



KENNESAW STATE
UNIVERSITY

WELLSTAR COLLEGE OF HEALTH
AND HUMAN SERVICES
School of Nursing

GRADUATE NURSING PROGRAM

MASTER OF SCIENCE IN NURSING

STUDENT HANDBOOK

2023-2024



July 2023

It is with pleasure that I welcome you and all students to the Wellstar School of Nursing at Kennesaw State University. It is an exciting time to be a professional nurse and nursing student. The world recognizes our contribution to health and healing, and we are in need. In fact, nurses are often acknowledged as the most trusted profession. That trust bestowed on us collectively and individually arises from a rich history of caring science and collaboration with other healthcare professionals.

It is my daily privilege to lead the dedicated faculty and staff team who serve you. On behalf of that team, I applaud your dedication to your accomplished academic excellence that will serve as a foundation for your successful navigation of the student learning outcomes associated with a rigorous and evidence-based curriculum. We are here to support your success, help you reach your career goals, and look forward to you and your student colleagues leading healthcare and nursing.

Do not hesitate to take advantage of all resources and opportunities that will enhance your success.

Sincerely,

Susan Dyess, PhD, RN, AHN©-BC, NE-BC
Director & Thomas and Elizabeth Holder Endowed Chair
Wellstar School of Nursing
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WELLSTAR COLLEGE OF HEALTH AND HUMAN SERVICES
Wellstar School of Nursing

Prillaman Hall · Suite 3000 · MD 4102 · 520 Parliament Garden Way NW · Kennesaw, GA 30144
Phone: 470-578-6061 · www.kennesaw.edu



July 2023

Dear Graduate Nursing Student,

I am pleased to welcome you to the graduate nursing program in the Wellstar School of Nursing (WSoN) at Kennesaw State University (KSU). Located in the Wellstar College of Health and Human Services (WCHHS), the graduate nursing program is also supported by the Graduate College at KSU. Our exceptional faculty, staff, and administration collaborate to create world class graduate programs that prepare you to excel in current and future healthcare environments.

We hope that your time with us results in exponential intellectual and personal growth. We recognize that your life may be more complicated than it was when you were an undergraduate student. For this reason, we want to hear from you if you experience any challenges throughout your program. While we can't always change your circumstances, we can listen and support you along your journey.

Please know that we measure our success through your success, both as a student and graduate of KSU. If there is anything you need, please reach out, and we will help however we can!

Have a great year!

Sincerely,

Susan Beidler, PhD, MBE, APRN, FAANP
Associate Director, Graduate Program, and Professor of Nursing
Wellstar School of Nursing
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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 10/22/2001
Last reviewed 7/2021



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 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).

Revised Spring 2011, 07/2017

Last reviewed 7/2021



GENERAL INFORMATION

Graduate 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 graduate nursing students will be reviewed periodically, and students evaluated by the graduate 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 graduate nursing courses. If exceptions are to be made, they will be explained for that particular course.

Readmission to the graduate nursing sequence is not guaranteed. Eligible students who drop out of the graduate nursing sequence for any reason will be admitted to the sequence on a space-available basis. Students will be accommodated in rank according to their GPA. Students interested in re-entry must notify the Associate Director for Graduate Nursing in writing of their interest at least one semester prior to their desired 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, VCR, and/or DVD use.

C. *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.

D. *Grades*

In the MSN program, most practicum courses are separate courses, except for 7735 and 6151. 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 failures will result in dismissal from the graduate nursing program.

II. 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 experiences, 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 the 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.

III. APPEARANCE

1. Graduate students are to wear office-professional or clinical dress with a white lab jacket and name pin to practicum sites.
2. The name pin should have a white background with black lettering and include the following:
 - a. Name
 - b. Kennesaw State University
 - c. Graduate Nursing Student
3. **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.**
4. **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 neutrals colors may be worn. Faddish hair color (e.g., bright colors) is unacceptable and not permitted. Beards and mustaches are acceptable if neatly trimmed.
5. **Make-up:** Make-up should be conservative and well applied.
6. **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.
7. **Body Art:** Tattoos must be covered and should not be visible at any time.
8. **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.).
9. **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.
10. **Use of Tobacco Products:** No smoking or use of any tobacco products, including vaping, is allowed at clinical agencies.

POSITION STATEMENT ON GRADUATE NURSING STUDENT EMPLOYMENT

The Graduate Nursing faculty recognize the economic constraints that student 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 educational goals.

Reviewed 6/2012, 7/2013, 2/2014, 7/2015, 7/2016, 7/2017

WHERE TO FIND INFORMATION ON SCHOLARSHIPS

Website: www.kennesaw.edu/scholarships

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

The Health Resources & Services Administration (HRSA) provides funding to accredited nursing schools in order to increase the number of qualified nursing faculty. Known as the Nurse Faculty Loan Program (NFLP), this opportunity allows nursing education students to apply for designated loan funds. If students qualify, the program authorizes cancelation of up to 85% of any such loan (plus interest thereon) in exchange for full-time post-graduation employment as nurse faculty. The WSON at Kennesaw State University has received these HRSA funds and is a NFLP participant. For more information about the loan program and how to apply, contact Anne White (awhite@kennesaw.edu).

ESTIMATED GRADUATION EXPENSES

Each year graduating students are surprised at the cost of graduating! The following will give students an *estimate* of the expenses. See the requirements for graduation at <https://registrar.kennesaw.edu/graduation.php>

These are approximate costs and subject to change.

Item	Estimated Cost
Pictures	Varies each year.
Diploma	Mailed.
Graduate gowns (rental)	\$85.00
Petition Fee	\$50.00
Malpractice Insurance	\$38.00/semester = \$152.00 (4 semesters)
Certification Exam (if applicable)	\$400.00
See current information at https://ksustore.kennesaw.edu/graduation.index.php	

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. Content missed due to University closure must still be delivered to students to help ensure course objectives and student learning outcomes are met. Individual faculty members will decide how best to deliver the missed content on a case-by-case basis. Examples of possible delivery options include synchronous or asynchronous online activities, recorded presentations, and alternative clinical assignments (e.g., virtual simulation). 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.

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, graduate nursing students not only have the right to open communications with graduate 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.

For the full Student Rights and Grievance/Complaint Procedure, please consult the Kennesaw State University Graduate Catalog and the Kennesaw State University Student Handbook, linked above.

LEGAL LIMITATIONS OF LICENSURE FOR APRNS

After completion of the requirements for the Family Nurse Practitioner track from the Wellstar School of Nursing and with the 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 certification examinations, graduates may then apply for authorization from the Georgia Board of Nursing to practice as an advanced practice nurse.



NURSING ORGANIZATIONS

Graduate Student Nurses Association

The Graduate Student Nurses Association (GSNA) exists to foster collaboration, innovation, and excellence in academic nursing and healthcare. We promote the educational and professional development of nurses enrolled in the graduate nursing program at Kennesaw State University.

Members must maintain a GPA of 3.0 or higher, and officers must maintain a GPA of 3.5 or higher. One monthly meeting will be held either on campus or virtually. Dues are \$30, paid once.

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 $\frac{1}{4}$ of the nursing curriculum;
- have at least a 3.5 GPA (based on a 4.0 grading scale); and
- meet the expectation of academic integrity.

COMMITTEES

Nursing students are encouraged to participate on Wellstar School of Nursing committees. The following is a list of committees in which graduate students participate.

- A. Bylaws Committee:** The committee's purpose is to develop and maintain governance policies for the WSoN.
- B. Diversity and Inclusion Committee (Advisory):** The committee's purpose is to foster an inclusive learning and work environment where WSoN faculty, staff, and students can achieve excellence and success while maintaining cultural competency skills.

- C. **Fiscal and Physical Resources Committee:** The committee's purpose is to maintain communication between the WSoN faculty and administrators concerning the fiscal and physical resources of the WSoN.

Graduate (MSN) Standing Committees

Standing committees of the MSN Graduate Program are:

- Graduate Admissions, Progression, and Retention Committee
- Graduate Program Curriculum Committee
- Graduate Program Evaluation Committee
- MSN Student Advisory Committee

Below are the graduate committees in which WSoN graduate students participate.

- A. **Graduate Program Curriculum Committee:** The purpose of the committee is to develop, review, and evaluate curriculum per the Graduate Total Assessment Blueprint.
- B. **Graduate Program Evaluation Committee:** The Graduate Program Evaluation Committee (GPEC) is the oversight body that ensures the Total Assessment Blueprint (TAB) is implemented. GPEC shares responsibility with the Undergraduate Program Curriculum and Program Evaluation committees (UPCC and UPEC) to ensure the implementation of the Comprehensive Evaluation Plan (CEP). As such, the GPEC gathers information from various committees (Survey, Testing, and Curriculum) to evaluate and present recommendations for continuous program improvement to the faculty.
- C. **MSN Student Advisory Committee:** The purpose of the committee is to promote dialogue between faculty and students by addressing student concerns and issues related to the WSoN program, tracks, and concentrations.

Revised and Accepted 11/19/2001.

Revised 7/2008, 7/2009, 7/2010, 10/2010, 7/2013, 8/2014, 4/2015, 7/2017, 7/2022, 6/2023



Admission and Progression Policies

MSN, Family Nurse Practitioner

Admission decisions for acceptance into Kennesaw State University's Family Nurse Practitioner MSN track 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 of one year 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.
- Possession of a current, unencumbered RN license 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 reduced to allow earlier entry into the graduate program. 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 available online.

Reviewed 7/2013, 2/2014, 7/2015, 7/2016, 7/2017, 11/2017.
Revised 7/2018.

MSN – Leadership in Nursing: Nursing Administration and Transformational Leadership

Admission decisions for acceptance into Kennesaw State University’s Leadership in Nursing MSN track 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 of one year 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.
- Possession of a current, unencumbered RN license in the state of Georgia (submit copy).
- Written statement of personal program goals.
- Undergraduate research course.
- Two professional letters of reference.

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Reviewed 7/2013, 2/2014, 7/2015, 7/2016, 7/2017.
Revised 7/2018.

MSN – Leadership in Nursing: Nursing Education Leadership in the Digital World

Admission decisions for acceptance into Kennesaw State University’s Leadership in Nursing MSN track 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
- Possession of a current, unencumbered RN license in the state of Georgia (submit copy).
- Written statement of personal program goals.
- Undergraduate research course.
- Two professional letters of reference.

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Reviewed 7/2013, 2/2014, 7/2015, 7/2016, 7/2017.

Revised 7/2018

Performance Standards

Core Performance Standards for Admission and Progression

For successful completion of the WSoN graduate nursing program, the student must possess certain cognitive, sensory, affective, and psychomotor performance requirements. Students interested in applying to the WSoN graduate nursing program 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 graduate 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.

Issue	Standard	Some Examples of Necessary Activities (not all necessary)
Critical Thinking	Critical thinking ability sufficient for clinical and academic judgment.	<ul style="list-style-type: none"> • Identify cause-effect relationships in clinical situations. • Use of the scientific method in the development of nursing care plans. • Evaluation of the effectiveness of nursing interventions. • Respond effectively to emergency situations. • Identify and manage multiple priorities in caring for patients.
Professional Relationships	Interpersonal ability sufficient to interact professionally with individuals, families, and groups from a variety of social, cultural, emotion, and intellectual backgrounds.	<ul style="list-style-type: none"> • 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. • Proficient use of electronic medical charting. • Communicate therapeutically with patients, families, and colleagues in a variety of settings.

Issue	Standard	Some Examples of Necessary Activities (not all necessary)
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	<ul style="list-style-type: none"> • Move around patient's rooms, workspaces, and treatment areas. • Administer rescue procedures—cardio-pulmonary resuscitation.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care and to maintain safety and security standards.	<ul style="list-style-type: none"> • Calibrate and 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.
Hearing	Auditory ability sufficient to monitor, assess, and respond to health needs.	<ul style="list-style-type: none"> • Ability to hear monitoring device alarm, emergency signals, auscultatory sounds, and cries for help.
Visual	Visual ability sufficient for observation, assessment, and responding to patient care needs.	<ul style="list-style-type: none"> • 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, and other equipment and to 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.
Tactile Sense	Tactile ability sufficient for physical assessment.	<ul style="list-style-type: none"> • Perform palpation, functions of physical examination and/or those relation to therapeutic intervention, e.g., insertion of a catheter.

Updated 7/2013, 2/2014.

Reviewed 7/2015, 7/2016, 7/2017.

Master of Science in Nursing (MSN)
Program Outcomes/Student Learning Outcomes

1. Synthesize knowledge from nursing, related sciences, and humanities in the implementation of advanced nursing roles and specialties to improve healthcare outcomes in all healthcare settings or systems.
2. Integrate social, economic, organizational, ethical, legal, and cultural influences in planning, delivering, managing, and evaluating potential and actual healthcare problems of individuals, families, and diverse populations.
3. Employ strategies for evidence-based practice in the leadership, education, or administration of healthcare settings or system.
4. Apply collaborative, interprofessional communication skills to improve care delivery systems, safety, quality outcomes, and patient self-care, and to expedite coordination of services across all healthcare settings or systems.
5. Employ informatics and healthcare technologies in the delivery, integration, and coordination of healthcare education, administration, or practice for individuals, for families, and diverse populations.
6. Employ leadership and advocacy skills in the implementation of ethical and collaborative policies to improve quality and safety outcomes for individuals, families, and diverse populations in a variety of healthcare settings and systems.
7. Participate in the creation and translation of research and evidence-based knowledge in all healthcare settings to improve care, quality, and safety for patients, families, and diverse populations, as well as for self and the healthcare team.



Master of Science in Nursing (MSN) Curriculum Calendar of Course Offerings

The tables below offer information as to when courses are traditionally taught to help students plan.

If looking for a plan of study or information about course pre-requisites and co-requisites, please consult the WSoN website and the KSU Graduate Catalog. In the event of course withdrawals, failures, leaves of absence, or other adjustments, students will need to make an individualized Plan of Study with their Program Coordinator.

Family Nurse Practitioner	
FALL SEMESTER	
NURS 7735 (3 cr)	NURS 7776 (2 cr)
NURS 7755 (2 cr)	NURS 7830 (2 cr)
NURS 7765 (2 cr)	NURS 7852 (4 cr)
	NURS 7853 (4 cr)
	NURS 7779 (1 cr)
	*270 residency hrs second fall
SPRING SEMESTER	SUMMER SEMESTER
NURS 7800 (3 cr) NURS 7850 (5 cr) NURS 7777 (2 cr) *180 residency hrs	NURS 7715 (2 cr) NURS 7805 (3 cr) NURS 7851 (4 cr) NURS 7778 (1 cr) *135 residency hrs

Nursing Administration & Transformational Leadership	
FALL SEMESTER	
NURS 7793 (4 cr)	NURS 7711 (3 cr)
NURS 7796 (4 cr)	NURS 7795 (3 cr)
NURS 7776 (2 cr)	NURS 7882 (4 cr)
	NURS 7779 (1 cr)
	*135 practicum hrs
SPRING SEMESTER	SUMMER SEMESTER
NURS 6151 (4 cr) NURS 7880 (3 cr) NURS 7777 (2 cr) *135 practicum hrs	NURS 7780 (3 cr) NURS 7794 (3 cr) NURS 7881 (3 cr) NURS 7778 (1 cr) *90 practicum hrs

Nursing Education Leadership in a Digital World†		
FALL SEMESTER		
NURS 7736 (2 cr)	NURS 7754 (3 cr)	NURS 7779 (1 cr)
NURS 7776 (2 cr)	NURS 7797 (2 cr)	*135 practicum hrs
NURS 7765 (2 cr)	NURS 7875 (4 cr)	
SPRING SEMESTER	SUMMER SEMESTER	
NURS 7712 (3 cr)	NURS 7724 (3 cr)	
NURS 7723 (3 cr)	NURS 7753 (3 cr)	
NURS 7777 (2 cr)	NURS 7778 (1 cr)	
NURS 7873 (4 cr)	NURS 7874 (3 cr)	
*135 practicum hrs	*90 practicum hrs	

† NURS 7712 will be offered in both Fall and Spring semesters beginning with the 2024-2025 Academic Year. NURS 7724 will be offered in both Fall and Summer semesters beginning with the 2024-2025 Academic Year.

Revised 6/2023

Policy Statement Regarding the Use of Information Technology Skills in the Graduate Nursing Program

Current education and clinical practice environments rely heavily on evolving 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 outline competencies vital to success in the program. The incoming student should compare their existing competencies to the list. If the student identifies deficits, they have 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 the fast pace of the program, it is highly recommended that the incoming student familiarize themselves 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.

RESOURCES

Resource	Link
Program/Course Information	https://wellstarcollege.kennesaw.edu/nursing/master-science-nursing/
Financial Aid	https://financialaid.kennesaw.edu/index.php/
Graduate Admissions	https://graduate.kennesaw.edu/graduate-admissions/
Academic Calendar	https://registrar.kennesaw.edu/academic-calendars/
Navigating Desire to Learn (D2L)	https://www.softchalkcloud.com/lesson/serve/XLAYcUEWhTP1HI/html
Online Learning Tips for Success	https://softchalkcloud.com/lesson/serve/XMH5z0dsLcEW3K/html
Online Learning Support	https://ols.kennesaw.edu/
Library Services	https://libguides.kennesaw.edu/leap
Graduate College Orientation	https://gradorientation.kennesaw.edu/faqs.php
Graduate College Forms	https://graduate.kennesaw.edu/forms/student-forms.php

Revised 6/2023.



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 of Higher Education Accreditation, 2008; Hernon, Dugan, & Schwartz, 2006; Paloma & 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 strength 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). One measure of student learning outcome assessment is 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. Graduates of the nursing leadership concentrations are prepared to take certification exams for their specialty practice areas: the National League of Nursing (NLN) for nurse educators; or the ANCC or the Association Organization of Nursing Leadership (AONL) for nursing administration.

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 graduates of the WSoN graduate nursing program. The TAB articulates the means of assessment with statements of expectation, the time frame, and the 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 programs, 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 the 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 graduate nursing program has a TAB document that specifically outlines 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 the Graduate Nursing Program

The following assessment method is used by the Graduate Nursing Program:

Exit Survey

Graduate students who are in their last semester of any one of the master's tracks or concentrations 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 Program Evaluation Committee (GPEC). Results and findings are presented annually to the graduate faculty regarding potential curricular implications.



REQUIREMENTS FOR CLINICAL PARTICIPATION

Health records are due **annually**. If any of your credentials (i.e., TB Testing, Tdap, CPR or Bloodborne Pathogen and OSHA Assessments) 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 a Credentialing Specialist. 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." Even though we require documentation, you need to complete the form. Be aware that clinical agencies may request a copy of any or all student health records in certain situations. From time to time a KSU Health Care Provider will review all information provided to the Wellstar School of Nursing. Students are required to keep copies of all medical forms for themselves before bringing forms as requested to the Wellstar School of Nursing Office.

Wellstar School of Nursing Health Form

- Health History Form and Physical: Completed no more than 4-6 weeks prior to starting your first class and annually (expires after 13 months). Immunizations signed by a Physician or Nurse Practitioner.
 - NOTE: If during the program a student experiences a health condition, the student may be required to provide a written note from a healthcare provider indicating the student is cleared to attend/return to clinical without limitations. This is for the safety of the student and patients they care for.
- Students are required to purchase a subscription to ACEMAPP for tracking Graduate Nursing Program required health records. Students will be responsible for uploading their records into ACEMAPP and keeping their records current. Other credentialing platforms may also be required by other clinical agencies.
- 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 are available on the KSU Nursing Website or via the Wellstar School of Nursing office (470-578-6061).

Proof of Health Insurance

Please submit proof of current health insurance coverage that meets the standard requirements as outlined by the Board of Regents. A copy of your insurance card is acceptable (front and back).

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

For information on minimum coverage requirements as outlined by the Board of Regents, please refer to https://www.usg.edu/student_affairs/student_health_insurance_program_ship



CPR Certification

Every nursing student is required to have current CPR Certification. Your American Heart Association Certification **must** state “BLS for Health Care Provider.” Check the clinical requirements on the WSoN webpage for a list of suggested instructors.



Tuberculosis Tests or Chest X-Ray

A blood test is required and must be updated annually. A QuantiFERON Gold or Tspot test is acceptable.

- *If there is a history of positive TB test results, you must have a negative chest X-ray. Additionally, documentation regarding INH treatment recommendations may be required.*
- Students with recent positive results will be referred to the Health Department for follow up.



Tetanus/Diphtheria/Pertussis (Tdap)

Proof of a Tetanus/Diphtheria/Pertussis booster immunization received within the last ten (10) years. Proof **must** include month, day, and year. *Please note: A two-year period is recommended between tetanus/diphtheria and tetanus/diphtheria/pertussis.*



Varicella

Proof of two (2) vaccinations or laboratory evidence of immunity, (reactive) quantitative titer. If you are in the process of getting the immunizations, please show documentation.



Measles, Mumps, & Rubella (MMR)

Proof of two (2) vaccinations or laboratory evidence of immunity, (reactive) quantitative titer for each illness—measles, mumps, and rubella. If you are in the process of getting the immunizations, please show documentation.



Hepatitis B Series & Titers

Laboratory evidence of immunity, (reactive anti Hep B) Titer **and** documentation of appropriate immunization, i.e., three (3) vaccinations at prescribed intervals to include reactive anti Hep B. 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.

A refusal form is available upon request from the Wellstar School of Nursing office. However, clinical sites may refuse to allow a student access if the student has not shown documentation of immunity to the above-mentioned diseases.



Flu, COVID, and other Vaccinations

Students must adhere to clinical agency credentialing requirements to attend clinical. This includes all vaccination requirements of the agency. Successfully completing clinical is a requirement for progression in the graduate nursing program.

Proof of a current flu vaccination is due by October 1 for Fall and upon entry for Spring.



PPE Agency Requirements

When caring for certain patients, the CDC recommends certain personal protective equipment (PPE) be worn for the safety of everyone. Students must appropriately wear all PPE as required by clinical agencies. For example, many facilities require wearing a N-95 mask for certain populations. Fit testing is recommended to ensure a proper fit of respirators. Facial hair that lies along the sealing area of a respirator, such as beards, sideburns, or some mustaches, may interfere with respirators that rely on a tight facepiece seal to achieve maximum protection. Facial hair may need to be altered to achieve an appropriate fit and to meet clinical agency requirements.



Proof of Bloodborne Pathogens Assessment

Every graduate nursing student is required to have annual current bloodborne pathogens and OSHA assessment. These can be found in ACEMAPP.



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., Pharmacy Tech, Respiratory Therapist, etc.).



Malpractice Insurance

Note: Malpractice insurance is required but is carried by the institution and paid via student fees assessed at registration.



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 and following a break in attendance 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 Coordinator of their track or concentration regarding the matter.

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

Additional screenings may be required due to progression delays or by clinical agencies as assigned.

All students who are not in compliance with required documentation *may not continue in clinical courses* and **WILL BE ENCOURAGED TO WITHDRAW TO AVOID CLINICAL COURSE FAILURE.**

Last Reviewed: 7/2020

Last Revised: 7/2021

Last Revised: 8/2022



NURSING PRACTICUM REQUIREMENTS

Formal documentation **must** be on file with the Wellstar School of Nursing **before the 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.

All students who do not have appropriate records *may not continue in clinical courses* and **WILL BE ENCOURAGED TO WITHDRAW TO AVOID CLINICAL COURSE FAILURE**.

Please submit all documentation to:

Documentation & Credentialing Specialist
Wellstar School of Nursing
Kennesaw State University
Email: graduatenursing@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 30144-5591
Phone: 470-578-6644
<https://studenthealth.kennesaw.edu/index.php>

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: Power 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, Tetanus, HIB, Rabies, TB Skin Test, Polio Vaccine, Typhoid, Hep B (need series of 3), AntiHB

AMERICAN NURSES ASSOCIATION
CODE OF ETHICS FOR NURSES
Provisions

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.



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 Centers for Disease Control and Prevention (CDC), the Georgia Department of Human Resources (GDHR), the American Hospital Association (AHA), and the Occupational Health and Safety Administration (OSHA).

The Code of Ethics for Nurses (2015) states, “The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.” 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; and 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: 3/26/1993

Last Revised: 7/2013

Last Reviewed: 7/2021



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

The guidelines for this policy were developed using *Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Postexposure Prophylaxis*, published in the MMWR, June 29, 2001, and *Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HIV and Recommendations for Postexposure Prophylaxis* published in the MMWR, September 9, 2013.

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 Centers 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 workplace 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 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 hotline at 1-888-448-4911. This hotline is available from 9:00 a.m. to 2:00 a.m. Central Time, 7 days a week.

Revised 7/2016
Reviewed 7/2017



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:

Immediately follow the steps of the WSoN Blood and Body Fluid Post-Exposure Management checklist.

In the event an exposure to blood and/or body fluid, the **instructor** will:

Immediately assist the student to follow the steps of the WSoN Blood and Body Fluid Post-Exposure Management Checklist and ensure that a copy of the completed checklist is submitted to the Associate Director of the Graduate Nursing Program.

Revised 7/2013, 7/2016

Reviewed 7/2014, 7/2015, 7/2017



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 bookbags, 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 their 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, 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 person; by phone, text, or email) in answering items 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 seats 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 bookbags, 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 review 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

Last Reviewed 7/2021

Last Reviewed 8/2022



POLICY: PROFESSIONALISM AND ETHICS FOR NURSING GRADUATE STUDENTS

Students in the Wellstar School of Nursing are expected to abide by the following principles and precepts for all school related activities on and off campus. Students are expected to conduct themselves in ways consistent with the American Nurses Association Code of Ethics for Nurses ([Student Handbook](#)) and for upholding the provisions of the [KSU Student Codes of Conduct](#) as published in the [KSU Graduate Catalog](#). 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
- Non-maleficence – duty to “do no harm”

Section I: Professional Behavior

1. Expectations

The KSU faculty expect students to always conduct themselves in a professional and respectful manner for all school related activities on and off campus. Students are expected to:

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, classes, and clinical. Notify appropriate faculty in a timely fashion if late or unable to attend.
6. Refrain from using slander (malicious, false, or defamatory statements), libel (defamation by written 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 all actions.
9. Be ready and prepared for class/clinical. Arriving unprepared can cause potential harm to patients and liability to the health care facility and university. Being unprepared is grounds for immediate dismissal from the clinical site for that clinical day, which 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 ([Student Handbook](#))
11. Adhere to the WSoN Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures ([Student Handbook](#)).
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.

2. Non-adherence to Expected Professional Behaviors

A student who displays non-professional behaviors or actions which violate the ANA *Code of Ethics* and/or the *WSoN Policy: Professionalism and Ethics for Nursing Graduate Students* will be brought to the attention of the Graduate Admissions, Progression, and Retention (APR) Committee.

1. The faculty member identifying the behavior should meet with the student to discuss and document observed behavioral concerns as soon as any unprofessional behavior is identified.
2. When there is an alleged violation of professional behavior as specified in the ANA *Code of Ethics* and/or the *WSoN Policy: Professionalism and Ethics for Nursing Graduate Students*, and if identified behavior(s) also constitutes a potential violation of the [Kennesaw State University Student Codes of Conduct](#), the student may be referred to [KSU Department of Student Conduct and Academic Integrity \(SCAI\)](#) for appropriate investigation and possible university sanctions.

A faculty member who believes that a student has engaged in non-professional behavior may discuss that behavior with the Graduate APR Committee. If the committee, in conjunction with the faculty and the Associate Director of Graduate Nursing, concludes that the student's behavior violates the ANA *Code of Ethics* and/or the *WSoN Policy: Professionalism and Ethics for Nursing Graduate Students*, as alleged, the student will be given an opportunity to meet with the accusing faculty member, a member of the Graduate APR Committee, and/or the Associate Director of Graduate Nursing. At that time, the student will have the chance to hear and respond to the specific allegation(s). A student's decision not to attend such a meeting will not be construed as an admission of responsibility. However, if the student receives notification of the meeting and fails to attend, the committee will decide based on the available preponderance of evidence regardless of whether the student chooses to attend. If the committee finds that the student did breach professional standards, the student will be placed under a *Professional Behavior Contract* developed jointly by the reporting faculty member and the committee. The faculty will then meet with the

student to review the contract and its implications. Signatures on the contract will include the student, reporting faculty member, and Associate Director of the Graduate Nursing Program.

3. The Graduate APR Committee may recommend that the student's *Professional Behavior Contract* include:

- evaluation by KSU Student Health Services and/or KSU Counseling and Psychological Services,
- completion of an assigned project,
- suspension from the Graduate nursing program, or
- dismissal from the Graduate nursing program.

If a student is suspended or dismissed, the student has the right to appeal the suspension or dismissal to the Graduate APR Committee within 30 days. If the student does not agree with the Graduate APR Committee, the decision can be appealed to the WSoN Director within 30 days.

4. Graduate faculty may be informed of all *Professional Behavior Contracts*, without the use of student identifiers, through the Graduate APR Committee's monthly report at the WSoN graduate faculty meeting.
5. A copy of the contract will be included in the student's WSoN academic file. The student will be required to adhere to the terms outlined in the contract during the remainder of their time in the program of study.
6. If a faculty member determines that a student has violated the *Professional Behavior Contract*, the student's behavior will be reported to the Graduate APR Committee and the Associate Director of the Graduate Nursing Program for further action.

Code of Ethics for Nurses with Interpretive Statements (2016)
American Nurses Association

3. Academic Integrity

The KSU faculty seeks to encourage student intellectual and moral development in the nursing program. The [Kennesaw State 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 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 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 is 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 Associate Director of the Graduate Program. Not abiding by the above principles or any other unethical or unprofessional behavior on the part of the student be grounds for course failure or immediate dismissal from the classroom, clinical site, and/or the nursing program.

Section II: Unsatisfactory Clinical Performance/Evaluation

1. If the student's performance is unsatisfactory on any given clinical day, the clinical preceptor/clinical faculty will initiate an informal conference with the student. This informal conference will provide the student with constructive feedback to assist them in on-going improvement in clinical practice.
2. Should the student's performance continue to be unsatisfactory, the clinical preceptor/clinical faculty will notify the Associate Director of the Graduate Program who will assist the clinical preceptor/clinical faculty in formulating a written plan explaining areas of concern and behaviors necessary to correct these deficiencies. This process will be completed by mid-semester, if possible, so the student has time to improve. The course coordinator/Associate Director of the Graduate Program will issue an Academic Warning "Clinical Evaluation Contract" after communicating with the clinical preceptor/clinical faculty to acknowledge the concerns and develop the written plan. A copy of the written plan and any follow-up will be placed in the student's record.
3. If the conditions of the Academic Warning are not met by the student by the last clinical day, the student's clinical performance will be unsatisfactory on the final evaluation and the student will receive a failing grade ('D'). At any time if a student's clinical performance in a clinical course indicates an inability to perform at a safe and/or professional level of practice, the clinical faculty and clinical preceptor, in consultation with the faculty course

coordinator, will assign a failing grade regardless of the point in time such a decision is made. In such case, the student will be ineligible to continue in the course.

4. If mid-term and final evaluations indicate course competencies are not being met, students may be required to obtain additional clinical hours as determined by clinical faculty.

Section III: Contracts

Should a contract for professional behavior and/or clinical performance prove necessary, the faculty member will use the form(s) “Graduate Nursing Program Professional Behavior Contract” and/or “Graduate Nursing Program Academic Warning Clinical Evaluation Contract.” Completed forms will be sent to the necessary parties via DocuSign for their signatures, and signed contracts will be filed in the student’s academic file. Blank samples of each contract are available in the Appendix of this handbook.

Approved by WSON Graduate Faculty 10/21/2022.

Approved by WSON Faculty of the Whole 4/14/2023.



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 mission that fails to conform to the accepted standards of nursing care which result from a disregard for 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 of 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: Professionalism and Ethics for Graduate Nursing Students or the ANA *Code of Ethics*

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 (5)** 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 Graduate Catalog.

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: 11/12/2007.

Reviewed: 7/2013, 2/2014, 7/2015, 7/2016, 7/2017.



SUBSTANCE MISUSE AND SUBSTANCE USE DISORDERS IN NURSING STUDENTS POLICY/PROCEDURES

The Kennesaw State University Wellstar College of Health & Human Services Wellstar School of Nursing requires a drug screen and background check after admission and periodically throughout the program to comply with clinical facility requirements. In addition, the WSoN or agencies may require random drug screens, on the spot drug screens if there is suspicion of drug use, or routine drug screens if follow up is needed. Students enrolled in our programs must comply with agency requests in order to attend clinical and remain in the nursing program.

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 WSoN and SNA sponsored learning activities and functions free of chemical impairment. The WSoN faculty is committed to assisting students with recovery from substance use disorder. In developing the policy and procedures for intervening with a student who displays symptoms of substance use disorder, 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).

**For this document, the terms “substance abuse” and “addiction” have been updated to the currently accepted terms “substance misuse” and “substance use disorder.”*

Definitions

- The WSoN faculty define the impaired student as a person who, while in the academic or clinical setting, is under the influence of or has misused, either separately or in combination, mind-altering substances including alcohol, over-the-counter medications, prescribed medications, illegal drugs, inhalants, or synthetic designer drugs.
- A student known to be impaired places a legal and ethical burden on WSoN faculty and administration. Legal ramifications of an 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 misusing substances. When substance misuse is suspected, the *WSoN Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures* will be implemented.

Prevention and Education

Education is a crucial component in the prevention of substance use disorder and substance misuse. WSoN students, faculty, and staff will be provided information about substance misuse, along with the consequences of impairment due to substance use disorder. During the WSoN orientation process, the *WSoN Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures* is disseminated, reviewed, and signed, along with information on services and programming offered by Kennesaw State University (KSU), including the Center for Young Adult Addiction and Recovery and Kennesaw State University Student Health Services.

Procedure for Drug Testing

All WSoN students are required to complete a drug test prior to starting classes to comply with clinical agency credentialing. Students are also subject to random drug testing during the program and are required to comply with a drug test if suspicion of impairment exists. Drug testing is conducted by the WSoN identified laboratory. Cost associated with testing is the responsibility of the student. Students grant access to drug testing results to the WSoN and the clinical agencies requiring the testing. The Associate Director of the Undergraduate or Graduate Program of concern will review any positive drug screening results. The WSoN ensures confidentiality of results by making the information available only to the student and appropriate WSoN Administrators, Staff, and Faculty. If a student has a positive drug test, they will be required to withdraw from clinical courses immediately (see Appendix J) and the intervention phases of this policy will be implemented.

Procedures for Faculty Intervention with a Student Suspected of Substance Misuse of Substance Use Disorder

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 regarding Student Code of Conduct—Use and Possession of Drugs, Including Alcohol).

1. Indicators suggesting impairment of a student's ability to meet standards of performance, competency, and safety are gathered and documented by faculty.
2. Identification should be based on patterns of observable objective and quantifiable behaviors or indicators (see Appendix E, i.e., slurred or rapid speech, odor of alcohol, unsteady/staggering gait, mood swings, forgetfulness, sleeping). If suspected, the student must submit to immediate drug testing. 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.

3. Faculty who suspect student impairment are to notify the WSoN Associate Director of Graduate or Undergraduate Programs their concern.
4. If the student demonstrates impaired behaviors that compromise patient safety and/or academic performance, remove the student to a private area. With a neutral party present, discuss with the student behaviors observed and allow the student to provide a verbal explanation.

If faculty observe symptoms of other indicators of impairment in a student, the student is informed of the faculty's responsibility to dismiss a student from the immediate area 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 a violation of the *KSU WSON Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures* is suspected. With the assistance of faculty or staff, the student will arrange safe transportation home or to the nearest approved drug testing facility for immediate testing. The student will have eight hours to complete the drug test. Failure to do so can result in immediate dismissal from the nursing program.

Intervention

Phase I

- Faculty completes a reporting form of the alleged impaired student nurse with observed behaviors indicative of Substance Misuse or Substance Use Disorder (see Appendix F).
- Faculty informs student of observations indicative of chemical impairment. Student must submit to drug testing within eight hours of the reported behaviors. The test is conducted by a WSoN approved laboratory using established methods and procedures.
- The student is to be relieved of further clinical/laboratory/classroom responsibilities until a comprehensive professional evaluation can be completed.
- The student and WSoN Director are provided with a copy of this reporting form. 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 involved with the student during the semester on a "need to know" basis.
- WSoN Director reviews the procedural requirements of the *KSU WSoN Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures*. Refusal of a student to submit to immediate testing or to any other requirement of this Substance Use Disorders in Nursing Students Policy/Procedures may result in disciplinary action, including dismissal from the nursing program in accordance with the WSON policy.

Phase II

Within five (5) working days of the filing of a report of alleged Substance Misuse or Substance Use Disorder, a conference is scheduled with the student, involved faculty member, committee member of the Undergraduate Advisory Committee on Student Behavior, and WSoN Director. In addition, a Counselor from the Center for Young Adult Addiction and Recovery 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 conferences 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 assessment of substance use disorder status and the determination of a treatment plan.
- A written contract for the impaired nursing student (see Appendix G) 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 Student with Substance Misuse or Substance Use Disorder* (see Appendix H) 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 Graduate Student Handbook).
- WSoN Director provides student with a list of state licensed agencies that provide evaluation services along with services provided on campus by the Center for Young Adult Addiction and Recovery (see Appendix B). WSoN Director also reviews with student that they are 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 Center for Young Adult Addiction and Recovery, the KSU Health Clinic, and Counseling and Psychological Services.
- Have student 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 a free initial triage to evaluate for any risk of self-harm and will provide resources for students.

Evaluation

Upon completion of a comprehensive professional evaluation of substance use disorder 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 Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures*** (i.e., the comprehensive evaluation does not support/substantiate the alleged report of student behaviors indicative of substance misuse or Substance Use Disorder). 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 from the evaluator that there is no evidence of substance misuse, 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 Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures*** (i.e., the comprehensive evaluation supports/substantiates the alleged report of student behaviors indicative of substance misuse and Substance Use Disorder 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 and 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 substance use disorder.

- **Validation of the Violation with Implementation of the *KSU WSoN Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures*** (i.e., the comprehensive evaluation supports/substantiates the alleged report of student behaviors indicative of substance use or Substance Use Disorder and the student agrees to follow the policy regarding treatment and monitoring). Student signs the contracts for monitoring, returns to the nursing program (see Appendices H and I), and is allowed to continue in the nursing program if the student is in compliance with their substance use disorder treatment program and remains free of substance misuse behaviors and substances for the duration of their participation in the nursing program.
- **Mixed or Inconclusive Results of the Substance Misuse Evaluation.** The student is 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 is allowed to continue in the nursing program if the student remains in compliance with the negotiated action plan.

Academic Outcome

The academic consequences required with the implementation of the *KSU WSoN Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures* 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) is assigned to courses dependent upon factors related to grade determination as outlined in the KSU Undergraduate and Graduate catalogs. If no treatment for substance use disorder or mental illness is required, the student may return to all courses in progress upon receipt of the written recommendation from the professional evaluator. If appropriate, the identified student nurse may seek a medical withdrawal while seeking treatment and care for a Substance Use Disorder.

Other

All students must be aware that the state examining board has the right to refuse to grand 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 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 to the Director of the WSoN regarding the course of specialized treatment and 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. The counselor's assessment should include any restrictions on the student's activities (i.e., limiting access to narcotics, schedule for counseling and mutual aid group meetings).
- Participation in support programs for recovery from chemical dependence is a lifelong process. The cornerstone to this process is ongoing participation in mutual aid and other support group meetings. Students will be encouraged to attend such meetings and be given necessary time to do so when possible.

Noncompliance/Relapse

If, for any reason, the student does not comply with the policies, procedures, or protocols related to substance use or misuse, the student may be administratively dismissed from the nursing program. If additional or continual substance misuse or impairment occurs after the implementation of these procedures, the WSoN faculty will recommend that the student be administratively dismissed from the nursing program from the WSoN Director. The student has the right to grieve and appeal the procedure according to the University guidelines.

Appendices

Appendix A:	Substance Use Disorder Policy Quick Reference Sheet for Faculty
Appendix B:	List of Treatment Centers Providing Substance Use Disorder Evaluation Services in Metropolitan Atlanta
Appendix C:	List of Drugs Included in Drug Screening Test
Appendix D:	Consent for Drug Testing Upon Admission to WSoN
Appendix E:	Symptoms and Other Indicators of Substance Misuse or Dependence
Appendix F:	Reporting Form for Alleged Impaired Student
Appendix G:	Contract for the Impaired Nursing Student
Appendix H:	Agreement for Monitoring the Impaired Student
Appendix I:	Contract for Return to Nursing Program
Appendix J:	Impaired Student Withdrawal Letter
Appendix K:	Impaired Student Nurse Letter for Returning to the Nursing Program
Appendix L:	Impaired Student Dismissal Letter

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Revised 5/27/2009 by Advisory Committee to Faculty on Clinical Issues with the assistance of Legal Counsel for KSU.

Revised 7/21/2009 by Advisory Committee to Faculty on Clinical Issues with the assistance of the KSU Health Center, the KSU Collegiate Recovery Center (now known as the Center for Young Adult Addiction and Recovery).

Revised 2/27/2019 by ad hoc committee to review and revise Chemically Impaired Student Nurse Policy with the assistance of the AOD Prevention Coordinator and the KSU Center for Young Adult Addiction and Recovery.

Reviewed 7/2014, 7/2015, 7/2016, 7/2017, 8/2022.



CHECKLIST: Blood and Body Fluid Post-Exposure Management

Name: _____

Date of Exposure: _____

Student ID#: _____

Telephone: _____

Date Completed

- _____ 1. Wash exposed area with soap and water. If mucous membranes or eyes are exposed, flush with water for 15 minutes (contact lenses removed).
- _____ 2. Immediately report exposure to Employee Health Department of the Clinical Site. If Employee Health is closed, then report to the Emergency Department of the site.

If the site does not have Employee Health or an Emergency Department, then call the CDC National Clinicians' Post-Exposure Prophylaxis Hotline at 1-888-448-4911 and report to the Wellstar Kennesaw State University Health Clinic or an Emergency Department or Urgent Care for evaluation of Blood or Body Fluid Post-Exposure Management.

- _____ 3. Report incident to the Faculty Member and Charge Nurse or Nurse Manager of the assigned clinical area.

Name of Faculty Member: _____

Name of Unit Contact: _____

Title: _____

Institution: _____

Location in Institution: _____

Phone Number: _____

- _____ 4. Complete necessary clinical agency documentation as required (e.g., hospital incident report).
- _____ 5. Faculty member reports incident to course coordinator.

_____ 6. Complete the following information:

Explanation of exposure. Please be as specific as possible.

Name of agency providing evaluation and follow-up care for student:

Plan for student testing and prophylaxis, if needed.

_____ 7. Receive counseling regarding the need for ongoing evaluation, treatment, and counseling if applicable.

_____ 8. Completed the anonymous Safe Student Reports (SSR) of Student Nurse Practice Errors and Near Misses in Prelicensure Nursing Programs at safestudentsreport.com
KSU login: US05500100 Password: ds5792NH&

_____ 9. Submit a copy of completed KSU WSoN Blood and Body Fluid Post-Exposure Management Checklist with signatures of faculty and student to the Associate Director of Graduate Nursing for filing.

Faculty Signature and Date

Student Signature and Date



Graduate Nursing Program Professional Behavior Contract

Students are expected to conduct themselves in ways consistent with the American Nurses Association Code of Ethics for Nurses (Student Handbook) and for upholding the provisions of the Student Code of Conduct, as published in the Graduate Catalog. This contract is being generated because the student has engaged in non-professional behavior(s).

Student:

Date:

Section 1: Description of Non-professional Behavior

Section 2: Expected Behaviors

Section 3: Consequences associated with Unprofessional Behavior

Section 4: Consequences for not adhering to Professional Behavior Contract

I, _____, a graduate nursing student at Kennesaw State University, understand that I must satisfactorily meet the requirements in Section 2 in order to progress in the graduate nursing program.

Student _____ Date _____

Faculty _____ Date _____

Associate Director, Graduate Nursing Program _____ Date _____

My signature signifies that I have read and comprehend the contents of this contract. My signature does not indicate that I am in agreement with the faculty member's evaluation of me. I further understand that if I do not sign this form, it will not negate the terms of the contract.

Cc:Director, Wellstar School of Nursing
Associate Director Graduate Program, Wellstar
School of Nursing
Student File

Approved by WSoN Graduate Faculty 10/21/2022.
Approved by WSoN Faculty of the Whole 4/14/2023.



Graduate Nursing Program

Academic Warning

CLINICAL EVALUATION CONTRACT

By the final clinical evaluation in nursing, the following student behaviors will be performed satisfactorily in order for the student to pass this course. Faculty will specify the deficiencies as they relate to specific clinical objectives on the evaluation tool and outline the requirements to remove the deficiencies.

Student:

Date:

() Section 1: Professional Accountability (failure to complete clinical onboarding requirements prior to a clinical rotation; repeated reports of lateness for clinical rotation; turning in written assignments late without permission from clinical instructor, dress code issues, etc.) Faculty may include notes about their meeting with the student and/or the reasoning for this contract in a Word document to be included in the student's file.

() Section 2: HIPAA and confidentiality violations in the classroom or clinical agencies

() Section 3: Disrespectful and/or civil behavior at clinical agencies or site, simulation labs, or classroom learning environment

() **Section 4: Fraudulent documentation/submission of clinical hours**

() **Section 5: Other behaviors or egregious offenses identified by faculty that are unbecoming of a graduate nursing student.**

I, _____, a graduate nursing student at Kennesaw State University, understand the behaviors that I must satisfactorily demonstrate in order to pass this course.

Student: _____ Date: _____

Faculty: _____ Date: _____

My signature signifies that I have read and comprehend the contents of this contract. My signature does not indicate that I am in agreement with the faculty member's evaluation of me. I further understand that if I do not sign this form I will not be permitted to continue in the clinical setting.

Approved by WSoN Graduate Faculty 10/21/2022.
Approved by WSoN Faculty of the Whole 4/14/2023.



Appendix A

Substance Use Disorder Policy Quick Reference Sheet for Faculty

For guidance in crisis situations or for information in obtaining services contact the Georgia Mental Health Crisis Line: 1-800-715-4225.

If the incident occurs on campus and immediate assistance is needed, call the KSU Behavioral Response Crisis Team at 770-423-6600, the KSU Police at 770-423-6666, or 911.

Faculty members are responsible for reading the entire Substance Use Disorder Policy, located in the Faculty Handbook, but this quick list details the immediate actions required by the faculty member who observes the behaviors:

1. Faculty observes student behaviors that may be indicative of Substance Misuse or dependence (see Appendix E).
2. Faculty completes Appendix F, reporting form, and documents observed behaviors.
 - a. Faculty informs student of need for immediate drug testing at an approved facility (any Advantage Testing facility) and that they have 8 hours maximum to complete the drug testing or will face disciplinary action that may include dismissal from the program.
 - b. Faculty informs student that they cannot return to class/clinical/lab until a comprehensive evaluation is completed. They will be given further information regarding this at a conference to be held within 5 business days.
 - c. Assist student in arranging transportation to the testing center and/or home. Do not let them drive impaired, but student is responsible for calling a family member and paying for transportation if a taxi, etc., is called. Include a note on Appendix F stating how student left the scene.
 - d. Notify the Course Coordinator and the Associate Director of the Program of the above.

****Convey concern for the student's welfare and be sure to watch for suicidal ideation (see crisis numbers above); remind student there are resources on campus that can help them throughout this process (e.g., the Center for Young Adult Addiction and Recovery, the KSU Student Health Clinic, and the KSU Counseling and Psychological Services).**

3. A conference with faculty, student, Associate Director of program, and a member of the Advisory Committee to Faculty on Clinical Performance will be scheduled within 5 business days. During the conference:
4. Possible outcomes:
 - a. Non-Validation of a Violation—information removed from student's file and student can return to clinical/lab/class; **however, a clinical contract may still be necessary if the observed behaviors interfered with clinical performance.**

- b. Validation of a Violation, but student refuses to comply with recommendations—student will be dismissed from program.
- c. Validation of a Violation and student agrees to comply with all recommendations—student signs contracts (Appendices H & I) and can return to class/clinical/lab as long as they remain in compliance and substance free.
- d. Mixed/Inconclusive Results—Students needs second comprehensive evaluation and can return to program as long as they remain compliant with recommendations.

If you have questions about the Substance Use Disorder Policy or any of the above information, please contact the Associate Director of the program or any member of the Advisory to Faculty on Clinical Performance Committee.



Appendix B

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

Evaluation and Treatment Centers:

- KSU Center for Young Adult Addiction and Recovery
- Counseling and Psychological 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
- Blue Ridge Mountain Recovery Center, Ball Ground, Addiction Treatment
- Peachford Hospital, Dunwoody – General Treatment
- Anchor Hospital, College Park – General Treatment
- SummitRidge Hospital, Lawrenceville – General Treatment
- Windwood Hospital, Rome – General Treatment
- Laurelwood Hospital, Gainesville – General Treatment
- Rivermend, Marietta – Outpatient Intensive Programs
- Wellstar Cobb Inpatient Behavioral Health

Low-Cost Outpatient Treatment:

- Ascensa Health (formerly known as St. Jude’s Recovery Center), Atlanta
- Georgia Recovery Center, Marietta
- County Facilities (i.e., Fulton County Department of Behavioral Health and Developmental Disabilities, Douglas County Community Service Board, etc.)

Low-Cost Counseling Resources:

- The Link
- Phoenix Program, Clayton Center Community Service Board

Residential Programs:

- Ascensa Health (formerly known as St. Jude’s Recovery Center), Atlanta
- Atlanta Mission: My Sister’s House, Atlanta
- Breakthru House, Inc., Decatur
- Turnaround Recovery Residencies, Doraville
- Salvation Army



Appendix C

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
- Barbiturates
- Benzodiazepines
- Cannabinoids
- Cocaine
- Methadone
- Opiates
- Phencyclidine
- Propoxyphene
- Other drugs may also be detected.



Appendix D
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 Director 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 or required to comply with the recommendations made by a professional substance use disorder evaluator.*

I further understand that I will be subject to random drug tests while enrolled in the WSoN. I will be asked to submit a drug test if there is suspicion of substance misuse. 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 NOTARIZED DOCUMENT CONSTITUTES MY CONSENT FOR DRUG TESTING BY A 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 _____, in the year 20____.

Student's Signature

Student's Printed Name

State of Georgia **County of** Cobb

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 E

Symptoms and Other Indicators of Substance Misuse 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 unwitnessed 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 F

Reporting Form for Alleged Impaired Student and Checklist of Specific Observations to Support Reporting Form for Alleged Impaired Student

Date _____

Faculty _____

Student _____

Observed Behaviors: (see attached checklist)

Faculty Comments:

Student Comments:

Faculty Recommendations:

Conference with student, faculty member filing report, WSoN Director, and a representative of the KSU Center for Young Adult Addiction and Recovery set for _____ (date) at _____ (time).

Faculty Signature _____

Student Signature _____

(Adapted from Clark, C., Boise State University, Boise, ID, 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 Impaired Student

Review the following list of overall behaviors of the alleged chemically impaired student nurse. 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

Difficulty in Concentration (cont.)

- ___ 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, and/or others
- ___ Blames others 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, and/or faculty
- ___ Improbable excuses for poor job performance
- ___ Cannot be depended on to be where s/he said or to do what s/he said s/he would do
- ___ Shuns job assignments, incomplete assignments
- ___ Is found on units where s/he does not belong
- ___ Frequent medication errors or errors in documentation
- ___ Excessive use of PRN medications
- ___ Frequent unwitnessed 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
- Withdraws 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 complains 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 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.

Adapted from Catanzarite, A. (1989) and Dunn, D. (2005)



Appendix G Contract for the Impaired Nursing Student

I, _____, consent to obtain a comprehensive evaluation for the purpose of professional evaluation of substance use disorder status and determination of a treatment plan.

I understand and acknowledge that the admission of misuse 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 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 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, ID, College of Health Sciences, Department of Nursing, Policy Statement Regarding the Chemically Impaired Nursing Student)



Appendix H Agreement for Monitoring the 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, hallucinogenics, tranquilizers, GHB, designer drugs, etc. In the event 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 from 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 ensure that my 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, ID, College of Health Sciences, Department of Nursing, Policy Statement Regarding the Chemically Impaired Nursing Student)



Appendix I
Contract for Return to Nursing Program

Date _____

I, _____ (student), enter into this agreement on the above date with the 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 violates 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 H) attached. Additional forms/pages included in this agreement are:

This contract is executed on the date shown above.

Signature of Student _____

Signature of WSoN Director _____

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



Appendix J Impaired Student Withdrawal Letter

Dear [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): [name of course]
3. You complete the following didactic courses [number(s) and name(s)] by successfully completing the course requirements by [date]. If you do not successfully complete these courses, 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 the WSoN Director in writing by [date] 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. Additionally, you must provide access to your health records upon the WSoN Director's request.
7. If a grade of Withdrawal (W), Withdrawal Failing (WF) or Failing (F) is received for [courses that are to be repeated], you repeat the course upon your return to the program.
8. If you are given a grade of Incomplete (I), you must complete the necessary requirements to complete the course.
9. If, after re-entry to your program of study, there is again evidence of problems interfering with your performance as a student, you will be administratively dismissed from the program according to the 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 a copy of the letter for your files.

Student _____ Dean _____

Date _____ WSoN Director _____

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



Appendix K

Impaired Nursing Student Letter for Returning to the Nursing Program

Dear [student name],

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 that you are permitted to re-enter the Kennesaw State University Wellstar School of Nursing (WSoN) starting [date], provided you meet the following contingencies.

1. You abstain from chemical substances.
2. You continue to see your therapist, [name], at least monthly and more often if needed by your clinical situation.
3. You adhere to the therapies prescribed by your therapist.
4. You become actively involved in a twelve-step program 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 this 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 health problems that interfere with your performance as a student, you may be subject to disciplinary action according to applicable policies of Kennesaw State University.

Please contact [name], WSoN Director, not later than [date] to make the necessary arrangements for your re-entry.

WSoN Director

Date

Adapted from Lambert, V.A. & Nugent, K.E. (1994). Addressing the academic progression of students encountering mental health problems. *Nurse Educator*, 19(5), 33-39.



Appendix L Impaired Student Dismissal Letter

Dear [name],

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 dated [date]:

If, after returning to your program of study, you experience further academic, disciplinary, or health problems that interfere with your 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 you demonstrated is unprofessional and a serious threat to the safety of patients and other healthcare providers.

If 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 [number], you have the right to appeal the dismissal action in writing to the President of the University within five days of receiving this letter.

Director, WSoN

Dean, Wellstar College of Health and Human Services

Date

Date

Adapted from Lambert, V.A. & Nugent, K.E. (1994). Addressing the academic progression of students encountering mental health problems. *Nurse Educator*, 19(5), 33-39.