

QUEENS UNIVERSITY OF CHARLOTTE

Presbyterian School of Nursing

UNDERGRADUATE NURSING STUDENT HANDBOOK

This student handbook provides guidance and regulations for students accepted into the Presbyterian School of Nursing at Queens University of Charlotte. Students are responsible for knowing and meeting the requirements in this handbook, including specific sections dedicated to their specific nursing program. It does not, however, replace the Queens University of Charlotte Catalog or the University Student Handbook.

Note: This handbook was correct at the time of printing. The Dean of the Presbyterian School of Nursing reserves the right to make changes to this handbook as necessary. Academic regulations amended while a student is in the program may well be deemed to apply, regardless of the policies stated in the handbook. Changes will be communicated to students in class or via their program mail.

Table of Contents

History and Overview	1
Honor Code.....	2
Mission and Vision	3
Programs of Nursing, Statement of Purpose, Expected Outcomes and Accreditation	4
School of Nursing Organizational Table	6
General Requirements.....	7
Special Requirements.....	10
Student Rights and Responsibilities	14
Student Organizations	16
Student Representation on Nursing Committees.....	18
Credit by Examination and Validation of Prior Learning	22
Grading	23
Behavior.....	25
Application and Admission.....	27
Continuation.....	29
Dismissal.....	30
Student Standards and Procedures.....	33
Scholarships	38
Awards	40
Graduation/Licensure.....	42
Student Resources	44

History and Overview

The Presbyterian School of Nursing at Queens: Two Histories Join to Create One Future

The Presbyterian Hospital School of Nursing was 101 years old in 2004 when it joined with the Vail Baccalaureate Program in Nursing and the Master's of Science in Nursing Program to become the Presbyterian School of Nursing at Queens University of Charlotte. The Presbyterian Hospital School of Nursing (PHSON) had graduated over 3,800 registered nurses (RNs), who were known across the region for their excellence as bedside nurses. Until 2004, the students from PHSON usually became staff nurses at Presbyterian Hospital, and the brightest staff nurses often went on to complete higher degrees and to become faculty in PHSON.

By 2004, the Vail BSN program, established in 1979, had produced about 500 RNs. Historically, there were several connections between PHSON and Queens. From the 1930s through the 1960s, Queens offered a baccalaureate program in nursing for RNs, and many of these students were PHSON alumni. In the 1980s, a program was established between the two schools in which PHSON students attended Queens before and after becoming RNs and then received the BSN from Queens. Many PHSON alumni have been strong friends of Queens throughout much of its history.

Upon its formation, the Presbyterian School of Nursing at Queens became the largest private producer of new RNs in North Carolina. The students within the school, as well as the faculty and staff uphold the proud traditions that led to our formation, as we continue to lead the way for the nursing workforce of the future.

Queens University of Charlotte Honor Code

As a member of the Queens University of Charlotte community, I will endeavor to create a spirit of integrity and honor for its own sake at Queens University of Charlotte.

Academic Pledge: I pledge truthfulness and absolute honesty in the performance of all academic work.

Community Pledge: I pledge to be truthful at all times, to treat others with respect, to respect the property of others and to adhere to university policies.

Accepting both the privileges and responsibilities of living by this Code of Honor, I resolve to uphold this code and not to tolerate any violation of its spirit or principles.

Violations of the Honor System include, but are not limited to, destruction of academic resources, falsification and fabrication, theft, and academic dishonesty. Examples of academic dishonesty are:

1. Cheating: intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices in an academic or clinical experience;
2. Plagiarism: submitting material as own work without indicating its source; and
3. Helping another person to commit an act of academic or clinical dishonesty.

Violations of the Honor System will result in appropriate discipline up to and including permanent dismissal from the school.

Mission and Vision

Mission

The Presbyterian School of Nursing at Queens University of Charlotte prepares nurses to meet the healthcare needs of diverse communities and to provide leadership to the profession. The School of Nursing creates a dynamic learning environment that provides options for seamless progression in nursing education and serves as a community resource.

Vision

The Presbyterian School of Nursing at Queens University of Charlotte aspires to be recognized as a leading and unique school of nursing the Southeast, distinguished by our commitment to excellence in preparing nurses of all levels to meet the healthcare needs of the people of the region.

Values

The Presbyterian school of Nursing at Queens University of Charlotte embraces and affirms the stated core values of Queens University of Charlotte:

- Focus on students
- Integrity and respect
- Stewardship
- Creativity and innovation
- Service to others

Programs of Nursing, Statement of Purpose, Expected Outcomes and Accreditation

The pre-licensure programs of the Presbyterian School of Nursing at Queens University of Charlotte are approved by the North Carolina Board of Nursing. For further information, you may contact the NCBON at:

North Carolina Board of Nursing
P.O. Box 2129
Raleigh, NC 27602-2129
Phone: 919-782-3211
Fax: 919-781-9461
E-mail: email@ncbon.com
www.ncbon.org

BSN Program

Program Statement of Purpose

The Bachelor of Science in Nursing Program at Queens University of Charlotte prepares individuals to assume entry level, generalist professional nursing positions. The program creates an atmosphere in which the individual can develop the knowledge, skills and attitudes consistent with values-based practice and evidence-based care. A positive, supportive educational environment is provided to sustain and promote lifelong learning. The program provides the necessary background commensurate with pursuit of graduate nursing education.

Program Outcomes

- 1. Demonstrate safe and competent patient-centered nursing care within a variety of health care settings.*
- 2. Communicate effectively and collaboratively within interdisciplinary contexts.*
- 3. Implement therapeutic interventions, planned in partnership with other health care providers, to promote the health of individuals, families, and populations.*
- 4. Integrate critical thinking, creativity, and problem-solving skills into professional practice which result in the evidence to support safe nursing care.*
- 5. Provide culturally sensitive, respectful nursing care.*
- 6. Facilitate and coordinate resources that ultimately provide advocacy and access for individuals, families and populations, while continually striving for quality improvement for all.*
- 7. Interpret the dynamic influences of a global perspective on health care, including issues relevant to populations, environment and economics.*
- 8. Utilize an array of current information-systems and technology to support evidence-based care.*
- 9. Demonstrate explicit individual commitment to values-based practice.*

In addition to describing and defining the program's theoretical base, the Program Purpose Statement and Program Outcomes support the CCNE *Essentials for Baccalaureate Nursing Education* (as they must, per our accreditation standards) and the Institute of Medicine's Core Competencies for Nursing Education (as they must, for NC Board of Nursing approval).

Accreditation

The Bachelors of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education. For further information about the accreditation of the program, please contact:

Commission on Collegiate Nursing Education
One Dupont Circle NW, Suite 530
Washington, DC 20036-1120
Phone: 202-877-6791
www.aacn.nche.edu

ASN Program

The ASN organizing framework is based on the belief that learning is self directed, logical and moves progressively from the simple to the complex. The framework is organized to achieve structure, sequence and cohesiveness of the curriculum. The horizontal concepts are nursing, health, environment, and person, which serve to provide the structure and sequence. The vertical concepts are critical thinking, communication, collaboration, and therapeutic nursing interventions, which are the threads that provide cohesiveness throughout the curriculum. The purpose of the ASN program is to prepare graduates who can fulfill the expected outcomes identified herein:

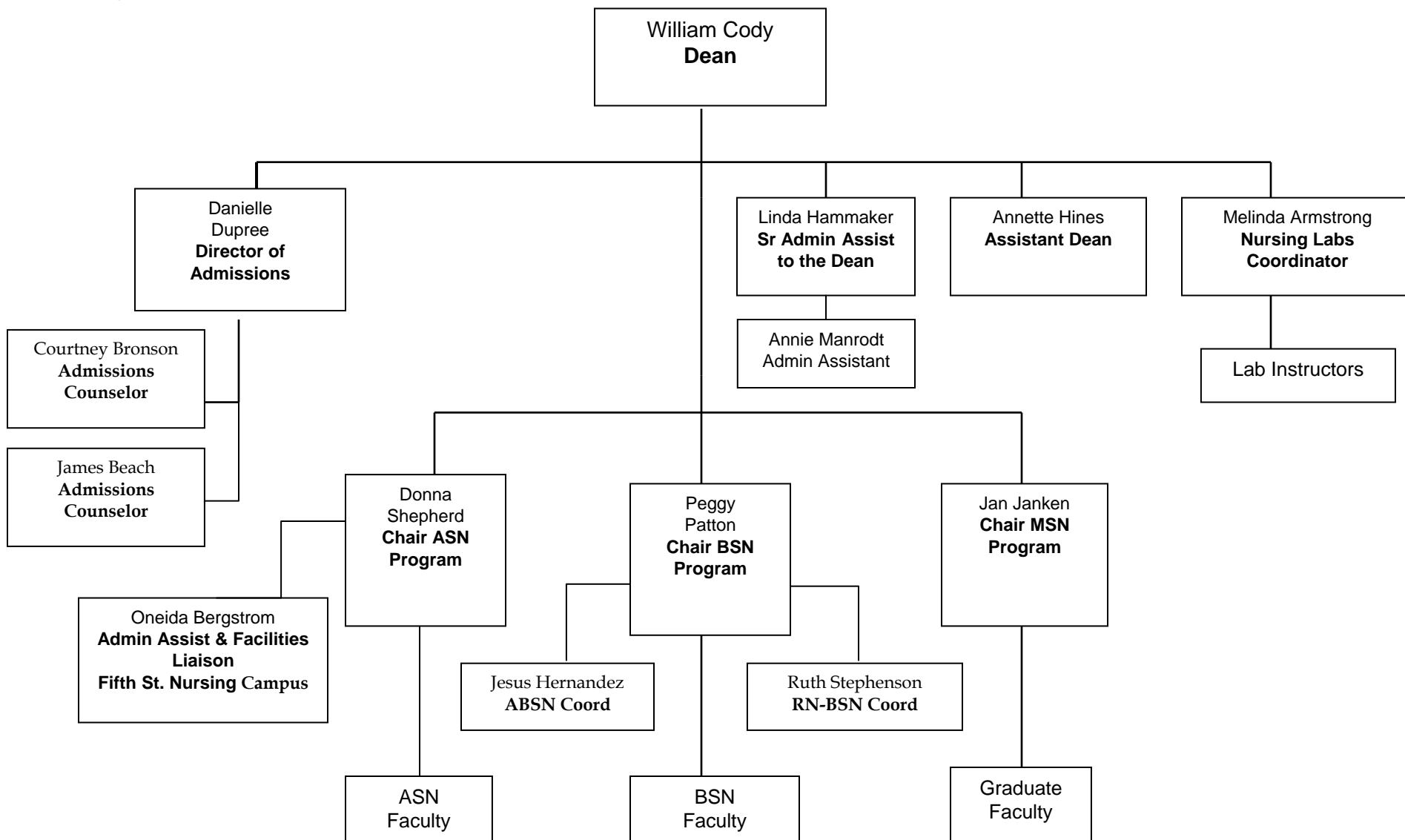
1. To prepare competent beginning practitioners with essential knowledge and skills that facilitate critical thinking and a holistic, caring approach to the health care needs of society.
2. To promote a nurturing and intellectually stimulating environment that encourages the pursuit of knowledge and facilitates personal growth, accountability, respect for self and others, and contribution to the community.
3. To present nursing as a unique, viable, dynamic and proactive profession that adapts to the availability of resources and the changing health care needs of a culturally diverse society.

Accreditation

The Associate of Science in Nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC). For further information about the accreditation of the program, please contact:

National League for Nursing Accrediting Commission
61 Broadway, 33rd Floor
New York, New York, 10006
Phone: 212-363-5555
www.nlnac.org

**Presbyterian School of Nursing
Organizational Table 2009-10**



Student General Requirements

Confidentiality

Nursing students have access to data of a sensitive nature. Students are expected to exercise common sense and good personal judgment in handling such information. The student will receive a copy of the clinical facilities' policy on confidentiality in its entirety and will be required to sign a copy of the "Confidentiality Agreement".

Any student who witnesses or suspects any breach of any confidentiality policy is expected to report the incident to his/her instructor or academic adviser.

Students must regard their Queens ID badge as equivalent to a personal signature and it should be protected as such.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Students will be trained in confidentiality and the HIPAA policies and procedures. Faculty review the HIPAA policies with students at each clinical orientation for any agency that the student attends.

Students' records will be kept in a confidential, locked area with access limited in accordance with the record policy. Discussions concerning students' personal health information will be conducted in privacy. Only personnel with a need to know will have access to the PHI of applicants and students.

Misuse of health information includes but is not limited to the following:

1. Accessing medical record information about any patient, including an employee or fellow student, by someone who is not assigned to care for the patient.
2. Discussing a particular patient's case inappropriately (disrespectfully, needlessly, or in a gossipy manner).
3. Removing confidential data from the clinical site in any format, such as portions of a medical record or chart.
4. Lending or using an ID badge belonging to someone else.

Students who violate the confidentiality policy will be subject to discipline up to and including dismissal from the school.

Student Medical Forms

Evidence of physical and emotional health that will enable the applicant to provide safe nursing care to the public is required for admission to, progression within, and graduation from the nursing programs. Student medical forms are available on the Presbyterian School of Nursing Web page at www.queens.edu/nursing/students/current.asp and must be completed by a physician, physician assistant, or nurse practitioner. State law requires all students entering college in the state of North Carolina to meet certain immunization requirements. Our clinical agencies used for student practice may request additional immunizations as noted in the student medical forms. If these requirements are not met, dismissal from school is mandatory.

Drug Screen

Consistent with healthcare practice regarding a drug-free environment, all clinical students in participating educational programs must provide documentation of a negative (urine), five-panel drug screen that has been collected and processed using a NIDA approved laboratory.

Chain of custody in handling of the specimen must be maintained. Students accepted to any program of study in the School of Nursing must submit documentation of the negative drug screen prior to course enrollment. Testing must have been done within a 6-month period prior to the first day of class of the first semester in which the student is enrolled. Students will not be permitted to enroll in courses unless the drug screen is negative. A form for this drug screen is included in the student medical forms.

Criminal Background Checks

The Joint Commission on Accreditation of Healthcare Organizations (also known as JCAHO or simply Joint Commission) generally requires hospitals, childcare facilities and other agencies/organizations to perform criminal background checks on all persons involved in direct patient care, which can include employees, volunteers, and students. Based on these requirements and the school's desire to facilitate the best clinical experiences to assist our graduates to ultimately become licensed registered nurses, a system of self-disclosure and a criminal background check has been implemented. Refusal to complete the self-disclosure or sign consent to conduct a background check will prevent the student from participating in any patient care activities.

CPR Certification

While enrolled in the Presbyterian School of Nursing, all students are required to maintain continuous CPR certification for Healthcare Provider CPR. This includes:

- Adult CPR and relief of airway obstruction
- Child CPR and relief of airway obstruction
- Infant CPR and relief of airway obstruction
- Automated External Defibrillation

A copy of the current card must be submitted to the designated program representative at the beginning of the first nursing program semester. Students are responsible for obtaining their own CPR certification and recertification classes as needed. Students who fail to submit this documentation will not be allowed to attend clinical practice.

Yearly TB Screening

While enrolled in the Presbyterian School of Nursing, all students are required to maintain yearly tuberculosis screening. A two step PPD must be completed upon admission to the nursing program, followed by a single PPD each year thereafter. History of a positive TB skin test and subsequent negative chest x-ray necessitates the submission of a PSON Annual TB Screening Tool. If a documented allergy to the PPD exists, other arrangements will be made by the specific nursing program. Students who fail to submit this documentation will not be allowed to attend clinical practice.

Infectious or Communicable Disease

Students who have infectious or communicable disease are relieved of classroom attendance and patient contact until they have been determined to be free of infection and/or present no threat to the health of classmates, employees or patients. Students who have had an infectious or communicable disease must provide clearance to return to normal activities by their private physician.

Mandatory Health Insurance

Queens University of Charlotte requires all nursing students to carry individual health and accident insurance. All students in the Presbyterian School of Nursing will be provided with the

opportunity to purchase coverage under the Queens plan.

Nursing students will be billed each semester for this coverage. If students have comparable coverage and wish to waive coverage under the Queens Health Insurance Plan, they must submit an Online Waiver Form by September 15 for students admitted for the fall semester, and January 15 for students entering in the spring term. Once the Online Waiver Form has been completed, health insurance charges will be removed from the tuition bill.

To complete the Online Waiver Form, visit www.aetnastudenthealth.com, click on “Find Your School” and enter your school name, Queens University of Charlotte. It is important to remember that the Online Waiver Form must be resubmitted each year. The form will be available from June until the deadline in September.

An overview of the Queens plan is available online. Detailed information about the plan is available at the Queens Student Health and Wellness Center.

Student Special Requirements

TECHNICAL STANDARDS

Technical standards are essential functions that are non-academic in nature and include the areas of cognitive, communication, psychomotor, physical, behavioral, professional and social skills and abilities. These essential technical standards, personal attributes and other qualifications are for admission, progression, and graduation for all nursing applicants and students.

Technical standards for Queens University of Charlotte are as follows:

Behavioral/Social:

All candidates and students must have the ability to demonstrate behavioral/social skills including, but not limited to:

- Relate to patients*, colleagues, faculty and other health care professionals with integrity, honesty and without discrimination, prejudice or intolerance.
- Maintain sensitive, harmonious and effective relationships with patients, faculty, colleagues and other health care providers.
- Function effectively and maintain emotional stability, in environments that may change rapidly, unpredictably and/or without warning.
- Develop effective therapeutic relationships with patients and families of diverse religious, cultural, social or economic backgrounds.
- Adapt to the environment, function in everyday activities and cope with stressors.

* *The term "patients" as used herein includes patients, family, individuals and groups.*

Beginning list of examples of specific activities:

- *Emotional skills sufficient to remain calm in emergency situation.*
- *Behavioral skills sufficient to demonstrate prompt completion of all responsibilities related to the diagnosis and care of clients.*
- *Interpersonal skills sufficient to communicate effectively with clients and families of diverse backgrounds and beliefs.*

Cognitive:

All candidates and students must have the ability to demonstrate cognitive skills including, but not limited to:

- Read and comprehend detailed written material in English.
- Gather data, develop a plan of action, establish priorities and monitor treatment plans and therapeutic modalities.
- Engage in critical thinking in both class and clinical situations.
- Solve problems involving measurement, calculations, reasoning, analysis and synthesis.
- Consider alternatives and make decisions for managing and intervening in patient care.
- Access and comprehend spatial relationships.

Beginning list of examples of specific activities:

- *Cognitive skills sufficient to calculate appropriate medication dosages with clients having different parameters*
- *Ability to comprehend spatial relationships adequate to properly administer injections or access wounds of varying depths.*

Communication:

All candidates and students must have the ability to demonstrate communication skills including, but not limited to:

- Communicate accurately, clearly, efficiently and sensitively with patients, families, faculty, colleagues and other members of the health care team in English.
- Give and receive feedback clearly.
- Read and understand written documents in English and solve problems involving measurements, calculations, reasoning, analysis and synthesis.
- Gather data, develop a plan of action, establish priorities and monitor treatment plans and modalities and evaluate patient reactions.
- Communicate information on patient status with accuracy in a timely manner.
- Convey information to patients in a manner that is understandable by patients, families, peers, faculty and other health care providers.
- Give verbal directions to or follow verbal directions from other members of the health care team and to participate in health care team discussions of patient care.

Beginning list of examples of specific activities:

- *Communication skills sufficient to obtain and record information about health history, current health state or responses to treatment from patients or family members.*
- *Ability to convey information to clients and others as necessary to teach, direct and counsel patients.*

Sensory and Motor Abilities:

All candidates must be able to demonstrate sensory and motor abilities including, but not limited to:

- Execute movements required to provide general and emergency care and treatment to patients in all health care settings.
- Use gross and fine motor skills, physical endurance, physical strength and mobility to carry out nursing procedures.
- Use fine motor skills to obtain assessment information by palpation, auscultation, percussion and other diagnostic maneuvers.
- Elicit information from patients via observation, palpation, auscultation, and percussion, as well as carry out diagnostic maneuvers.
- Physically endure assigned periods of clinical practice.
- Carry out patient care procedures, such as turning and lifting of patients, tracheotomy care or airway suctioning.
- Gather data from written reference materials, oral presentation, demonstrations and observations of the patient in a variety of health care environments.

Beginning list of examples of specific activities:

- *Sensory and motor skills sufficient to assess and/or evaluate patient responses and perform nursing interventions safely and accurately*
- *Possess the visual acuity sufficient to distinguish color shades, observe patient responses, distinguish graduation on syringes when drawing up medications, visualize appearance of surgical or traumatic wounds;*
- *Auditory ability sufficient to hear alarms, emergency signals, cries for help, auscultatory sounds;*
- *Possess the tactile ability sufficient to palpate, percuss, perceive pulsations, temperature changes, differential between structures and textures.*

Professional Conduct:

All candidates must be able to demonstrate professional conduct including, but not limited to:

- Abide by professional standards of nursing practice.
- Relate with patients, colleagues, faculty and other health care professionals with integrity and honesty; without discrimination, prejudice, or intolerance.
- Deliver patient care to diverse populations and in a diverse setting.
- Demonstrate ethical behavior, including adherence to the professional nursing standards, student honor codes, and school or agency policies.
- Candidates and students must possess sufficient interpersonal skills to interact positively with people from all levels of society, all ethnic backgrounds and all belief systems.

Beginning example of specific activities:

- *Possess skills necessary to interact positively with people from all levels of society, all ethnic background, health problems all belief systems in all setting and with a variety of health issues.*

These skills are necessary to ensure the health and safety of patients, students, faculty and other health care providers. Students must maintain satisfactory demonstration of academic and technical standards for admission, progression and graduation from the Presbyterian School of Nursing, with or without reasonable accommodations.

Certified Nursing Assistant Requirement

Applicants to both the ASN and BSN programs must complete a NC state approved Certified Nursing Assistant course, or review course, and be listed on the NC NA1 Registry at least six weeks before the beginning of nursing classes. This listing must remain current until the nursing classes begin. Information on NC approved programs is available at www.ncdhhs.gov/dhsr/hcpr/guide.html

Students with Disabilities

The School of Nursing complies with the Americans with Disabilities Act of 1990, the Civil Rights Restoration Act of 1987, and Section 504 of the Rehabilitation Act of 1973. Documentation submitted by a nursing student regarding the student's disability or need for accommodation will be reviewed by Sandy Rogelberg, MA, LPC, NCC in **Student Disabilities Services**. She may be contacted at 704-337-2508 or rogelbes@queens.edu. This information will be considered strictly confidential and will NOT be furnished to any outside source without the student's permission.

Latex Reactions

The Presbyterian School of Nursing recognizes the importance of maintaining and ensuring safe work and learning environments for faculty and students. The National Institute for Occupational Safety and Health (NIOSH) has requested assistance in preventing latex allergies and educating those workers who have or are at risk for developing latex allergies. The Americans with Disability Act (ADA) does not contain a list of medical conditions that constitutes disabilities. Instead the ADA has a general definition of disability that each person must meet. Therefore, some people with latex allergy will have a disability under ADA and some will not (Office of Disability Policy of the Department of Labor). Any faculty or student suspecting they have an allergy to latex requiring accommodation must first consult with the Manager of Student

Disability Services at QUC for steps to follow to seek verification and documentation of confirmed allergy.

Student/Faculty Responsibilities:

- Education will be provided in entry level nursing courses regarding latex allergies. Faculty will review the types of reactions, levels and routes of exposures and common products containing latex. Students and faculty will be expected to report any signs and symptoms that might be indicative of latex allergy.
- In the event that a student/faculty member experiences any signs/symptoms of a reaction, he/she will be referred immediately to the Student Health and Wellness Center or personal physician for assessment.
- If it is determined that the student/faculty member is has had a confirmed latex reaction, clearance must be obtained from a physician prior to re-entering the Skills Lab or clinical setting. Emergency instructions in the event of further reactions must be obtained.
- Latex-free or powder-free gloves will be available for students/faculty who have completed the appropriate procedures.
- An “Epi-pen” for emergency treatment of severe reactions is available in each program’s main office.

RN Licensure

RN students must also have:

- Current, unrestricted license as a registered nurse.
- Professional liability insurance (in amounts of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate).

Student Rights and Responsibilities

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, MD (2006).

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, life style, disability, or economic status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.
8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.

14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.
18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

Student Organizations

BSN Program

Queens University of Charlotte Association of Nursing Students

Queens University of Charlotte Association of Nursing Students (QUCANS) is a chapter of the North Carolina Student Nurses Association and is affiliated with the National Student Nurses Association. It is dedicated to promoting the growth and development of the professional nursing student. QUCANS facilitates collaboration of pre-nursing and nursing students through fund-raising activities, community projects, and interesting, helpful programs on a variety of nursing related topics. QUCANS works closely with local, state, and national organizations to promote information and education with the chapter.

Any student who is preparing for registered nurse licensure in the BSN program at Queens, or an RN in the BSN program at Queens, can join QUCANS. A membership drive is held every fall, but an interested student may join at anytime during the year. Annual membership dues to QUCANS are \$5.00. Annual dues for state and national membership are \$30 for the first year. For further information, contact the current QUCANS President or QUCANS Advisor.

Sigma Theta Tau International

Sigma Theta Tau is the honor society of nursing and it exists to promote the development, dissemination and utilization of nursing knowledge. Sigma Theta Tau International is committed to improving the health of people worldwide through increasing the scientific base of nursing practice. In support of this mission, the society advances nursing leadership and scholarship, and furthers the use of nursing research in health care delivery as well as in public policy.

Based on a commitment to strengthening nursing and nursing scholarship, Sigma Theta Tau International provides members services through chapter, regional, national, and international forum. Programs and services encompass education, leadership, recognition, networking and career development. Respect for scholarly discipline, research and strength through group interaction are fostered in all of Sigma Theta Tau international activities. Members from a worldwide community of scholars recognizable within the profession and by the public, who act to sustain, support and interpret nursing's development and to provide vision for the future both of the discipline and of health care.

Membership selection: Students from baccalaureate nursing programs must have a grade point average of at least 3.0 on a 4.0 scale. Baccalaureate student candidates must also rank no lower than the highest 35% of their class in scholarship and shall have completed at least one-half of the required nursing component of the curriculum.

Mu Psi Chapter-at-Large: The Mu Psi-Chapter-at-Large of Sigma Theta Tau was chartered in 1992 as a collaborative effort with Wingate College. When Wingate University closed its Nursing Program, Queens was the only sponsoring university. In January 2004, Mu Psi-Chapter-at-Large was rechartered to include Queens University of Charlotte and Gardner-Webb University. The chapter holds at least two educational programs each year and co-sponsors an additional program with Gamma Iota Chapter (at UNCC). Annually, qualified students are invited to apply for membership. Induction into Mu Psi Chapter-at-Large occurs each April.

ASN Program

SNAPS

The Student Nurse Association at Presbyterian School of Nursing (SNAPs) is a volunteer committee organized for the benefit of currently enrolled ASN students. It is affiliated with The National Student Nurses Association, which promotes student peer support, retention, recruitment, accountability, and advocacy for the highest quality of patient care while using the principles of transcultural nursing. SNAPs was named by the ASN students and follows the mission of pursuing excellence in academics and clinical practice, mentoring other student nurses, building relationships, and providing community service. This committee is committed to providing students with opportunities for professional development, critical thinking exercises and service based learning. Members are encouraged to attend at least four community experiences a year. All students currently enrolled in the ASN program are welcome to join.

Phi Theta Kappa

Phi Theta Kappa, founded in 1918, is recognized as the official honor society for two-year colleges by the American Association of Community Colleges. It is the national honor society for ASN students. This organization recognizes scholastic achievement by the students and promotes leadership, scholarship, and academic excellence among its members. ASN students who meet the academic requirements are inducted annually.

Student Representation on Nursing Committees

Presbyterian School of Nursing

Student representation is part of the PSON Faculty Organization, Nursing Student Qualifications, and Resource Development Committees of the Presbyterian School of Nursing.

PSON Faculty Organization

A. Objectives:

1. Develop the philosophy, goals, and organizing framework of the school.
2. Formulate, recommend, implement and evaluate policies to facilitate the administration of the school.
3. Plan, implement, and evaluate the structure, governance, and programs of the PSN.
4. Utilize standing and ad hoc committees to facilitate planning and implementation of the programs.
5. Review and take action on recommendations from the committees of the Faculty Organization.
6. Create and maintain a forum for discussion of matters pertaining to the nursing programs.

B. Responsibilities:

1. Develop and implement Bylaws, policies, and procedures.
2. Ensure meeting program objectives.
3. Develop, implement, and evaluate programs of nursing education.
4. Function in a manner consistent with the mission and goals of the university, the school and the nursing education programs.

C. Meetings:

A full faculty meeting shall be held in May for the purpose of hearing annual reports from committees. The Organization shall meet at least once per semester. Special meetings may be called by the Dean or designee. Twenty-four hour notice will be given, if possible. All voting members of the Faculty Organization shall be expected to attend all faculty meetings.

Nursing Student Qualifications Committee (NSQC)

A. Objectives:

1. To admit, place, and monitor progression of qualified students in the programs of nursing.
2. To implement student policies for each of the programs of nursing.

B. Responsibilities:

1. Approve qualified applicants for admission to the programs of nursing.
2. Determine placement of students when they are accepted into one of the programs.
3. Recommend policies and procedures regarding admission and progression through the programs.
4. Utilize established policies and procedures to admit, re-admit, and dismiss students.
5. Act on student appeals related to admission and progression and make recommendations to the PSN Faculty Council.
6. Recommend recipients for awards and scholarships.
7. Update Student Handbooks annually.
8. Make decisions for nonacademic student failures and professional conduct issues.

C. Meetings:

The NSQC shall meet each semester and as called by the Chair.

Resource Development Committee (RDC)

A. Objective:

Review and suggest additions and deletions for library holdings, audiovisuals, lab equipment, and other learning resources.

B. Responsibilities:

1. Examine existing library holdings to determine appropriate additions and deletions.
2. Make requests for library materials as appropriate on behalf of nursing faculty and students.
3. Recommend acquisitions of audiovisual materials and equipment to the Chairs of the programs.
4. Make recommendations to the Faculty Organization regarding policies and procedures affecting the use of audiovisual and library holdings and committee functioning.
5. Identify sources of outside funding to improve resources for the programs.

C. Meetings:

The Resource Development Committee shall meet each semester and as called by the Chair.

BSN Program

Student participation is valued on the BSN Curriculum Committee and BSN Faculty Organization. At the beginning of each fall semester, faculty will ask each class to select their student representatives to the designated committees. Students will be committee members for the academic year.

BSN Faculty Organization

A. Objectives:

1. Plan, implement, and evaluate the structure, governance, and program of the BSN and MSN programs.
2. Approve policies and procedures for admission of students into the BSN and MSN programs.
3. Approve policies and procedures for progression and graduation of students in the BSN and MSN programs.
4. Review and take action on recommendations from committees of the BSN Faculty Organization.
5. Annually review Bylaws of the organization, making revisions as deemed appropriate.
6. Oversee the selection of students to receive awards, recognition, and scholarships based on established criteria.
7. Annually review, revise, and evaluate the programs using the Program evaluation Plan and other methods.

B. Responsibilities

Develop and implement Bylaws, policies, and procedures to ensure meeting program objectives and functioning of the faculty in a manner consistent with university, school, and program mission and goals.

C. Meetings

The Organization shall meet at least monthly and as deemed necessary by the Chair.

BSN Curriculum Committee

A. Objectives:

1. Develop, implement, and review a curriculum for the BSN program which is logically organized, internally consistent, and academically sound.
2. Make recommendations to the Faculty Organization regarding the BSN curriculum.

B. Responsibilities:

1. Review proposals for curriculum revision.
2. Make recommendations to the faculty Organization regarding revision of the BSN curriculum.
3. Evaluate curriculum related criteria according to Program Evaluation Plan.
4. Review and make recommendations for revision in the University catalogs.
5. Solicit and utilize feedback regarding curriculum from communities of interest.

C. Meetings:

The BSN Curriculum Committee shall meet as necessary; at least once per semester.

ASN Program

Student Representation in the ASN Program

Two overall class representatives will be elected for each freshman class during their first semester of the ASN program. These representatives will act as liaisons between their peers and the faculty advisors for their class.

Two representatives from each freshman class will be elected for membership in the ASN Curriculum Committee, and are expected to alternate attendance at the ASN Curriculum Committee monthly meetings. The objective of the ASN Curriculum Committee is to coordinate activities of the faculty related to the formal program of instruction.

Two students from each freshman class will be elected to alternate attendance at the monthly ASN Faculty meetings in order to represent their class and to express concerns to the faculty on behalf of their class.

All elected students will continue to serve until a request for replacement is made to their faculty advisors.

ASN Faculty Organization

A. Objectives:

1. Develop the philosophy, goals, organizing framework and curriculum of the program.
2. Formulate, recommend, implement and evaluate policies to facilitate the administration of the program.
3. Assume overall responsibility for planning, implementation, and evaluation of the ASN curriculum.
4. Utilize standing and ad hoc committees to facilitate planning and implementation of the program.
5. Assure continuing quality of the program through a planned system of total program evaluation.
6. Identify and monitor desired program outcomes.
7. Create and maintain a forum for discussion of matters pertaining to the ASN program.

B. Responsibilities:

Develop, implement, and evaluate a program of nursing education leading to licensure as a Registered Nurse.

A. Meetings:

A full faculty meeting shall be held in May for the purpose of hearing annual reports from committees. A Summary of Program Evaluation Plan shall be presented by the Chair at this meeting. The Organization shall meet monthly, except in June and July. Special meetings may be called by the Chair or designee. Twenty-four hour notice will be given, if possible. All members of the ASN Faculty Organization shall be expected to attend all faculty meetings.

ASN Curriculum Committee

A. Objectives:

Coordinate all activities of the faculty related to the formal program of instruction.

B. Responsibilities:

1. Evaluate the curriculum in relation to the school's philosophy, goals, conceptual framework and curriculum objectives.
2. Develop, implement, and evaluate a curriculum that is responsive to the needs of the School, accrediting and approval agencies, and trends in nursing and health care.
3. Review yearly and recommend changes in policies related to curriculum in Faculty Handbook. Report the findings of the review in the Annual Report of the committee.
4. Communicate matters brought before the committee to the faculty.
5. Facilitate the development and the evaluation of valid and reliable evaluation materials.

C. Meetings:

The ASN Curriculum Committee shall meet each month and as called by the Chair.

Credit by Examination and Validation of Prior Learning

LPN Credit

Licensed Practical Nurses may request an exemption from the clinical component only of the first clinical nursing course, in either the ASN or BSN program, by submitting the following to NSQC:

- A copy of current, unrestricted NC LPN License, or license from a state in the Nursing Licensure Compact (NLC). A listing of NLC states is available at: www.ncsbn.org/nlc.htm;
- Graduation from an accredited LPN program within the last 5 years OR evidence of a minimum of 2000 hours of work as an LPN in the 30 months prior to admission to the major;
- A written, positive recommendation from previous nursing faculty and/or current nursing employer that speaks to clinical competency.

After successfully attending all classes, meeting course objectives and passing course tests, the student will receive the full credit for the nursing fundamentals course. These course requirements must be met during the regular semester that the course is offered. Students who ask for and receive this exemption will still be responsible for the full cost of the first nursing course.

Policy: Health Assessment Proficiency Examination

- RN students may request permission to challenge NURS 302 by written exam and physical examination demonstration prior to acceptance to the major. Failure to successfully complete the challenge exam necessitates successful completion of NURS 302 Health Assessment.
- A pre-licensure BSN student with prior health assessment experience may request permission to challenge NURS 302. A request describing the student's prior physical assessment experience should be submitted to the NSQC for consideration.

Policy: Validation of Prior Nursing Education for RN Students

Standardized tests will not be required for an RN student who is a graduate of an ADN or an NLNAC accredited program and who meets ONE of the following criteria:

- Graduation within 5 years prior to admission to the major.
- A minimum of 2000 hours of work as an RN in the 30 months prior to admission to the major.

RN students who do not meet the above requirements will be required to take and pass standardized exams that cover all areas of nursing.

Thirty-six hours of non-upper division nursing credit will be awarded to the RN student who is not a graduate of the PSON ASN once NURS 310 has been successfully completed and admission to the major is granted.

Grading

Course Grades

Grade reports are sent to students via the My Queens portal at the end of each term. Nursing courses in the School of Nursing use the following system of grades:

Grade	Interpretation
A	93-100
A-	91-92
B+	88-90
B	86-87
B-	84-85
C+	81-83
C	79-80
C-	77-78
D+	74-76
D	69-73
F	Below 68

Clinical Grades

The clinical laboratory portion of each nursing course is graded as follows:

S – Satisfactory Performance – performance that is within the scope of safe nursing practice and is in full accordance with the criteria listed in the clinical and course objectives.

NI – Needs Improvement – performance that is within the scope of safe nursing practice but is not in full accordance with criteria specified in the clinical and course objectives.

U – Unsatisfactory Performance – performance that is not in accordance with safe nursing practice or with criteria specified in the clinical and course objectives.

A midterm evaluation will be completed. An NI given at midterm will be discussed and documented with the student.

To be successful in the course, the student will achieve S on all the criteria listed in the clinical and course objectives.

A final grade of U in the clinical portion of any nursing course automatically results in a course grade of F.

Notification of Grades

To maintain confidentiality, grades on tests, homework, projects, papers or standardized testing scores are communicated in a confidential manner. Grades are not communicated by telephone or email.

Policy: Assistive Technology

Devices, such as PDAs, calculators or other electronic devices are not allowed into an examination session for use by students unless faculty has approved use of those devices for all students prior to the examination. One exception to this is the use of assistive devices that have been approved by Student Disability Services. In instances where an assistive device has been approved by Student Disability Services, the student should provide documentation to the

course faculty prior to using the assistive technology.

Policy: Incomplete Course Work

Consistent with Queens University of Charlotte policy, the temporary grade of incomplete (I) may be given at the discretion of the course faculty. A grade of "I" can only be assigned if the student is passing the course. Students who have received the grade of "I" must complete the course work as outlined in the university catalog.

Behavior

Policy: Classroom Behavior

Faculty and students share responsibility for creating an appropriate learning environment. Faculty and students have the right and responsibility to expect appropriate classroom behavior. Children and pets are not appropriate in the classroom.

Students should not:

- Be inattentive to classroom activities.
- Behave in a manner that distracts others.
- Create inappropriate classroom noise; this noise includes, but is not limited to cell phones, beepers, side conversations among students, monopolization of conversation, frequent getting up and down while class is in session.
- Do any side reading or study other subjects during class.

Policy: Clinical Behavior

Students are responsible for their own transportation to and from all clinical experiences.

All students are required to attend all clinical experiences. In the event of an absence, for any reason, the student must notify the agency and faculty as outlined in the course syllabus. Failure to do so may result in an unsatisfactory clinical grade for the semester. All clinical absences will be made up, the manner determined by course faculty/team. A clinical absence is defined as any day or partial day the student is not in the clinical setting.

A student may be denied clinical experience (i.e., dismissed from the clinical site) for any of the following reasons:

- Is unprepared to provide safe and effective care.
- Appears to be either physically and/or psychologically ill.
- Appears to be under the influence of alcohol and/or drugs.
- Refuses to care for any patient for other than professional reasons (as defined by clinical agency policy).
- Is unaware of own limitations or fails to seek help when limitations are recognized;
- Not adhering to the dress code.
- Is tardy.
- Demonstrates behavior which conflicts with safety essential to nursing practice.
- Demonstrates behavior or pattern of behavior that raises serious questions about the student's fitness to practice.
- Demonstrates behavior that is disruptive to self, other students' learning or to the staff's ability to provide care for patients.
- Exceeds the scope of RN practice.

Procedure: Removal of Students from Class or Clinical

If a student demonstrates behaviors unfit for the classroom or clinical area, the faculty will:

1. Remove the student from the area immediately.
2. Request another faculty or staff member to observe the student and document the observations (if possible).
3. Ask the student to explain his/her condition and record the student's response. After the student offers an explanation, the faculty or staff member must decide if violation of the Classroom Behavior policy has occurred.
4. If it is determined that this policy has been violated, the faculty or staff member will

contact the Chair or designee, who will be notified that the student has been dismissed from clinical/class.

5. If it is determined that the student is not fit to remain in class or the clinical area, the faculty will release the student to a means of safe transportation.

Policy: Academic Grievances

The judgment of a faculty member about a student's work (grades or other evaluation of assignments) is not within the scope of academic grievances. If a student feels an error in computation has been detected the faculty should be consulted. If a satisfactory agreement is not reached the student may consult with the Chair of the Program.

Policy and Procedure: Nonacademic Grievance Policy

Students may submit a formal written complaint about a nonacademic matter. Formal written complaints regarding any nursing program are submitted to the Dean of the School of Nursing, and, if received elsewhere, are reported to him/her. Upon receiving the complaint in writing, the Dean will:

1. Review the complaint thoroughly, obtaining relevant documentation and other information needed to assess whether all policies and procedures were followed.
2. Notify the Vice President for Academic Affairs of the receipt of the complaint and provide a copy as necessary.
3. Ensure that the complainant receives a timely response specifically addressing the allegations and notifying the complainant of any actions by the School or University prompted by the complaint.
4. Record the receipt of each complaint, by program in a manner to enable aggregation and tracking of the number, type, and resolution of complaints. This record will be maintained in the Dean's office.
5. As appropriate, the program chairperson will be notified of the complaint and may be involved in the decision process.

Policy: Lines of Authority for Faculty and Students

Students, faculty and staff are to follow the lines of authority as delineated in the organizational chart for the Presbyterian School of Nursing. Concerns should be addressed with the person who is directly responsible and then the issue will move up the lines of authority as appropriate. For students, the appropriate line of authority is as follows: the immediate faculty member, the lead faculty for the course, the chairperson of the program and the Dean of the PSN.

Policy: Student Complaints

Students will submit all complaints in writing to the Dean of the School of Nursing. This does not include normal internal communications necessary to process academic grievances of grades, progression, probation, or dismissal, which are processed through established university procedures (see Queens University of Charlotte Catalog). The Dean will review the complaint thoroughly and notify the Vice President for Academic Affairs of the receipt of the complaint and provide a copy as necessary. The Dean will ensure that the complainant receives a timely response and keep a record of each complaint in the Dean's office.

Application and Admission

Policy: Admission to Queens University of Charlotte

Individuals seeking admission to nursing must first apply to and be fully accepted by Queens University of Charlotte. Refer to the appropriate university catalog for admission requirements.

Policy: Admission to Nursing

Acceptance to the nursing major is competitive and selective. Acceptance is based on meeting the application requirements, overall grade-point average, and grade-point average in the pre-requisite and/or requisite courses. When the number of qualified student applicants exceeds the number that can be admitted, a variety of criteria, including the amount of course work taken at Queens, will be considered. Following formal application into nursing, the Nursing Student Qualifications Committee (NSQC) reviews the student's file. The applicant is notified in writing of the Committee's decision. If an accepted applicant does not enter the major in the semester identified for acceptance, the student may reapply to the major. However, prior admission does not guarantee readmission.

Policy: Application to the Nursing Major

Admission to Queens University of Charlotte does not guarantee admission to the nursing major. The Presbyterian School of Nursing reserves the right to select the applicants considered best qualified for the study of professional nursing. The Presbyterian School of Nursing adheres to the Queens University of Charlotte policy that all persons shall have equal opportunity and access to its education facilities.

Policy: Application Process for Nursing

Applications to the Presbyterian School of Nursing are available online at <http://www.queens.edu/prospective-students/default.asp> of the Queens University of Charlotte website. Please consult this page for applicable deadlines.

Policy: Application Requirements

In order to be considered for admission to a nursing program, a student must have:

- Been accepted fully accepted to Queens;
- A cumulative GPA of 2.5 or greater at Queens and/or previously attended institutions;
- BSN applicants must have a minimum pre-requisite GPA of 2.500; in the case of a repeated course the highest grade is used;
- At least a "C-" in the theory and lab components of all prerequisite and/or requisite courses.

Policy: Clinical Course Requirements

Prior to acceptance into the nursing program and before the beginning of each clinical course, each student must ensure that the Clinical Course Requirements listed below are current and on file in the specific program office. Students may not attend clinical if any of the requirements have expired.

Application requirements consist of the following:

1. Evidence of full acceptance to Queens University of Charlotte.
2. Criminal background checks and finger print checks (finger prints are for BSN only).
3. Each student must have on file in the PSN office current evidence of satisfying the Clinical Course Requirements listed below.

- a. Address, phone number, and email. Students will be given Queens e-mail addresses; faculty will use these to contact students. Non-Queens emails are not to be used, they are often unsafe. The student must immediately inform the PSN and appropriate faculty of any changes in this information.
- b. Personal health insurance as listed in Student General Requirements Section.
- c. In addition to the immunizations required by University, students must meet the requirements listed on the health forms available at www.queens.edu/nursing/students/current.asp

Failure of the student to provide the PSN with any of the above documentation will result in the inability of the student to attend clinical course(s).

Continuation in the Major

Policy: Progression through the Nursing Major

- Standards for academic progression through the nursing major are consistent with Queens University of Charlotte academic regulations (see catalog).
- All nursing courses must be successfully completed with a "C-" or higher. Prerequisites/co-requisites must be met as outlined in the university catalog. Deviations from the identified sequence for any reason must be approved by NSQC. A letter must be submitted to NSQC outlining the request with supporting rationale.
- The nursing curriculum requirements must be completed within four consecutive years after enrolling in the first nursing course.
- Students must have a GPA of 2.0 or greater cumulatively and in the nursing major to graduate.

Policy: Withdrawal from a Nursing Course

Any pre-licensed nursing major who drops or withdraws from any required course with an NURS prefix in either the ASN or BSN (including ABSN) curriculum for any reason, and is interested in continuing in nursing, must reapply to the nursing program. Any application for readmission must be accompanied by a cover letter detailing the reasons for withdrawal and supporting documentation. Re-admission is not guaranteed, and is contingent upon a number of considerations including, but not limited to, grades at time of withdrawal and space available.

Dismissal from the Program

Policy: Dismissal from the Nursing Program

The faculty of the Presbyterian School of Nursing has academic, legal, and ethical responsibilities to protect the public and the health care community from unsafe or unprofessional nursing practice. It is within this context that a student enrolled in the nursing program at Queens University of Charlotte may be dismissed for either academic or professional conduct (non-academic) reasons.

Academic Dismissal

A student will be dismissed from the program if the student receives a grade below a "C-" in any nursing course. ASN and MSN students are dismissed from their program and the University. BSN students are dismissed from the major and the School of Nursing, and are then considered a student in the College of Arts and Sciences or Hayworth College, as appropriate, until a new major is selected.

Professional Conduct Dismissal

The Presbyterian School of Nursing reserves the right to discipline (i.e., place on probation, suspend, or dismiss) a student who does not demonstrate professional conduct. These behaviors include, but are not limited to:

1. Physical, verbal or sexual harassment or abuse and/or insubordination, as well as use of obscene, violent or offensive language or actions that threaten, or are perceived to threaten, the safety of a client, another student, a faculty member, other health care provider, or the public.
2. Physical or emotional problems that do not respond to appropriate treatment or counseling within a reasonable period of time.
3. Behavior that exceeds the scope of student RN practice.
4. Behavior which conflicts with safety essential to nursing practice.
5. Violation of a patient's right to privacy.
6. Behavior or pattern of behavior that raises serious questions about the student's fitness to pursue the nursing profession.
7. Use of substances that may impair clinical judgment.
8. Behavior that results in removal from the clinical arena by the facility.
9. Violation of accepted standards or institutional policies for implementation of nursing care, including, but not limited to, asepsis, treatments, and administration of medications.
10. Omissions of essential components of nursing care regardless of whether actual injury to the client is established.
11. Failure to protect the client's well being.
12. Repeated failure to recognize and/or promptly report significant client data that may produce potential harm to the client.
13. Failure to demonstrate awareness of own limitations in nursing practice or seek appropriate assistance when limitations are recognized.
14. Requiring an inordinate amount of faculty supervision/time due to inadequate preparation for clinical practice, poor clinical decision-making skills, or violations of safety principles and practices that jeopardizes the required supervision of other students by faculty. An "inordinate amount of faculty supervision/time" indicates that the student consistently requires a significantly longer period of time to complete care assignments than would other students at the same point in the program.

15. Falsification of any school reports or clinical agency reports.
16. Theft and/or damage of hospital, school, clinical agency, student, patient or visitor property.
17. Possession or use of firearms, knives or other dangerous weapons on the campus of Presbyterian Healthcare or other educational/clinical agencies associated with the School of Nursing.
18. Conviction of a felony.
19. Consistent failure to apply previously learned principles and practices of nursing.
20. Behavior which is prohibited by the NC Nursing Practice Act, Article 9 of Chapter 90 of the North Carolina General Statutes (NCGS 90-171.37; 90-171.43; 90-171.44).

Policy: Substance Abuse Policy

1. The illegal use, and/or sale or possession of narcotics, drugs or controlled substances by a student at any time is grounds for dismissal.
2. The use of alcoholic beverages is not permitted on corporate property or while students are on school assignments.
3. Any use of alcohol by a student that adversely affects the student's academic or clinical performance or the public's perception of the School is not acceptable and subjects the student to disciplinary action.
4. Students who are taking prescribed medication or over-the-counter drugs which may impair their ability to function should report such use to their instructor. This requirement is intended to protect students and patients.
5. Students who are perceived to be impaired and represent a potential danger to themselves, other students, employees, or patients may be removed from the area and disciplined according to established school procedure.
6. The School may request that the student be tested for drugs and/or alcohol. Refusal to be tested is considered equivalent to a positive test.
7. When a student observes or suspects another student of using, possessing or selling an illegal substance, the student must inform a faculty or staff member.
8. When a student finds alcohol, illegal drugs, or drug paraphernalia on the property, he/she must notify a faculty or staff member immediately without disturbing any items.
9. When a faculty or staff member observes or suspects a student of using, possessing or selling drugs he/she should call the program chair and the clinical facility's security.
10. Any student who violates the Substance Abuse Policy will be subject to dismissal from the School following the procedure outlined in Professional Conduct Dismissal.

Procedure: Professional Conduct Dismissal

1. When a faculty member judges a student's behavior may warrant dismissal, the faculty member shall notify the student verbally and in writing to immediately cease attendance in that clinical experience or other student activity.
2. The faculty member will then describe the student's behavior, in writing, to the lead faculty for the course. The lead faculty notifies the program chair, and the program chair notifies the dean. This documentation is due within twenty four hours of the occurrence whenever possible.
3. The lead faculty will notify the involved student and faculty member of the time and place of the called meeting with the program chair and Dean to determine appropriate action(s). The meeting will take place within five working days of notification of the Dean. The involved faculty member will be present and provide oral or written evidence of the student's behavior.

4. The involved student will be present and will be given an opportunity to provide oral and/or written evidence regarding his/her behavior. If a student fails to appear at the called meeting, the meeting will proceed.
5. The Dean and program chair will meet in executive session to determine action(s).
6. The student, faculty member, lead faculty and the Chair will be notified of the Dean's decision, which is final.

Policy: Appeal of Dismissal

Students who are dismissed from either nursing program may appeal the dismissal decision to the Dean of PSN. Students may appeal a dismissal once.

Procedure: Appeal of Dismissal

1. The appeal process must be initiated by the student. It is not automatic.
2. A student must submit the appeal to the Dean of PSN within one month of the dismissal.
3. The appeal must be in writing and include:
 - a. A description of the circumstances surrounding the dismissal;
 - b. Steps taken to support success upon reversal of the dismissal;
 - c. Reasons appeal is justified.
4. Rationale to support expectation of success upon reversal of the dismissal.
5. If the appeal is granted, the Dean will make a decision regarding placement into the clinical sequence.
6. The decision of the Dean is final.

Policy: Readmission to the Nursing Program after Dismissal

A former student must reapply in writing to NSQC for readmission to the program.

Procedure: Readmission to the Nursing Program after Dismissal

1. Readmission to the nursing probation after dismissal is not automatic.
2. A student who leaves the program for any reason must follow the admission procedure in effect at the time readmission is requested.
3. The letter requesting readmission to the program should include:
 - a. A description of the circumstances surrounding the dismissal;
 - b. A description of interim activities;
 - c. Steps taken to support success upon readmission;
 - d. Reasons readmission is justified;
 - e. Rationale to support expectation of success upon readmission.
4. If a student is readmitted, NSQC will make a decision regarding placement into the clinical sequence, and may require repeat course work.
5. A student who is dismissed a second time will not be considered for readmission.

Student Standards and Procedures

Policy: Attendance

The instructional work of the School is designed for regular attendance. Students are expected to be present and on time for all class, laboratory, and clinical experiences. Students will be responsible for any learning activity missed due to absence or tardiness. Students should refer to the syllabus for each course for attendance requirements specific to the course.

Students who miss a scheduled test due to an unanticipated problem on the day of the scheduled test must notify the course's lead faculty member. Failure to do so will place the student at risk for receiving a zero (0) on that test. Students who know in advance of a scheduled test that they will be absent must make prior arrangements with the lead faculty member to take the test. Failure to do so will place the student at risk for receiving a zero (0) for that test. No make-up opportunities will be permitted for unannounced quizzes or assignments. A zero will be recorded. All clinical experiences are required. These experiences include, but are not limited to, scheduled clinical experiences (patient assignments or observational experiences), skills labs, and clinical seminars/conferences. Clinical absences will be made up. Clinical make-up days will be predetermined by faculty at the beginning of the course and indicated in the course rotation. Two (2) clinical tardies will equal an absence. A clinical tardy is defined as not being present at the assigned time. Leaving clinical before the scheduled completion time will be considered an absence.

Clinical Experiences

Students are responsible for their own transportation to and from all clinical experiences.

All students are required to attend all clinical experiences. In the event of an absence, for any reason, the student must notify the agency and faculty as outlined in the course syllabus. Failure to do so may result in an unsatisfactory clinical grade for the semester. All clinical absences will be made up, the manner determined by course faculty/team. A clinical absence is defined as any day or partial day the student is not in the clinical setting.

A student may be denied clinical experience (i.e., dismissed from the clinical site) for any of the following reasons:

- Is unprepared to provide safe and effective care.
- Appears to be either physically and/or psychologically ill.
- Appears to be under the influence of alcohol and/or drugs.
- Refuses to care for any patient for other than professional reasons (as defined by clinical agency policy).
- Is unaware of own limitations or fails to seek help when limitations are recognized.
- Not adhering to the dress code.
- Tardiness.
- Demonstrates behavior which conflicts with safety essential to nursing practice.
- Demonstrates behavior or pattern of behavior that raises serious questions about the student's fitness to practice.
- Demonstrates behavior that is disruptive to self, other students' learning or to the staff's ability to provide care for patients.
- Exceeds the scope of RN practice.

Policy: Dress Code

When in uniform, the dress code must be followed. Modifications, if made, will be outlined in the course syllabus.

The Queens University of Charlotte uniform consists of the following:

- Galaxy Blue scrub top, either Snap-front V-neck or the V-neck for women and the V-neck tunic for men.
- Scrub pants, either Classic; Eased or Flare Leg in White for women in the BSN Program and Galaxy Blue for women in the ASN Program.
- Scrub pants, elastic drawstring in White for men in the BSN Program and Galaxy Blue for men in the ASN Program.
- Women in either program choosing to wear a skirt may do so in the color selection for the program in a basic uniform style. Skirt must be below the knee in length.
- Plain white T-shirt or turtle neck shirt may be worn under scrub tops
- Shoes in the clinical setting are to be flat, clean, no open or canvas shoes, and no open-back clogs. Sneakers (leather) are permissible. No Crocs with holes are permitted in the clinical area.
- Plain white hose worn with skirts or plain white socks worn with scrub pants are acceptable.
- White lab coats, women's style and men's style, with the *Queens University of Charlotte, Presbyterian School of Nursing* badge on the left sleeve of the lab coat are to be worn by students from both programs when obtaining patient/client assignments, reviewing records, or visiting clinical agencies. Lab coats are to be worn either over the uniform, in particular situations, or over acceptable, conservative street clothes. Denim attire, jogging suits, shorts, or leggings are NOT acceptable street clothes.
- Uniforms and lab coats MUST be clean, unwrinkled, and worn as designed.
- Street shoes may be worn with street clothes and lab coats.
- Valid Student identification badge with student picture MUST be worn whenever in uniform or when wearing lab coat.
- Other items considered required parts of the student uniform are:
 - wristwatch with a second hand
 - stethoscope
 - bandage scissors
 - penlight
- Additionally:
 - Hair must be neat, clean, and styled so that it does not interfere with patient care. Hair on or below the shoulder must be pulled back.
 - Beards and mustaches must be kept clean and neatly trimmed.
 - Nails must be clean, short, and well-manicured. Only colorless nail polish is permitted.
 - Artificial nails are not permitted.
- Jewelry is limited to:
 - wristwatch with second hand
 - maximum of 2 rings on hands (rings with prongs are not acceptable)
 - one earring per ear lobe with less than 1" drop
 - no visible body ornaments, except as identified above
 - school and professional nursing pins
- Make-up is to be tasteful and professional in appearance, with no noticeable perfume or heavy fragrance.

Clinical instructors will interpret agency policy and inform students of dress code requirements to which students must adhere while in that particular agency.

Students are not permitted to wear Queens University of Charlotte nametag, nursing student pin or university patch when not in the nursing student role.

Failure to comply with the dress code may result in an unsatisfactory clinical evaluation.

Policy and Guidelines: Professional Responsibility, Behaviors and Considerations

1. Student handbook

Each student is given a copy of the *Presbyterian School of Nursing Student Handbook*. It is the student's responsibility to be familiar with the information in the Handbook.

2. Professional liability insurance

Professional liability Insurance will be obtained for pre-licensure students through the University fees. This insurance provides coverage only for student clinical experiences. RN students are required to show proof of current liability insurance for an RN in amounts of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate.

3. Confidentiality

All information regarding patients/clients and former patients/clients shall be confidential and shall not be divulged to unauthorized or inappropriate persons. Failure to maintain confidentiality will subject the student to suspension or dismissal from the nursing major, as well as potential civil action by the aggrieved party.

4. Safety in practice

Students must demonstrate safety in practice in all clinical experiences as evaluated by clinical faculty. Unsafe practice is defined as any action that has the potential of causing damage or injury to the patient/client or family, and/or any action that is considered to be of unsound judgment. Course faculty will determine the consequences for the student who has demonstrated unsafe nursing practice.

5. Visiting patients/clients after clinical

The practice of visiting patients/clients after clinical hours is discouraged unless the visit has a professional purpose such as gathering data for a report or case study. Permission from both the instructor and the patient/client is required prior to visiting patients after clinical hours.

6. Miscellaneous

Chewing gum, drinking, or eating is prohibited except in designated areas in the hospital or agency. Personal phone calls except in the case of an emergency are prohibited. Students shall not accept gifts of any nature from patients/clients. NO SMOKING or use of tobacco products at any clinical agency site. Violation of this policy can result in dismissal from the agency site and ultimate dismissal from the nursing program.

7. Copies

Students are expected to supply the Program with copies of required information (immunizations, CPR, etc.). Class handouts missed due to absences are the responsibility of the student.

8. Cell phones and pagers

Cell phones and pagers must be placed on non-audible settings in class. In clinical settings, the policy of the agency shall be followed.

9. Agency policies

Students are expected to uphold agency policies and procedures. Removal from a clinical agency by the agency official for cause constitutes grounds for dismissal from the program.

Policy: Photographs

No faculty or student may photograph any patient in any facility by any means when working or studying under the auspices of the Presbyterian School of Nursing, without first obtaining written permission from the patient or the patient's representative which explicitly states the purpose(s) and uses(s) of the photograph. In the event that such photography is appropriate and warranted, after the written permission is obtained, the document will be kept on file in the Dean's office of the PSN. Photographing a patient for which no documentation of permission exists will be considered a violation of PSN policy. Using photographs for purposes other than those explicitly agreed to by the subject of the photograph or their representative also will be considered to be a violation of PSN policy. Photography may also be subject to additional policies of the clinical agencies which must be followed by students and faculty as well. Faculty in clinical supervisory roles are expected to enforce this policy with regard to student behaviors.

Policy: Inclement Weather

When Queens is closed due to inclement weather, nursing classes and clinicals will be canceled. If the campus is closed while students are in clinicals, students will be dismissed after arrangements are made to cover their clinical assignments. Students should call the Nursing Inclement Weather Hotline at 704-337-2276 and press 5 for information about cancellation of clinicals by the School of Nursing. The Dean of the School will make the determination about clinicals in the evening whenever possible or by 0530 at the latest.

Clinicals missed because of the closing of the Queens campus or the Dean's cancellation of clinicals will not be made-up unless the time lost equals 15% or more of the total clinical time for the course. Clinicals missed because of faculty and/or student cancellations will be made up according to general make-up policies in each clinical course. Class content missed due to canceled classes will be handled at the course level with collaboration of faculty and student.

If a student cannot attend clinicals due to weather, the student is to call his/her clinical faculty as is policy with any other clinical absence.

Policy and Guidelines: Dealing with Infectious Disease

Purpose: To reduce student and faculty exposure to bloodborne pathogens. Should an exposure occur students and faculty are to be treated by their private physician and follow the plan in the CDC Guidelines for Bloodborne Pathogens in Health Care Settings.

www.cdc.gov/ncidod/dhqp/pdf/bbp/Exp_to_Blood.pdf

Faculty and staff will facilitate students' access to and implementation of current federal Bloodborne Pathogen Exposure Guidelines as published by the CDC and OSHA.

Responsibilities in Clinical Settings Regarding Infectious Disease Control

- Students will be instructed in clinical agency infection control guidelines prior to beginning patient care experiences in any new facility. Students must practice in a manner consistent with these guidelines throughout their clinical practice.
- Faculty may preclude a student from clinical experience if it is the faculty member's judgment that the student's own illness poses a potential health hazard to patients. If this occurs, lead faculty must be consulted.

- Students who develop infectious diseases or immunological disorders during their course of study in the nursing major may be asked to resubmit evidence from their healthcare provider of their fitness to continue in the program.

Accidental Exposure to Blood or Body Fluids

- Immediately, the student accidentally exposed shall report the incident to the clinical instructor who will immediately report to the nurse manager and to the chair of the program of nursing. The faculty member who is exposed shall immediately report the incident to the Nurse Manager and to the Chair of the program of Nursing.
- The exposed student/faculty member should report the incident to the Queens University of Charlotte Health and Wellness Center or a private health care provider as soon as possible, but no later than, within 24 hours of exposure.
- The nurse manager in the clinical setting will initiate testing of the source patient. The test results shall be given to the Chair of the program of Nursing.
- The procedure for follow-up of exposure and the results of the exposed individual's blood studies (if consent for blood studies has been given) is the responsibility of the exposed student or faculty.
- The exposed student/faculty is responsible for following all facility policies and procedures related to the exposure.

Scholarships

Queens makes every effort to meet the demonstrated financial needs of students. For information on financial aid, students are referred to the Student Financial Services Office and/or the PSN Office of Admissions. Students who apply for a need-based-scholarship must have been admitted to Queens as a degree seeking candidate, and must have completed and submitted a Free Application for Federal Student Aid (FASFA) to the Student Financial Services Office. The form is available online and in that office.

BSN Program

The Vail Program of Nursing recommends students for the following scholarships which are dedicated specifically to nursing students. Each scholarship is awarded annually.

The Carolyn M. Jones Scholarship: The Carolyn M. Jones Scholarship was established in 1992 in honor of Dr. Carolyn M. Jones, Chair of the Vail Program of Nursing 1982-1992. This award is a MERIT award, not need-based. Selection will be made by the nursing faculty based on the following criteria:

- Senior status in the undergraduate nursing major or completed 12 hours in the MSN program
- GPA of 3.0 for undergraduate and 3.5 for graduate students
- Effective team member
- Quiet leader among students
- Great interpersonal skills with all groups
- Non-judgmental
- Love of learning for learning's sake
- Altruistic
- Able and willing to represent the university in a favorable way in the community

The Landers Scholarship: The Landers Scholarship is a need-based scholarship established in 1997 to recognize students who have distinguished themselves academically and/or professionally. Selection is made by the nursing faculty based on the following criteria:

- At least 25 years old
- Qualified for or accepted into the BSN or MSN Nursing major
- GPA of at least 3.0 for undergraduates; 3.5 for graduates
- Completed at least 12 credit hours year prior to consideration
- Abides by university Honor Code
- Able and willing to represent QUC in a favorable way in the community
- Able and willing to be helpful in recruiting new students
- Leadership
- Outstanding character

ASN Program

Millennium Scholarship: This scholarship was established by graduates of the class of 1950 of the Presbyterian Hospital School of Nursing. It is awarded to one student per semester upon the successful completion of NURS 100. Applications are available through the lead faculty of NURS 100.

- Application must be made on the official application form, which can be obtained at the 5th Street Nursing Campus.
- Application deadlines are May 15 and January 15.
- Late and/or incomplete applications will not be considered.
- Applications will be accepted at the 5th Street Nursing Campus.
- The Selection Committee will be comprised of one member of the Class of 1950; Chair of the ASN program; current president of the Presbyterian Hospital Alumni Association.
- The Selection Committee shall meet and review applications by May 31 and January 31 to select the scholarship recipient.
- Selected scholarship recipient shall be notified in writing within four weeks of selection.
- Presbyterian Hospital Alumni Association president and/or treasurer will be responsible for transferring scholarship funds from the Hospital Foundation to Queens University of Charlotte.
- These guidelines, as well as the official application form, may be modified by the members of the Class of 1950 as needed.

Sandifer-Newbold Nursing Scholarship: This scholarship was made possible by a gift from Betty and Harper Newbold. The scholarship is made to a first-year student in the ASN program and renewed for the same student's second year so long as she/he remains eligible.

Recommendations are made by nursing faculty, to Student Financial Services, based on the following criteria:

- First year student in the Associate of Science in Nursing program
- Merit

Awards

BSN Program

Academic Achievement Award

This award is presented to the senior nursing major having the highest cumulative GPA at the end of the first semester of the senior year. This GPA is based on all work undertaken at Queens University of Charlotte with a minimum of 60 semester hours. In the event of a numeric tie, all students who have numerically tied will share the award. A certificate will be presented on awards day and the student's name will be engraved on a plaque posted in the Vail Program of Nursing.

Outstanding Senior Nursing Student Award

This award is presented to the senior nursing major judged by the faculty to best represent the qualities of scholarship, leadership, motivation, and service. Any graduating senior with a GPA of 3.0 or better may apply or may be nominated by students and/or faculty. NSQC processes these applications. A certificate will be presented at the awards day ceremony and the student's name will be engraved on a plaque posted in the Vail Program of Nursing.

Jones Image of Nursing Award

This award was established by the Class of 1989 to honor the senior nursing major who best represents the qualities of the nursing image portrayed by Dr. Carolyn M. Jones, chair of the Vail Program of Nursing from 1982 to 1992. These qualities include being: professional, compassionate, patient, empathetic, honest, service-minded, clinically creative, confident, efficient and effective.

The senior nursing students and nursing faculty are asked to submit nominations for the award. From this list of nominees, full-time nursing faculty members will select the recipient. An award will be presented to the selected student at the Vail Lunch. Additionally, the student's name will be engraved on a plaque posted in the Presbyterian School of Nursing office.

Procedure: Awarding of Scholarships and Awards

The Nursing Student Qualifications Committee and the Graduate Studies Committee coordinate the process of recommending BSN and MSN students for scholarships and for selection of award recipients. By April 1 of each year, program faculty will vote to recommend recipients of the Jones, Landers and McGaw scholarships.

The recipients of the Academic Achievement Award and the Outstanding Senior Nursing Student Award will be announced at end-of-year awards ceremonies. The recipient of the Jones Image of Nursing Award will be announced at the Vail Lunch.

The chair of NSQC will communicate the faculty's recommendations for scholarships to the Director of Financial Aid for final approval according to Financial Aid guidelines. Once approved, the program chair will send a letter of congratulations to each recipient

ASN Program

Presbyterian Hospital Alumni Award

The Presbyterian Hospital Alumni Award was originally established as a scholarship in the early 1960s, from donations made by Presbyterian Hospital School of Nursing alumni. It was later renamed the **Nancy Seagle Snapp Alumni Award**, in honor of Mrs. Snapp, a 1945 graduate of the Presbyterian Hospital School of Nursing. Mrs. Snapp dedicated 38 years of her professional life to Presbyterian Hospital before she retired as senior vice-president of Nursing in 1989. Historically, this award has been presented to a graduating senior who has shown high professional standards and ideals; love for humanity; and an unusual commitment to service for others. The recipient of this award receives a limited edition, hand-painted Limoges figurine of a student nurse wearing the original nursing uniform of the Presbyterian Hospital School of Nursing. Nominations for this award are made by the ASN faculty to the Presbyterian Hospital Alumni Association's Board of Directors.

Nomination Criteria:

To be nominated for this award, the student nurse must:

- Be in good standing with both Queens University of Charlotte and Presbyterian Hospital.
- Be performing at a satisfactory level in the last semester of the ASN program.
- Be regarded by the nursing faculty and staff nurses as a safe and competent nursing student in the clinical area, performing at an above average level.
- Have shown an unusual commitment to community service during his or her tenure as a student nurse.
- Have exhibited an unusual compassion and dedication to caring for his or her patients and their families.

Graduation/Licensure

Candidates for the ASN or BSN degree are required to fulfill all pertinent university graduation requirements, as well as the requirements for the nursing major. Students are encouraged to review the university catalog for further information. All graduating students are to complete and submit an Intent to Graduate form which is available on the Queens Web site.

Graduation Events

Commencement

The dates of graduation, posted on the Registrar's home page of the Queens Web site, are usually the first or second week in May. Queens holds official commencement ceremonies in May.

Blessing of the Hands

A ceremony to anoint the hands of the healers is held at the end of fall and spring semesters. Specific dates are announced.

Graduation Information

Invitations

Invitations for graduation and the Blessing of the Hands Ceremony are ordered from the university bookstore. The cost varies, depending on the number ordered and whether or not they are personalized.

Cap and Gown

Caps and gowns are ordered through the bookstore; notification of when to order is sent to all graduating students.

Nursing Pin

Graduating seniors may purchase a nursing pin from the university bookstore. Students are provided the opportunity to select and order the pin of their choice in their last semester of the program.

BSN Program

Group Picture

A group picture of the graduating class is taken, usually around the end of March. The class decides on the date and time, in agreement with the photographer. The class decides on the appropriate dress. Pictures are available for student purchase.

ASN Program

Group Picture

A group picture of the graduating class is taken at the spring graduation ceremony and the December Blessing of the Hands Ceremony by an independent photographer. Information about purchasing the group picture will be available at the time it is taken.

Licensure

NCLEX-RN®: Applications for licensure are made available to graduating seniors. Students are

notified when the applications are available. As part of the application procedure when seeking initial licensure in North Carolina, a criminal background check including fingerprints is required. Based on the review of any criminal record, license may or may not be issued upon passing the exam. For more information, please contact the NC Board of Nursing. Detailed information on the testing process and how pass/fail decisions are made may be directed to the National Council of State Boards of Nursing at: www.ncsbn.org/index.htm.

It is the responsibility of the School of Nursing to process and submit verification forms for all nursing graduates to the Board of Nursing in the state where the student will write the exam. These forms require specific detailed information about the student's completion of the program, and the hand signatures of both the dean of the School of Nursing and the university Registrar. These forms cannot be processed before the student completes the program. The School of Nursing will process verification forms as soon as possible after the students complete the program. The School of Nursing will not be responsible for inaccurate information furnished by students.

Student Resources

In addition to university resources, students in Presbyterian School of Nursing have access to the following:

Academic Advising

Each student is assigned an academic adviser for the purpose of academic and career advising at the time of admission to the School. Students are encouraged to contact their advisor upon admission to the nursing program. Thereafter, the student must make an appointment with the adviser during each registration period to validate progression and acquire the adviser's signature on the registration form. Students are strongly encouraged to meet personally with their advisors, particularly in the case of any unusual circumstances, special needs, or issues.

Access to Student Records

The academic and clinical records of students are confidential. A student may examine his/her record, in the presence of the academic adviser or designee.

No part of any student record will be released to any person other than the student, school faculty/staff member or auditor without written permission of the student.

Career Planning

Career planning is available as part of the academic advising process. A Career Seminar is held each year for students. Preparation of a resume, interviewing skills, preparation for the NCLEX-RN, license application, and selection of a setting and role for employment are presented. A Career Fair is offered yearly and is open to all students. The fair provides an opportunity for students to meet with nurse recruiters from a variety of health care agencies and with recruiters from RN-BSN, MSN programs within the region.

**Presbyterian School of Nursing
At Queens University of Charlotte**

**Statement of Having Read and Understood
the Undergraduate Nursing Student Handbook**

I, [print name] _____, a student in the _____ program
in the Presbyterian School of Nursing, hereby signify that I have read and understood the
content of the Undergraduate Nursing Student Handbook.

I have had the opportunity to ask questions regarding the content.

I understand that I am bound by the rules and regulations stated therein.

Signed:

Signature

Date