are effective in facilitating recovery;
- individuals with addictive illnesses should receive an opportunity for treatment in lieu of, or before disciplinary action (p.2).

Definitions and Assumptions

- The WSON Faculty define the chemically impaired student as a person who, while in the academic or clinical setting, is under the influence of, or has abused, either separately or in combination, mind-altering substances including alcohol, over-the-counter medications, prescribed medications, illegal drugs, inhalants or synthetic designer drugs.
- Chemical abuse is a disease process with physical, social, emotional and spiritual aspects that can have either episodic or chronic presentations.
- Chemical abuse is a condition that can be treated successfully and individuals can be returned to a productive level of functioning.
- A student known to be chemically impaired places a legal and ethical burden on WSON Faculty and administration. Legal ramifications of a chemically impaired nursing student are injury to patients, potential malpractice, implicating the student, faculty, clinical agency, and educational institution.
• WSON Faculty has a responsibility to intervene when patient safety and clinical performance are compromised by a student who is chemically impaired. When chemical impairment is suspected, the WSON Procedure for Faculty Intervention with the Chemically Impaired Nursing Student will be implemented.

The policy on the chemically impaired student nurse incorporates the following components:

• Prevention and education to WSON students, faculty, and staff regarding substance abuse and addiction.
• Procedure for drug testing
• Identification of suspected chemically impaired nursing students during the time the student is enrolled in the nursing program.
• Intervention whereby student is confronted with his or her reported behaviors and is asked to seek evaluation of a possible substance abuse problem.
• Evaluation and referral for treatment.
• Provisions for re-entry to WSON upon successful rehabilitation.
• Disciplinary procedures for a chemically impaired student who is unable or unwilling to be rehabilitated.

**Prevention and Education**

Education is a crucial component in the management of substance abuse. WSON students, faculty, and staff will be provided information about substance abuse, along with the consequences of impairment due to abuse and addiction. During the WSON orientation process, the Chemically Impaired Student Nurse Policy and Procedures will be disseminated and reviewed, along with information on services and programming offered by the Student Success Services at Kennesaw State University (KSU), the Collegiate Recovery Center at KSU and the Kennesaw State University Student Health Services.

**Procedure for Drug Testing**

Drug and breathalyzer testing must be conducted by a qualified laboratory using established methods and procedures. Cost associated with drug and breathalyzer testing is the responsibility of the student. The procedure for urine collection, as determined by the collection site, will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures. The urine sample will be screened for drugs as identified in Appendix B of this document. A drug test will be deemed positive if any of the drugs listed in Appendix B are identified. If a urine test is positive, a second test will be conducted on the original urine specimen. If the test is positive, the available evidence, including health history, will be used to determine the presence or absence of drug abuse. The testing laboratory will notify the Director of the WSON with test results. The WSON will ensure confidentiality of results by making the information available only to the student and appropriate WSON Administrators, Faculty, and clinical agencies (when needed).
Procedures for Faculty Intervention with the Chemically Impaired Student Nurse

The WSON Faculty will follow the University’s policy prohibiting the illegal possession, use, or distribution of drugs and/or alcohol by students on University property or as part of any University affiliated academic activity, including off-campus learning activities, such as clinical. Violators will be prosecuted in accordance with applicable laws and ordinances and will be subject to disciplinary action by the University in conformance with University policy (See KSU Student Handbook and Daily Planner regarding Student Code of Conduct—Use and Possession of Drugs, Including Alcohol).

Identification

- Indicators suggesting chemical impairment of a student’s ability to meet standards of performance, competency, and safety are gathered and documented (See Appendices D and E).
- While an isolated incident may not indicate substance abuse directly, the occurrence of several incidents should be documented on the Reporting Form for Alleged Chemically Impaired Student (Appendix E).
- If impairment is observed, the student must submit to random drug testing as described in the section on Drug Testing Procedure and in Appendix C. Refusal of a student to submit to testing may result in disciplinary action, including dismissal from the nursing program in accordance with the WSON policy.
- Faculty who suspect student impairment are to notify the WSON Director of their concern.
- Faculty is advised to keep detailed, anecdotal notes that describe the events involving the students. Identification of impairment should be based on a pattern of observable, objective, and quantifiable behaviors. Notes should document the date, time of day, location of the event, persons present, and a description of what took place.
- If the student demonstrates impaired behaviors (see appendices D and E for examples of such behaviors) that compromise patient safety and/or academic performance, remove the student to a private area. With a neutral party present (i.e., clinical manager, KSU Faculty) discuss with the student behaviors observed and allow the student to provide a verbal explanation. Question the student regarding the use of substances and, if used, what, when, how much was used, and by what route consumed.

If symptoms or other indicators of impairment are observed in a student, the student will be informed of the faculty’s responsibility to dismiss a student who is physically or mentally unable to meet the standards of performance, competency, and safety. The student is to be relieved of further clinical/laboratory/classroom responsibilities for the day. Inform the student that she/he is suspected to be in violation of the KSU WSON Chemically Impaired Student Nurse Policy Procedure Statement. It is the student’s responsibility to arrange safe transportation to the nearest Advantage Testing facility for immediate testing. Faculty may assist in making the transportation arrangements and will document how the student left.
**Intervention**

**Phase I**

- Faculty completes a report of the alleged chemically impaired student nurse with observed behaviors indicative of chemical impairment (see Appendix D).
- Faculty informs student of observations indicative of chemical impairment. Student must submit to drug testing at the time of the reported behaviors. The test will be conducted by a qualified laboratory using established methods and procedures.
- The student is to be relieved of further clinical/laboratory/classroom responsibilities until a comprehensive professional evaluation of chemical abuse can be completed.
- A copy of this report is given to the student and the WSON Director. The student is informed that a copy of this report will be placed into the student’s file.
- WSON Director informs all other appropriate faculty members also involved with the student during the semester on a “need to know” basis.
- WSON Director reviews the procedural requirements of the KSU WSON Chemically Impaired Student Nurse Policy.
- Refusal of a student to submit to immediate testing or to any other requirement of this Chemically Impaired Student Nurse Policy/Procedures may result in disciplinary action, including dismissal from the nursing program in accordance with the WSON policy.

**Phase II**

Within five working days of the filing of a report of alleged student chemical impairment, a conference is scheduled with the student, involved faculty member, committee member of the Advisory Committee to Faculty on Clinical Performance, and WSON Director. In addition, a Counselor from Student Success Services at KSU will act as a neutral party, but not enforce nursing policies. The WSON Director will take the lead in conducting the conference.

- Purposes of conference are to:
  - convey concern for the student as caregiver as well as concern for the patients;
  - explain how the behavior interferes with the student’s performance in the course;
  - explain academic consequences resulting from the student’s chemical impairment identification;
  - secure student agreement to a comprehensive chemical abuse evaluation for the purpose of professional evaluation of chemical abuse status and the determination of a treatment plan.
- A written contract for the chemically impaired student nurse (see Appendix F) is reviewed and the student is requested to agree to the terms set forth. WSON Director asks the student to sign the contract and the Agreement for Monitoring the Chemically Impaired Student (see Appendix G) confirming that the student understands the terms of the contract and academic consequences. If the student refuses to sign the contract, the student may be administratively dismissed from the nursing program in accordance with the WSON policy. (see Policy on Unsafe Practice in KSU WSON Student Handbook).
• WSON Director provides student with a list of state licensed agencies that provide chemical abuse evaluation services (see Appendix A). WSON Director also reviews with student that he/she is responsible for the cost of the chemical abuse evaluation and any prescribed treatment.

**Other issues to be considered when obtaining treatment:**

• Realize the potential of suicidal risk upon intervention/confrontation of an issue of concern, and the time lapse to have an evaluation.
• There are options on campus at KSU for the student to obtain evaluation, counseling and treatment services: The Collegiate Recovery Center, the KSU Health Clinic and Student Success Services
• Have student/parent check insurance plan to see what providers are in network.
• Utilize county mental health facilities if the student does not want to use services available on campus and insurance or finances are an issue.
• Many treatment centers will do an initial triage for free, to at least evaluate for any risk of self-harm, and will provide resources for students.

**Evaluation**

Upon completion of a comprehensive professional evaluation of chemical abuse status, one of four courses of action may be taken by the WSON with the student:

• **Non-validation of the Violation of the KSU WSON Chemically Impaired Student Nurse Policy** (i.e., the comprehensive chemical abuse evaluation does not support/substantiate the alleged report of student behaviors indicative of chemical impairment). In the event of a non-validation of violation, all documentation will be removed from the student’s file. Upon receipt of a negative drug test and written recommendations of the chemical abuse evaluator that there is no evidence of substance abuse, the student may return to all courses in progress with no academic penalty related to chemical impairment.

• **Validation of the Violation Without Implementation of the KSU WSON Chemically Impaired Student Nurse Policy** (i.e., the comprehensive chemical abuse evaluation supports/substantiates the alleged report of student behaviors indicative of chemical impairment and the student refuses to follow the policy regarding treatment and monitoring). If the student refuses to sign the contracts for monitoring and return to the nursing program (See Appendices F & G), then the student may be administratively dismissed from the nursing program by the WSON Director. WSON Director will point out that it is in the student’s interest to accept the outlined treatment and monitoring for chemical abuse.

• **Validation of the Violation With Implementation of the KSU WSON Chemically Impaired Student Nurse Policy** (i.e., the comprehensive chemical abuse evaluation supports/substantiates the alleged report of student behaviors indicative of chemical impairment and the student agrees to follow the policy regarding treatment and monitoring). Student signs the contracts for monitoring and return to the nursing program (See Appendices G & H), and is allowed to continue in the nursing program as long as the student is in compliance with his/her substance abuse treatment program.

• **Mixed or Inconclusive Results of the Chemical Abuse Evaluation.** The student will be given the option to seek another mental health assessment. The monitoring and treatment agreement
will then depend on the outcome of the second evaluation. If the student requires professional
treatment, the student will sign a written plan of action for correcting the behavior, with a
realistic time frame for meeting the recommendations of the action plan. The student will be
allowed to continue in the nursing program as long as the student is in compliance with the
negotiated action plan.

**Academic Outcome**

- The academic consequences required with the implementation of the KSU WSON Chemically
  Impaired Student Nurse Policy is contingent upon the completion of the substance evaluation or
  follow up mental health assessment, and agreement of the treatment/action plan if indicated. A
  semester grade of “W” (Withdrawal), “I” (Incomplete), or “F” (Failure) will be assigned to
courses dependent upon factors related to grade determination as outlined in the KSU
Undergraduate and Graduate catalogs. If no treatment for chemical abuse or mental illness is
required, the student may return to all courses in progress upon receipt of the written
recommendation from the professional evaluator.

**Other**

- All students must be aware that the state examining board has the right to refuse to grant a
registered nurse license to any individual regardless of educational credentials under
circumstances of (1) falsification of application for licensure; and/or (2) conviction of a felony or
crime of moral turpitude; other moral and legal violations specified in the Georgia law.

**Re-entry to WSON**

- Upon successful completion of a treatment program as outlined according to the written plan by
the chemical abuse evaluator or mental health counselor, the student can apply for re-entry to the
nursing program for the semester the student desires to return or if there is an opening on a space
available basis.
- The student will be expected to provide written documentation of the course of specialized
treatment together with the treatment or mental health counselor’s written assessment of the
student’s ability to perform the academic/clinical requirements of the nursing program following
treatment to the WSON Director. In addition, any restrictions of the student’s activities (i.e.,
limiting access to narcotics, schedule for counseling and self-help group meetings) are to be
addressed in the written counselor’s assessment.
- Participation in support programs for recovery from chemical dependence is a lifelong process.
The cornerstone to this process is ongoing participation in twelve-step and other support program
meetings. Students will be encouraged to attend such meetings and be given necessary time to
do so when possible.

**Noncompliance/Relapse**

If additional or continuing chemical impairment occurs subsequent to the implementation of these
procedures, the WSON faculty will recommend that the student be administratively dismissed from the
nursing program by the WSON Director. The student has the right to grieve and appeal the procedure
according to the University guidelines.
Appendices
Appendix A: List of Treatment Centers in Metropolitan Atlanta
Appendix B: List of Drugs Included in Drug Screening Test
Appendix C: Consent for Drug Testing Upon Admission to WSON
Appendix D: Indicators of Chemical Dependence
Appendix E: Reporting Form for Alleged Chemically Impaired Student Nurse
Appendix F: Contract for the Chemically Impaired Student Nurse
Appendix G: Agreement for Monitoring the Chemically Impaired Student Nurse
Appendix H: Contract for Return to Nursing Program
Appendix I: Chemically Impaired Student Withdrawal Letter
Appendix J: Chemically Impaired Student Nurse Letter for Returning to the Nursing Program
Appendix K: Chemically Impaired Student Dismissal Letter

Bibliography


Policy developed by Advisory Committee to Faculty on Clinical Issues. Members included: Janice Flynn; Christina Horne; Troy Spicer; Cecilia Tiller; Jamie Lee

Policy approved and accepted by the School of Nursing Faculty on May 5, 2003

Policy revised 5/27/09 by Advisory Committee to Faculty on Clinical Issues with the assistance of Dr. Flora Devine, Legal Counsel for KSU. Members included: Barbara Blake, Jamie Lee, and Astrid Wilson

Policy revised 7/21/09 by Advisory Committee to Faculty on Clinical Issues with the assistance of Anne Nichols, Director of KSU Health Center, and Teresa Johnston, Director of KSU Collegiate Recovery Center. Members included: Barbara Blake, Jamie Lee and Astrid Wilson.

Reviewed 7/14, 7/15, 7/16, 7/17
Appendix A

Kennesaw State University
WellStar School of Nursing

List of Treatment Centers Providing Chemical Abuse Evaluation Services in Metropolitan Atlanta

There are many options and small residential facilities, as well as out-of-area treatment, some with a sliding scale. Most local treatment facilities can provide resources to patients that may fit their financial needs, geographies and insurance situation.

Evaluation and Treatment Centers:
- Collegiate Recovery Center at KSU
- Counseling and Psychological Services at Student Success Services at KSU
- Talbott Recovery Campus Impaired Professionals Program & Aftercare, Atlanta
- Ridgeview Institute, Smyrna – Impaired Professional’s Program and Aftercare Program
- Metro Atlanta Recovery Residence (M.A.R.R.), Atlanta – Impaired Professional’s Program and Aftercare Program
- Talbot Marsh, Jonesboro – Impaired Professional’s Program and Aftercare Program
- Peachford Hospital, Dunwoody – General Treatment
- Anchor Hospital, Jonesboro – General Treatment
- Summit Ridge Hospital, Lawrenceville – General Treatment
- Winnwood Hospital, Rome – General Treatment
- Laurelwood Hospital, Gainesville – General Treatment

Low-Cost Outpatient Treatment:
- St. Judes Recovery, Atlanta
- Georgia Recovery Center, Marietta
- County Facilities i.e.: Fulton Co. Community Services Board, Cobb/Douglas Community Services Board, etc.

Low-Cost Counseling Resources:
- The Link
- The Verdery Center & Clinic
- Phoenix Program

Residential Programs:
- St. Judes Recovery, Atlanta
- Atlanta Woman’s Mission – My Sister’s House, Atlanta
- Breakthru House Inc., Decatur
- Turnaround Recovery Residences
- Salvation Army

Evaluations may also be done by mental health professionals in their private practices.
Appendix B

Kennesaw State University
WellStar School of Nursing

List of Drugs Included in Drug Screening Test

The Medical Professional Panel Drug Screens includes common street drugs and those drugs that health care workers have access to and abuse. Drugs monitored may include:

- Alfentanil
- Butorphanol (Stadol)
- Fentanyl
- Ketamine
- MDMA (ecstasy)
- Nalbuphine (Nubain)
- Sufentanil
- Tramadol
- Alcohol
- Amphetamines & Methamphetamine
- Barbiturates
- Benzodiazepines
- Cannabinoids
- Cocaine
- Methadone
- Heroin
- Opiates
- Phencyclidine
- Propoxyphene

Other drugs may also be detected

Revised 2017
Appendix C

Kennesaw State University
WellStar School of Nursing
Consent for Drug Testing Upon Admission and for the Duration of Enrollment in the WellStar School of Nursing

I understand that as a requirement for admission to the WellStar School of Nursing (WSON), I must submit to a drug test at a designated laboratory, which will provide the result of the test to the Chair of the WSON and to clinical agencies when requested. The course coordinator and other faculty supervising the student may also be notified as needed. I understand that if the test result is positive, I may be denied the opportunity to complete the required clinical rotations for graduation.

I further understand that I will be subject to random drug tests while enrolled in the WSON. A positive drug test or refusal to submit to testing may result in dismissal from the WSON.

BY SIGNING THIS DOCUMENT, I INDICATE THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO THE WSON DRUG TESTING POLICY. I UNDERSTAND THAT A NEGATIVE DRUG TEST IS REQUIRED FOR PROGRESSION IN THE SCHOOL OF NURSING.

THIS NOTORIZED DOCUMENT CONSTITUTES MY CONSENT FOR DRUG TESTING BY WSON DESIGNATED LABORATORY. IT ALSO CONSTITUTES CONSENT FOR THE LABORATORY TO RELEASE THE RESULT OF MY DRUG TESTS TO THE WSON.

In Witness Whereof, this statement is executed this the ____ day of ___________, 20___.

WITNESS:

Witness #1 Signature  ________________________________
Witness #1 Printed Name  ________________________________

Student’s Signature  ________________________________
Student’s Printed Name  ________________________________

STATE OF  __________________
COUNTY OF  ________________

On this____day of ____________, 20___, before me appeared ________________________ to be known to be the person described in and who executed the foregoing instrument, and acknowledged that ________________________ executed the same as free act and deed.

Given under my hand and seal on the day and year above written.

SEAL

NOTARY PUBLIC
My commission expires: ________________________

Adapted from the University of South Alabama College of Nursing Drug Testing and Procedure Policy
Appendix D  
Kennesaw State University  
WellStar School of Nursing  
Symptoms and Other Indicators of Substance Abuse or Dependence

**Physiologic**
- Slurred or rapid speech
- Blackouts
- Trembling hands
- Agitation or restlessness
- Persistent rhinorrhea
- Sweating
- Altered pupil dilation or constriction
- Flushed complexion
- Swollen face
- Bloodshot or glassy eyes
- Odor of alcohol
- Unsteady/staggering gait
- Declining health
- Dramatic changes in weight
- Changes in mental status or cognition
- Palpitations or tachycardia
- Withdrawal symptoms or hangover

**Behavioral**
- Deterioration in personal appearance
- Rapid mood swings
- Increased irritability
- Paranoia
- Rage or anger
- Frequent tardiness
- Increased absenteeism
- Difficulty in meeting deadlines
- Frequently leaves clinical unit or makes self sparse
- Frequent trips to the restroom
- Eats alone, long coffee breaks, long lunch breaks
- Isolation/withdrawal from the group
- Decreased classroom and clinical productivity
- Fluctuating clinical and academic performance
- Making poor clinical decisions
- Errors in judgment
- Forgetfulness, confusion, decreased alertness
- Sleeping in class or clinical
- Inappropriate responses
- Elaborate excuses for behavior
- Blaming others for problems
- Patients complain of ineffective pain relief
- Excessive use of PRN medications or frequent medication errors
- Frequent un-witnessed medication wasting or loss
- Complaints from fellow students, nursing staff, patients, family members
- Self-disclosure of drug or alcohol abuse
- Other behaviors or symptoms of impairment not listed above
Appendix E

Kennesaw State University
WellStar School of Nursing

Reporting Form for Alleged Chemically Impaired Student

Date: ______________________________________________________________

Faculty: ____________________________________________________________

Student: ____________________________________________________________

Observed Behaviors: (see attached checklist)

Faculty Comments:

Student Comments:

Faculty Recommendations:

Conference date with student, faculty member filing report, WSON Director, and a representative of the KSU Counseling, Advising and Program Services Center (CAPS) set for ______________ (Date and time).

Faculty Signature: ________________________________________________

Student Signature: ________________________________________________

(Adapted from Clark, C. Boise State University, Boise, Idaho College of health Sciences, Department of Nursing Policy Statement Regarding the chemically Impaired Nursing Student)
Checklist of Specific Observations to Support Reporting Form for Alleged Chemically Impaired Student Nurse

Review the following list of overall behaviors of chemically impaired student nurse and make a check mark next to each situation that applies to the student about whom you are concerned.

**Appearance**

- [ ] Decreasing attention to personal appearance and hygiene
- [ ] Odor of alcohol on breath
- [ ] Glassy, red eyes
- [ ] Altered pupil dilation or constriction
- [ ] Tremors
- [ ] Flushed complexion
- [ ] Slurred or rapid speech
- [ ] Diaphoresis
- [ ] Unsteady/staggering gait
- [ ] Persistent rhinorrhea
- [ ] Altered mental status
- [ ] Other (please describe): _______________________________________________________

**Absenteeism**

- [ ] Instances of leaving without permission
- [ ] Excessive sick days
- [ ] Frequent Monday and/or Friday absences
- [ ] Repeated absences, particularly if they follow a pattern
- [ ] Lateness to clinical/class, especially on Monday morning; and/or returning from lunch/break
- [ ] Leaving clinical/class early
- [ ] Peculiar and increasingly unbelievable excuses for absences or lateness
- [ ] Absent more often than other students for colds, flu, gastritis, etc.
- [ ] Frequent unscheduled short-term absences (with or without medical explanation)

**Clinical Absenteeism**

- [ ] Continued absences from the clinical area more than job requires
- [ ] Long coffee breaks, lunch breaks
- [ ] Repeated physical illness while in the clinical area
- [ ] Frequent trips to the restroom
- [ ] Unexplained absences during clinical shift

**High Accident Rate**

- [ ] Accidents while on the clinical unit
- [ ] Accidents off the clinical unit (but affecting job performance)
- [ ] Horseplay, which causes unsafe conditions
Difficulty in Concentration

_____ Work requires greater effort
_____ Jobs take more time
_____ Repeated mistakes due to inattention
_____ Making bad decisions or poor judgment
_____ Errors in charting
_____ Forgetfulness
_____ Blackouts
_____ Inappropriate responses

Confusion

_____ Difficulty following instructions
_____ Increasing difficulty handling complex assignments
_____ Altered mental status or cognition

Problems with Memory

_____ Difficulty in recalling instructions, details, conversations, etc.
_____ Difficulty recalling one’s own mistakes

Poor Relationships In the Clinical/Class Area

_____ Failure to keep promises and unreasonable excuses for failing to keep promises
_____ Over-reaction to real or imagined criticism
_____ Borrowing money from fellow students/staff/faculty
_____ Unreasonable resentments
_____ Avoidance of associates
_____ Lying and exaggerating
_____ Complaints from students, staff, patients, others
_____ Blames other for problems
_____ Isolation/withdrawal from the group

Reporting To Clinical/Class

_____ Coming to/returning to the clinical area/class in an obviously altered condition

General Lowered Job Efficiency

_____ Missed deadlines, unreliable
_____ Complaints from patients, family members, other students, faculty
_____ Improbable excuses for poor job performance
_____ Cannot be depended on to be where he/she said or do what he/she said he/she would do
_____ Shuns job assignments, incomplete assignments
_____ Is found on units where he/she does not belong
_____ Frequent medication errors or errors in documentation
_____ Excessive use of PRN medications
_____ Frequent un-witnessed medication wasting or loss
_____ Frequent complaints from patients of inadequate pain relief
Uneven Work Pattern

____ Alternate periods of high and low productivity

Other Behaviors

____ Sleeping in the clinical area or in class
____ Withdrawing from others isolates self
____ Mood swings
____ Increasing irritability
____ Relates problems at home, with relationships, with finances, etc.

The Student Who May Be Diverting Drugs

____ Always volunteers to give medications
____ Patient complaints of no relief—discrepancies on records
____ Always give IM (PRN) and maximum dose when other nurses do not
____ Has frequent wastage, such as spilling drugs or breaking vials, etc.
____ Unobserved wastage or no co-signature
____ Is working on a unit where drugs are missing or have been tampered with
____ Frequently volunteers for additional shifts and on unit where not assigned

Others

Review the items checked. The student’s work performance and behaviors may be affected by the use of alcohol/other drugs or a personal/emotional problem. Document each occurrence in an anecdotal note, and when appropriate, conduct a conference. When the performance deficit or adverse situation cannot be attributed to a management problem, follow the WSON of Nursing Policy for the Chemically Impaired Student. Interventions need to include discussion and referral to an experienced professional who can assist the nurse to obtain the appropriate help.

Appendix F

Kennesaw State University
WellStar School of Nursing

Contract for the Chemically Impaired Nursing Student

I, ________________________________________________________, admit that:

I consent to obtain a comprehensive chemical abuse evaluation for the purpose of professional evaluation of chemical abuse status and determination of a treatment plan.

I understand and acknowledge that the admission of abuse at this point may have academic consequences that include:

I am responsible for the cost of the chemical abuse evaluation and any prescribed treatment. Participation in clinical course work will not be permitted until the terms of the treatment plan and return to clinical contract stipulations are fulfilled; a semester grade, as appropriate, of I (Incomplete), WP (Withdrawal passing), or WF (Withdrawal failing) will be assigned for current nursing courses dependent upon factors related to grade determination as stated in the Kennesaw State University Student Handbook and the Guidelines for Faculty Intervention with the Chemically Impaired Student.

I consent to have the results of the chemical abuse evaluation released to the WSON Director.

I understand that failure to abide by the stipulations of my recommended treatment plan and monitoring of my progress will result in my dismissal from the program.

Signature of Student _______________________________________________________

Date

Signature of Witness _______________________________________________________

Date

(Adapted from Clark, C. Boise State University, Boise, Idaho College of Health Sciences, Department of Nursing Policy Statement Regarding the Chemically Impaired Nursing Student)
Appendix G

Kennesaw State University
WellStar School of Nursing

Agreement for Monitoring the Chemically Impaired Student

I, __________________________________________________, agree to abide by the following terms for monitoring as determined by the Kennesaw State University WellStar School of Nursing (WSON):

1. Abstain from the use of all mind-altering and potentially addicting drugs, to include but not be limited to alcohol, marijuana, cocaine, stimulants, narcotics, sedatives, hallucinogens, tranquilizers, GHB, etc. In the even that such medications are legitimately required for medical care, I will notify the Director of the WSON immediately and request the care provider to submit a letter of explanation. If necessary, I will investigate options other than the use of medications to establish abstinence form all mind-altering chemicals.

2. Provide proof of compliance with an approved, prescribed treatment plan, by allowing my health and treatment records to be released to the WSON Director.

3. Continue in outpatient treatment/aftercare and insure that counselor/therapist submit written reports of progress at the WSON Director’s request.

I understand the terms of monitoring may be revised if necessary and that I must be in compliance and show progress in recovery.

Signature of Student __________________________________________________ Date

Signature of Witness __________________________________________________ Date

I have read the Monitoring Agreement and am participating in the student’s recovery program.

Signature of Counselor/Therapist __________________________________________________ Date

Signed agreement reviewed: __________________________________________________

Signature of WSON Director Date

(Adapted from Clark, C. Boise State University, Boise, Idaho College of health Sciences, Department of Nursing Policy Statement Regarding the chemically Impaired Nursing Student)
Appendix H

Kennesaw State University
WellStar School of Nursing

Contract for Return to Nursing Program

Date: _________________________________________________________________

I, ______________________________________________ (student), enter into this agreement on the above date with Kennesaw State University, WellStar School of Nursing (WSON) and the _______________________________ Treatment Program.

In consideration of my being permitted to continue in or return to the program through Kennesaw State University, WSON, I agree to the terms and conditions set out in this agreement. I understand I will be allowed to continue in the program only on these terms and conditions and that failure to comply with the terms of this agreement shall be grounds for either additional disciplinary action or dismissal from the program.

I understand that my failure to meet the terms and conditions set out in this agreement violate the terms of my participation in the Program for Chemically Impaired Nursing Students.

The terms and conditions of this agreement shall remain in force for the entire period that I am a student in this program.

This agreement consists of this page, plus the Monitoring Agreement (Appendix G) attached. Additional forms/pages included in this agreement are listed here:

__________________________________________________________________________

__________________________________________________________________________

This contract is executed on the date shown above.

Signature of Student _______________________________________________________

Signature of WSON Director _________________________________________________

(Adapted from Clark, C. Boise State University, Boise, Idaho College of Health Sciences, Department of Nursing Policy Statement Regarding the Chemically Impaired Nursing Student)
Appendix I

Kennesaw State University
WellStar School of Nursing
Chemically Impaired Student Withdrawal Letter

Dear Ms./Mr. (name)

As was discussed with you by: ________________, WellStar School of Nursing (WSON) Director, we are concerned about your problems and the effect they have upon your performance as a student in the WSON at Kennesaw State University. Therefore, we believe it would be in your best interest to agree to the following conditions.

1. You take a leave of absence that will extend until the end of the (semester, year).
2. Your grade for the following clinical course will be a Withdrawal (W): ________________.
3. You complete the following didactic courses (number and names) by successfully completing the course requirements by ________________. If you do not successfully complete these courses you will be given a grade of Withdrawal Failing (WF).
4. You seek professional assistance for your problems that have interfered with your ability to adequately perform as a student.
5. If you desire to return to your program of study, you notify in writing by ________________ the WSON Director of your intent to return for the (semester/year).
6. Upon receipt of your letter of intent to return to your program of study, you must undergo a health assessment by a health care provider designated by the WSON Director. You must bear the cost of this evaluation. Your health assessment must indicate that you are well enough to re-enter the program. If the assessment does not indicate that you are well enough to re-enter the program, you subsequently will be administratively dismissed from the program. In addition, upon request to the WSON Director, you must provide access to your health records.
7. If a grade of W, WF or F is received for ________________, you repeat the course upon the return to the program.
8. If you are given a grade of Incomplete, you must complete the necessary requirements to complete the course.
9. If after re-entry into your program of study there is evidence, once again, of problems interfering with your performance as a student, you will be administratively dismissed from the program, according to applicable policies of Kennesaw State University.

We believe that these conditions are in your best interest and in the best interest of the School of Nursing. If you agree to these conditions, please sign the original copy of this letter. Retain the copy of the letter for your files.

Student ___________________________  Dean ___________________________
Date _______________  WSON Director ___________________________

(Adapted from Clark, C. Boise State University, Boise, Idaho College of Health Sciences, Department of Nursing Policy Statement Regarding the Chemically Impaired Nursing Student)
Dear Ms./Mr. __________________________ (Student)

This letter is to inform you that I have received the report of your health assessment conducted by __________________________ (healthcare provider). After careful review of the report, I wish to inform you, provided that you meet the following contingencies, you are permitted to re-enter the Kennesaw State University, WellStar School of Nursing (WSON) starting _____________ (date).

1. You abstain from chemical substances.
2. You continue to see your therapist _____________________ (name), at least monthly and more often if needed depending upon your clinical situation.
3. You adhere to the therapies prescribed by your therapist.
4. You become actively involved in Alcoholic’s Anonymous or any other treatment program recommended by your physician.
5. You provide evidence of your compliance with the above-described contingencies, if requested, by the Director of the WSON.
6. You will adhere to the terms of the letter.

Also, please keep in mind that:

1. You must comply with the necessary academic requirements for returning to the nursing program
2. If after returning to your program of study, you experience further academic, disciplinary, or problems that interfere with your performance as a student, you may be subject to disciplinary action according to applicable academic policies of the Kennesaw State University.

Please contact __________________________, WSON Director, no later than ___________ (date) to make the necessary arrangements for your re-entry.

______________________________         _______________________
Director, WSON                   Date

Appendix K

Kennesaw State University
WellStar School of Nursing

Chemically Impaired Student Dismissal Letter

Dear Ms./Mr. ____________________

This letter is to inform you that you have violated the contingencies of your re-entry to the Kennesaw State University WellStar School of Nursing (WSON), which began _________(date). As stated to you in the letter of ______________(date):

If after re-entry into your program of study, you should experience further academic, disciplinary or health problems that interfere with you performance as a student, you may be subject to disciplinary action according to applicable policies of Kennesaw State University.

On ______________(date), as reported to me by faculty of Kennesaw State University WSON, you appeared inebriated (under the influence) and were having difficulty mentally processing information while carrying out your clinical responsibilities with patients. When confronted several times about the (presence of alcohol on your breath), you did not deny the fact. The behavior that you demonstrated is unprofessional and a serious threat to the safety of patients and other healthcare providers.

In addition, you are not successfully meeting the objectives of ______________(number and name of course). Attempts have been made to assist you in correcting your academic weaknesses. However, you continue to be unable to successfully achieve the course objectives.

Therefore, effective immediately, you are administratively dismissed from the Kennesaw State University, WSON. In accordance with university and college policies as described in the student handbook page _____, you have the right to appeal the dismissal action in writing to the President of the University within five days after receipt of letter.

_____________________________               ______________________________
Director, WSON                Dean, WellStar College Health and Human Services

Date________________________   Date_____________________________


Revised 7/13
Kennesaw State University
WellStar School of Nursing

Examination Policy

Checking In
1. Upon arrival, all personal items will be stored in a locker or at the front of the examination room.
2. All book bags, books, papers, etc. must be placed in the front of the room and secured prior to the start of the examination. All electronic devices and watches (cell phones, smart watches, MP3 players, cameras, fitness bands, etc.) must be removed and secured as advised by the proctor.
3. Students will need to present KSU Student Identification Card before the exam begins to validate their identity.
4. Hats, scarves, and gloves are prohibited during exams unless provisions have been made for religious/cultural apparel.
5. Students are to be seated at least every other seat in the examination room when possible.
6. Students may be given assigned seating as designated by exam proctor/faculty.

During Examination
1. Accessing personal items (cell phones, smart watches, MP3 players, cameras, fitness bands, etc) is prohibited during the course of the examination.
2. Students cannot consume food or drink, gum or candy during the exam period.
3. Students may only use resources, such as calculators, provided by the examination proctor during the exam or as otherwise designated by the proctor.
4. Students may not seek help from any other party in answering items (in person, by phone, text or by email) during the examination.
5. Students may not copy or reconstruct exam items during or following the exam for any reason.
6. If a student witnesses a violation of the WellStar School of Nursing Examination policy, the student is required to report it to the proctor immediately and comply with any follow up investigation.
7. Non-adherence to any component of the examination policy is cause for initiation of the misconduct policy as stated in the Student Code of Conduct Regulations in the KSU catalog and student handbook.
8. Students will be expected to sign an honor code pledge before beginning an examination.
   I have neither given nor received aid in the completion of this examination. _____________
   (Initial Here)
9. Exam answer sheets or scratch paper issued during the examination must be covered at all times with a provided cover sheet. No writing is allowed on this cover sheet.
10. Students may not write along the margins of the examination, in between questions, or on the back of exam pages unless otherwise directed by the proctor.
11. Students must face forward during exams.
12. Students are to remain in their seat during an exam until excused by the exam proctor. If you have a question, raise your hand and a proctor will assist you.
13. Proctors will be in the examination room for all exams.
14. Proctors will walk around and observe students.
Examination Conclusion
1. Students may exit the examination area when dismissed by the proctor.
2. Students may be asked to sign out with the examination proctor at the conclusion of the exam.
3. Students are to collect their personal belongings and exit the examination area immediately following the exam. Students may not congregate in the hallway outside of the examination room.
4. Students may not remove examination items and/or responses (in any format) or notes about the exam from the examination room.
5. Students may not disclose or discuss examination information with anyone, other than the course faculty or persons designated by the course faculty (this includes posting or discussing questions on the Internet and social media websites).
6. Students may not reconstruct examination items at any time using memory of the exam or the memory of others.

Examination Review
1. The purpose of reviewing an examination is to identify patterns of mistakes or subject deficiencies.
2. Dates and times of examination review are at the discretion of the course faculty.
3. Students may be asked to present their KSU-issued student identification prior to examination review.
4. Students are not permitted to take a break from the examination review session.
5. All book bags, books, papers, etc. must be placed in the front of the room and secured prior to the start of the examination review. All electronic devices and watches (cell phones, smart watches, MP3 players, cameras, fitness bands, etc.) must be secured as advised by the proctor.
6. Students may not remove examination items and/or responses (in any format) or notes about the examination from the testing room.

References:
https://www.unthsc.edu/students/center-for-academic-performance/exam-review-policy/
http://www.unmc.edu/com/education/student-policies/exam-review.html
https://www.ncsbn.org/1219.htm

Approved: Fall 2006
Revised: 7/2017
Reviewed 7/13, 7/14, 7/15, 7/16
Policy Statement Regarding the Use of Information Technology Skills in the Graduate Nursing Program

Education and clinical practice environments of today rely heavily on new information technologies. As never before, a variety of computer skills are essential for success. In the Graduate Nursing Program, we educate nontraditional students who may or may not have exposure to these new technologies. Below, we have outlined competencies vital to success in the program. The incoming student should compare his/her own existing competencies to the list. If the student identifies deficiencies, he/she has the option of learning how to use these tools prior to beginning the program. Alternatively and less desirably, the student can become acquainted with these tools during the first semester of the program. Due to fast pace of the program, it is highly recommended that the incoming student familiarize himself/herself with the skills listed below prior to the first day of classes. The Continuing Education Department of KSU offers beginning level, short courses in many of these areas. Some employers and most other colleges and universities offer similar courses.

SKILLS

I. Basic Skills
   A. Computer Terminology
      1. Term such as hard drive, CPU, CDs, flash drives, data, downloading execution and program
   B. Operating System

II. Word Processing Skills
   A. Use of Word Processing Program
      1. Microsoft Office 2007 (or higher) recommended because it contains Microsoft Word (a common word processing program) and other useful programs such as PowerPoint
   B. Creating, saving, retrieving attachments
   C. Formatting a document
      1. Spacing, alignment, margins, tabs, tables, inserting graphics
   D. Manipulating text
      1. Font, size style, copy, cut and paste

III. Electronic Mail Skills
   A. Sending and receiving mail and files

IV. Research
   A. Accessing the Internet
   B. Navigating the Internet using a web browser
   C. Using search engines
   D. Searching databases related to health care and nursing for documents on a specific topic

V. Use of Presentation Technology
   A. PowerPoint (a presentation technology program in which you can create and present a slide show from the computer), slides, overhead transparencies and posters
<table>
<thead>
<tr>
<th>SKILLS</th>
<th>USEFULNESS</th>
<th>ADVANTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3. Chart documentation for credit</td>
<td></td>
</tr>
<tr>
<td>Electronic Mail</td>
<td>1. Ability to make class announcements outside of class time.</td>
<td>1. Fast and convenient.</td>
</tr>
<tr>
<td></td>
<td>2. Communicating with professors and peers.</td>
<td>2. Timely as related to announcements and assignments</td>
</tr>
<tr>
<td></td>
<td>3. Passing information, documents, presentations, between peers and professors.</td>
<td></td>
</tr>
<tr>
<td>Web Browsers to Access Information on the Internet</td>
<td>1. High quality information from sites dedicated to certain medical conditions or research.</td>
<td>1. Current information of high quality.</td>
</tr>
<tr>
<td></td>
<td>2. High quality information from government sources such as the National Institutes of Health and the CDC.</td>
<td>2. Comprehensive.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Fast and convenient.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Can be done from home.</td>
</tr>
<tr>
<td>Searching Data Bases</td>
<td>1. High quality information from a wide variety of authorities.</td>
<td>1. Fast and convenient.</td>
</tr>
<tr>
<td></td>
<td>2. Students will be introduced to the databases supported at KSU during the first week of class.</td>
<td>2. Can be done from home.</td>
</tr>
<tr>
<td>Presentation Technology</td>
<td>1. Professional quality classroom presentations.</td>
<td>1. More economical than slides.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Ability to easily edit or change work.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Ability to transfer electronically via e-mail.</td>
</tr>
</tbody>
</table>
Kennesaw State University
WellStar College of Health and Human Services
WellStar School of Nursing

Guidelines
Classroom Use for Guest Speakers or External Groups

Issue: External Groups or presenters are invited to campus to provide a service to the KSU constituencies (faculty, students or staff groups). Currently these events take place without clear guidelines as to the person or persons responsible for setting up a visit and ensuring the KSU resources are protected.

Suggested Guidelines:

1. The individual or group must be extended an invitation to campus by a KSU constituency (i.e. KSU student organization, faculty member). Speakers seeking space without KSU sponsorship will be directed to the Department of Continuing Education, Sherrie Gentry (Ext. 6949 or sgiatany@kennesaw.edu) for room rental at KSU Center, or University Events (Ext. 6252 or events@kennesaw.edu) for room rental in the Convocation Center.

2. Events sponsored by KSU – One person must take the lead and responsibility to ensure that the event is organized. Notification to the department chair by the constituent group, parking services, building security, and technology support is expected. Student sponsored events must have these efforts coordinated by the faculty adviser.

3. The Faculty Advisor will initiate finding the location for the event via University Events and providing notification to the department chair, parking, security and technology support. The Faculty Advisor will be the contact for any equipment or supplies shipped to campus for the event.

4. The Faculty Advisor will make arrangements to ensure the room is available, accessible if locked, and kept secure throughout the event. Mr. Gary Garner controls the key pad access to most rooms on campus (Ext. 6726, wgarner5@kennesaw.edu). If the room is set up with technology the room should remain locked when unattended. Technology needs should be directed to the System Support for the building. Any special technology needs should be coordinated with the Audio Visual Technology Services (Ext. 6057, avtstech@kennesaw.edu).

5. Rules regarding food and drink in the classroom are expected to be honored. Please do not violate.

6. After the event has concluded the equipment used should be turned off and the room left in good condition (trash placed into containers, chairs and tables return to their original location). The Faculty Advisor will be responsible or may delegate the responsibility.

7. Meeting spaces on KSU are generally well used and over scheduled. Scheduling events at least two weeks in advance is essential.

Approved: 4/4/08
Reviewed 7/13, 7/14, 7/15, 7/16, 7/17
# Foreign Born Physician Track Curriculum Plan

**Implemented Summer 2014**

*Track closed – Last class admitted Fall 2015*

### Year 1

<table>
<thead>
<tr>
<th>Summer (Semester 1)</th>
<th>Fall (Semester 2)</th>
<th>Spring (Semester 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 2112 American History</td>
<td>NURS 3209 Holistic Nursing</td>
<td>NURS 3314 Mental Health</td>
</tr>
<tr>
<td>POLS 1101 American Gov’t (May take bypass exam for HIST &amp; POLS)</td>
<td>NURS 3309 Health Assess</td>
<td>NURS 3313 Adult Health</td>
</tr>
<tr>
<td>BIOL 3317 Pathophysiology (may Challenge)</td>
<td>NURS 3303 Pharmacology</td>
<td>NURS 3302 Ethics &amp; Profession.</td>
</tr>
<tr>
<td>NURS Elective</td>
<td>Challenge NURS 7735 Advanced Health Assessment; NURS 7755 Advanced Pharmacology; NURS 7765 Advanced Pathophysiology</td>
<td>Challenge NURS 4414 Complex</td>
</tr>
<tr>
<td>Free Elective</td>
<td>Total Hours: 15</td>
<td>Total Hours: 12</td>
</tr>
</tbody>
</table>

### Year 2

<table>
<thead>
<tr>
<th>Summer (Semester 4)</th>
<th>Fall (Semester 5)</th>
<th>Spring (Semester 6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3318 Parent Child</td>
<td>NURS 4412 Community</td>
<td>Take NCLEX (Must possess a valid Georgia RN license to start Residency)</td>
</tr>
<tr>
<td>NURS 4416 Leadership</td>
<td>NURS 4417 Clinical Practicum</td>
<td>NURS 7725 Theory</td>
</tr>
<tr>
<td>NURS 4414 Complex (if Challenge not passed)</td>
<td>NURS 7735 Adv. Health Assess.</td>
<td>NURS 8800 Common Adult</td>
</tr>
<tr>
<td></td>
<td>NURS 7755 Adv. Pharmacology</td>
<td>NURS 8850 Residency I</td>
</tr>
<tr>
<td></td>
<td>NURS 7765 Adv. Pathophysiology (If Challenges not passed)</td>
<td>NURS 7746 Research I (if needed)</td>
</tr>
<tr>
<td>Total Hours: 9-12</td>
<td>Total Hours: 9-17</td>
<td>Total Hours: 9-11</td>
</tr>
</tbody>
</table>

### Year 3

<table>
<thead>
<tr>
<th>Summer (Semester 7)</th>
<th>Fall (Semester 8)</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 8805 Common Child</td>
<td>NURS 8830 Reproductive Health</td>
<td>9</td>
</tr>
<tr>
<td>NURS 8851 Residency II</td>
<td>NURS 8852 Residency III</td>
<td>12</td>
</tr>
<tr>
<td>NURS 7715 Role</td>
<td>NURS 8853 Residency IV</td>
<td>(if needed)</td>
</tr>
<tr>
<td>NURS 8854 Research II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours: 9</td>
<td>Total Hours: 12</td>
<td></td>
</tr>
</tbody>
</table>

This plan is based on the premise that students will be admitted in time to take the history and political science prerequisites in the summer prior to starting nursing courses. Lower Division Hours – 6; Total Nursing Undergraduate Hours – 54; Total Nursing Graduate Hours – 40 (with two research courses).

**Competency in US and Georgia History and US and Georgia Constitution** MUST BE COMPLETED IN ORDER TO GRADUATE WITH THE BSN. Students must take POLS 1101 American Government and HIST 2112 American History at a Georgia institution to satisfy this requirement. On-campus Bypass or CLEP examinations may be taken to successfully satisfy the requirements for POLS 1101 and HIST 2112.
<table>
<thead>
<tr>
<th>WELLSTAR PRIMARY CARE NURSE PRACTITIONER PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL SEMESTER</strong></td>
</tr>
<tr>
<td>NURS 7735 - 4 hrs.</td>
</tr>
<tr>
<td>NURS 7755 - 2 hrs.</td>
</tr>
<tr>
<td>NURS 7765 - 2 hrs.</td>
</tr>
<tr>
<td>Residency - 90 hrs.</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

| **SUMMER SEMESTER**                           | **FALL SEMESTER**                   |
| NURS 7715 - 2 hrs.                            | NURS 8830 - 2 hrs.                  |
| NURS 8805 - 3 hrs.                            | NURS 8852 - 4 hrs.                  |
| NURS 8851 - 4 hrs.                            | NURS 8853 - 4 hrs.                  |
| Residency - 135 hrs.                          | NURS 8854 - 2 hrs.                  |
|                                               | Residency - 270 hrs.                |
# SEMESTER SCHEDULE (Cont.)

## MSN Curriculum

### NURSING ADMINISTRATION AND TRANSFORMATIONAL LEADERSHIP TRACK CURRICULUM

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 7793 - 4 hrs.</td>
<td>NURS 7747 - 3 hrs.</td>
</tr>
<tr>
<td>NURS 7796 - 4 hrs.</td>
<td>NURS 6150 - 3 hrs.</td>
</tr>
<tr>
<td>NURS 7745 - 4 hrs.</td>
<td>NURS 8880 - 3 hrs.</td>
</tr>
<tr>
<td>Practicum - 90 hrs.</td>
<td>Practicum - 90 hrs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER SEMESTER</th>
<th>FALL SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 7780 - 3 hrs.</td>
<td>NURS 7795 - 3 hrs.</td>
</tr>
<tr>
<td>NURS 7794 - 3 hrs.</td>
<td>NURS 863 - 1-3 hrs. variable</td>
</tr>
<tr>
<td>NURS 8881 - 3 hrs.</td>
<td>NURS 8882 - 4 hrs.</td>
</tr>
<tr>
<td>Practicum - 90 hrs.</td>
<td>Practicum - 135 hrs.</td>
</tr>
</tbody>
</table>

### NURSING EDUCATION LEADERSHIP IN THE DIGITAL WORLD TRACK CURRICULUM

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 7736 - 3 hrs.</td>
<td>NURS 7747 - 3 hrs.</td>
</tr>
<tr>
<td>NURS 7745 - 4 hrs.</td>
<td>NURS 7751 - 3 hrs.</td>
</tr>
<tr>
<td>NURS 7765 - 2 hrs.</td>
<td>NURS 8873 - 4 hrs.</td>
</tr>
<tr>
<td>Practicum - 45 hrs.</td>
<td>Practicum - 135 hrs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER SEMESTER</th>
<th>FALL SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 7752 - 3 hrs.</td>
<td>NURS 7755 - 2 hrs.</td>
</tr>
<tr>
<td>NURS 7753 - 3 hrs.</td>
<td>NURS 7754 - 3 hrs.</td>
</tr>
<tr>
<td>NURS 8874 - 3 hrs.</td>
<td>NURS 8875 - 4 hrs.</td>
</tr>
<tr>
<td>Practicum - 90 hrs.</td>
<td>NURS 8863 – 1-3 hrs. variable</td>
</tr>
<tr>
<td></td>
<td>Practicum - 135 hrs.</td>
</tr>
</tbody>
</table>

Revised 7/13, 2/14, 6/14
Kennesaw State University
WellStar College of Health and Human Services
WellStar School of Nursing

LEGAL LIMITATIONS OF LICENSURE

Graduate

After completion of the requirements for the WellStar Primary Care Nurse Practitioner Program from the WellStar School of Nursing and with recommendation of the Associate Director, Graduate Nursing Program, graduates are eligible to take the American Nurses Credentialing Center and/or the American Academy of Nurse Practitioners National Certification Examination. Upon successful completion of one or both of the certification examinations, graduates may then apply for authorization from the Georgia Board of Nursing to practice as an advanced practice nurse.
SIGMA THETA TAU

Sigma Theta Tau International, Honor Society of Nursing, is known worldwide for its prestige and excellence in the nursing profession. Kennesaw State University began a chapter of this organization, known as Mu Phi, on April 4, 1992. The purpose of the organization is to recognize superior achievement in nursing, to encourage leadership development, to foster high nursing standards and to strengthen the commitment to the ideals of the profession. Specific requirements are needed for membership.

Graduate Students must
- have completed ¾ of the nursing curriculum;
- have at least a GPA of 3.5 (based on a 4.0 grading scale);
- meet the expectation of academic integrity.
COMMITTEES

The Nursing students are encouraged to participate on WellStar School of Nursing Committees. The following is a list of committees in which graduate students participate and the responsibilities of the committees.

A. Bylaws Committee

a. Purpose: To develop and maintain governance policies for the WSON.

b. Responsibilities:
   1. Conduct elections for all committees in April for the following academic year.
   2. Review and develop proposals for amendment of the WSON bylaws as well as how they relate to University statutes.
   3. Review the WSON Faculty and Student Handbook annually and recommend revision(s) to the faculty at large when applicable.
   4. Review the WSON Faculty and Student Handbooks for consistency with KSU policies.
   5. Review and recommend revision in representation on committees as necessary.
   6. Review and make recommendations regarding organizational charts of University, College and WSON and the role of faculty, administrators, professional staff, and students in the governance of the WSON according to the Comprehensive Evaluation Plan.
   7. Conduct a survey of WSON structure and governance with faculty and professional staff according to the Comprehensive Evaluation Plan.
   8. Assess faculty and professional staff input into program decisions to accomplish the WSON mission and goals.
   9. Generate reports according to the Comprehensive Evaluation Plan.
  10. Annually review committee notebooks for annual report and significant minutes.

c. Membership:
   1. At least five (5) Full-Time Faculty Teaching in the WSON
   2. One (1) Undergraduate Student
   3. One (1) Graduate Student

B. Diversity Committee (Advisory)

a. Purpose: To establish and maintain communication between WSON faculty and diverse students.

b. Responsibilities:
   1. Assess the needs of diverse students* majoring in nursing in order to improve their admission, retention, and graduation.
   2. Offer support to diverse students majoring in nursing in order to improve their admission, retention, and graduation.
*Diverse students are individuals who differ from dominant nursing population, such as race, ethnicity, religion, gender, socioeconomic status, and sexual orientation.*

c. Membership:
   1. At least three (3) WSON Faculty members
   2. One (1) Undergraduate Student
   3. One (1) Graduate Student

C. Fiscal and Physical Resources Committee

a. Purpose: To maintain communication between faculty of WSON and Administrators of WSON concerning the fiscal and physical resources of the WSON.

b. Responsibilities:
   1. Provide input into WSON budget for planning, implementing, and assessing programs, activities, faculty workload, and equipment related to the WSON mission, philosophy, and goals.
   2. Review purchase suggestions for equipment and learning materials from faculty and students and make recommendations to appropriate funding source for purchase.
   3. Monitor adequacy of physical resources, space, and equipment and make recommendations for changes.
   4. Review number and utilization of faculty appropriate to WSON mission and goals.
   5. Investigate external funding resources.
   6. Conduct surveys with faculty, professional staff, and students to assess adequacy of physical resources such as offices, equipment, classroom, and laboratory space to enable the accomplishment of WSON mission and goals.
   7. Review faculty and professional staff salary structure and compare with other comparable regional nursing programs for equity and parity.
   8. Generate reports and recommendations according to the Comprehensive Evaluation Plan.
   9. Review the library, computer software, and learning resources for currency, comprehensiveness, and appropriateness in supporting the WSON mission and goals.
   10. Review the accessibility and availability of library and learning resources by faculty and students.
   11. Conduct a survey with the faculty and students as to the resources and services of the library and learning resources center annually.
   12. Review procedures for the selection and purchase of learning resources.
   13. Review library and learning resource center policies to assure the meeting of the majority of the students, faculty, and staff needs.

c. Membership
   1. At least three (3) Faculty members of the WSON
   2. One (1) Undergraduate Student
   3. One (1) Graduate Student
4. Library Resources Representative (ex officio)
5. Learning Resource Center Coordinators (ex officio)
6. Systems Support Specialist
7. Director of WSON (ex officio)

Graduate (MSN) Standing Committees

Standing committees of the MSN Graduate Program are:
• MSN Admissions, Progression, and Retention Committee
• Graduate Curriculum and Program Evaluation Committee
• MSN Student Advisory Committee

A. MSN Admissions, Progression, and Retention Committee

a. Purpose: To establish, apply and evaluate the Admission, Progression and Retention policies for the WSON Graduate MSN programs and tracks.

b. Responsibilities:
1. Review annually and on an as needed basis the admission, progression, and readmission policies of each program.
2. Review statistics on the numbers of applications received, numbers of students accepted, and numbers of enrolled and the demographic characteristics of the application pool and those accepted for admission.
3. Review student requests for readmission into the clinical sequence of the program.
4. Review aggregate data of Graduate MSN cohort classes for meeting completion and graduation outcomes.
5. Review all Admissions & Progression policies of the WSON for accessibility, consistency with University policies, and clarity as outlined in the Comprehensive Evaluation Plan.
6. Review all student Admission, Progression, and Retention policies of the University and WSON for their relation to the mission, philosophy, and goals of the WSON and University.
7. Generate reports and recommendations according to Comprehensive Evaluation Plan.

c. Membership:
1. Associate Director Graduate Nursing Program (ex-officio)
2. At least three (3) graduate faculty:
   a) Program Coordinator for WellStar Primary Care Nurse Practitioner Program
   b) Program Coordinator for Nursing Administration & Transformational Leadership
   c) Program Coordinator for Nursing Education Leadership
3. Academic Associate Graduate Student Services (ex officio)
B. Graduate (MSN) Curriculum and Program Evaluation Committee

a. Purpose: The purpose of this committee is to develop, review and evaluate the graduate curricula in accordance with the Graduate MSN program assessment plans and national standards and guidelines.

b. Responsibilities:
1. Review and approve course and program proposals for the Graduate MSN programs.
2. Present proposals for curriculum decision making to the WSON faculty.
3. Assess the Graduate MSN curricula for congruency between the University, College, and WSON philosophy, strategic plan, student learning outcomes and Graduate MSN program outcomes.
4. Assess WSON philosophy, mission, and goals for consistency with professional nursing standards, guidelines, and the needs of the community of interest, and that courses in each track are logically organized, sequenced, and internally consistent.
5. Assess the MSN curricula and courses to determine that program objectives are met, courses are built on prerequisites, and course objectives reflect course content.
6. Evaluate clinical resources for congruence with the WSON philosophy, mission, and goals.
7. Work in conjunction with the undergraduate program evaluation committee to periodically review the evaluation process for congruency with the comprehensive evaluation plan, the WCHHS and WSON philosophy and strategic plan, and accreditation criteria (CCNE and SACS).
8. Establish and maintain the timeline for collection, analysis, and reporting of Graduate MSN program evaluation data
9. Develop and maintain a process for collection and storing of graduate program evaluation data in appropriate databases. Evaluate survey instruments, interview tools, and processes used to collect program data based on the total assessment blueprint.
10. Participate in program review activities and the compilation of the annual assessment report.

Changes in Curriculum

New course offerings, course deletions, and changes in requirements or curricula for the Graduate MSN program must go through an approval process as identified by the Graduate Policies and Curriculum Committee (GPCC).
http://www.kennesaw.edu/gpcc/procedures.html

a) Faculty of the Graduate MSN nursing program may propose changes.
b) To begin the process, faculty must log in to Curriculog and submit the online information. Prior to gaining access to Curriculog, faculty must complete the online training. Below is the link to information and access to the curriculum management process:
http://www.kennesaw.edu/curriculum/curriculog.html
c) Once information is submitted online, proposals are reviewed by the Graduate Curriculum and Program Evaluation Committee (GCPEC).
d) Proposals must be available to GCPEC committee members at least one week prior to scheduled meeting for discussion and vote.

e) A majority of voting members of the GCPEC is required to approve and adopt proposals.

f) Once GCPEC approves a proposal, the curriculum chair will present the course to the graduate faculty for discussion. A majority of eligible voting members of the Graduate MSN faculty are required to approve and adopt proposals.

g) The online process continues with approval from the Director of the WellStar School of Nursing, the WellStar College of Health and Human Services College Curriculum Committee, and the Dean of the WellStar College of Health and Human Services.

h) Once approval is completed by the school and college, approval must be obtained through the Graduate Policies and Curriculum Committee (GPCC). Chair of the Graduate Curriculum Committee is responsible to ensure all steps of the process are completed.

i) The GPCC then obtains final approval from the Provost and Vice President for academic Affairs and President.

c. Membership:
   1. At least four (4) graduate faculty (at least one each from the WPCNP and Leadership in Nursing, programs.
   2. Associate Director, Graduate Nursing Program (ex officio)
   3. Two (2) graduate students. (one WPCNP and one Leadership in Nursing)

C. MSN Student Advisory Committee

a. Purpose: To promote dialogue between faculty and students by addressing student concerns and issues related to the WSON Programs.

b. Responsibilities:
   1. Organize and conduct annual meetings with Graduate MSN WSON students to elicit input on prospective issues and concerns.
   2. Provide clarification and rationale on issues presented by students during these meetings.
   3. Generate reports and recommendations according to the Comprehensive Evaluation Plan.

c. Memberships:
   1. Associate Director Graduate Nursing Programs (ex officio)
   2. At least two (2) Faculty Teaching at the Graduate Level
   3. Academic Associate Graduate Student Services (ex officio)
   4. All Graduate Students are invited
References


Revised and Accepted: 11/19/01
Revised: 07/08, 07/09, 07/10, 10/10, 7/13, 8/14, 4/15, 7/17
WHERE TO FIND INFORMATION ON SCHOLARSHIPS

Website:  www.kennesaw.edu/scholarships

The Kennesaw State University Graduate Catalog includes information on Financial Aid.
Graduation Expenses

Each year the graduating students are surprised at the cost of graduating! The following will give students an ESTIMATE of the expense.

**Costs**

- Pictures (Basic)  Vary each year
- Diploma  $0.00 (mailed only)
  - Gowns  $84.11 Rental Charge
- Petition Fee Graduate  $50.00
- ANCC Exam  $400.00 (approx.)
- AANP  $400.00 (approx.)
- Nurse Educator  $400.00 (approx.)
- Malpractice Insurance Graduate  $38.00/semester

**Prices subject to change**
Assessment Philosophy and Continuous Program Improvement Plan

For the purposes of higher education, assessment is the systematic collection, review, and reflection upon educational programs and is focused on improving student learning and development (Association of American Colleges and Universities and the Council for Higher Education Accreditation, 2008; Hernon, Dugan & Schwartz, 2006; Palomba & Banta, 2001; Palomba & Banta, 1999). The Kennesaw State University (KSU) WellStar School of Nursing (WSON) mission, philosophy, goals, and program and student learning outcomes are intimately linked to the WSON’s assessment plan. The primary purpose of the plan is to foster continuous program improvement. The plan directs faculty to ascertain program strengths and areas for improvement in order to enhance program effectiveness in meeting the needs of the student and the community. A secondary purpose of the plan is to continually evaluate and refine strategies to assure the most appropriate means of assessing program and student learning outcomes.

Assessment of program and student learning outcomes is an expectation of programs of nursing education. Program outcomes are performance-based factors which include quality and productivity. Student learning outcomes assess the knowledge a student should possess upon completion of the learning process (Raup, King, Hughes, & Faidley, 2010). Instruments of student learning outcome assessment include the National Council Licensing Examination (NCLEX) for Registered Nurses, which all undergraduates must pass to be employable in the field of nursing; and the nurse practitioner/advanced practice certification exams sponsored by American Nurses Credentialing Center (ANCC) or American Academy of Nurse Practitioners (AANP). All nurse practitioner graduates must pass the certification exam in order to be credentialed for advanced nursing practice within the State of Georgia.

Assessment Process

Assessment is a collaborative process that involves faculty, staff, students, and the professional community. The assessment process should be regularly examined for utility, feasibility, propriety, accuracy, continuity, and flexibility (Palomba & Banta, 1999). The continuous improvement framework for the WSON is shown in Figure A. The Comprehensive Evaluation Plan (CEP) provides the overall evaluation criteria, phases for data collection, analysis and synthesis of recommendations and decision-making for the WSON. The Total Assessment Blueprint (TAB) provides the expected student learning outcomes for the graduates of each nursing program within the WSON. The TAB articulates the means of assessment with statements of expectation, the time frame and party responsible for data collection, data analysis and reporting, as well as the use of results for continuous quality improvement.

The Undergraduate and Graduate Program Evaluation Committees are the oversight bodies that ensure the CEP is being followed. The Program Evaluation Committees receive information from various committees on surveys, BSN testing program, and other reports to summarize, evaluate, and present recommendations to the faculty for continuous quality improvement. Specific responsibilities for the Program Evaluation Committees and various other committees are outlined in the WSON Bylaws.
Comprehensive Evaluation Plan

The CEP is the WSON’s written document to guide faculty during the process of continuous program improvement. The CEP is divided into four sections (Mission & Governance; Institutional Commitment & Resources; Curriculum & Teaching Learning Practices; Assessment & Achievement), representing the four standards of program quality assessed by CCNE for program accreditation. Each program quality standard contains various elements that are assessed by WSON faculty. For each element, the evaluation methodology required, sources of information/data needed, timeframe for data collection, oversight responsibility, and the procedure for documentation of outcomes and program changes/revisions are outlined in detail. The undergraduate and graduate nursing programs each have TAB documents that specifically outline the multiple assessment measures and sources needed for data collection. Assessment requirements mandated by KSU’s Academic Program Assessment Plan are also incorporated into the CEP.

Total Assessment Blueprint

The faculty believes that program and student learning outcomes are best assessed by using multiple assessment measures. The TABS for the undergraduate and graduate programs document the multiple assessment measures used. The WSON faculty has carefully selected a variety of methods and approaches to assess program and student learning outcomes. Annual review of the appropriateness of assessment methods with regard to validity and reliability is an essential part of the continuous quality improvement cycle of the WSON. The Program Evaluation Committees and other associated committees review each of the assessment methods annually, or more frequently if necessary, to determine program effectiveness and to foster continuous improvement.

Methods Used by Both the Undergraduate and Graduate Master’s Programs

The following assessment methods are used by both undergraduate and graduate Master’s programs:

Exit Survey

Undergraduate nursing students are surveyed electronically via a designated vendor’s assessment instrument immediately upon graduation from the nursing program. Results are tabulated by the vendor, analyzed by the Survey Committee, and presented to the Undergraduate Program Evaluation Committee (UPEC) for further analysis, with an emphasis on evaluating the nursing program’s student learning outcomes. Results and findings are presented annually to the undergraduate nursing faculty regarding potential curricular implications.

Graduate students who are in their last semester of any one of the master’s programs are assessed with a survey form. Students evaluate their current perceptions of the strengths and limitations of the program in preparing them for advanced practice nursing roles. This information will be of value in continuous graduate program improvement. Results are tabulated and analyzed by the Graduate Curriculum and Program Evaluation Committee (GCPEC). Results and findings are presented annually to the graduate faculty regarding potential curricular implications.
Kennesaw State University
WellStar College of Health and Human Services
WellStar School of Nursing

INCLEMENT WEATHER POLICY

For the official status of the university check the KSU website: http://www.kennesaw.edu and click on “Campus Advisories”. If the University is CLOSED, there are no classes, labs, or clinical experiences. If the University is open during inclement weather, please use your best judgment in deciding whether you can make it safely to class or clinical. Safety is the primary consideration and there will be no penalty if you cannot safely attend.