Limestone University RN-BSN Student Handbook 2020-2021

Limestone University

RN-BSN Program Handbook

Academic Year 2020-2021

May 2020, Vol. 2

Preface

The RN-BSN Program Handbook is the official policy manual for the Limestone University RN-BSN Program. Its purpose is to provide a reference for the program's mission, goals, structure, requirements, policies, academic information, and available resources for students. Comprehensive college policies and procedures are found in the Limestone University Academic Catalog. The handbook is in effect at the time of publication, however is not a contract between the student and college. Limestone University reserves the right to make changes to this handbook as necessary. The electronic version should be consulted as a primary reference as it is updated more frequently.

Limestone University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) to award associate, baccalaureate, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033 or call 404-679-4500 for questions about the accreditation of Limestone University. All other inquiries about the University should be directed to Limestone University, 1115 College Dr. Gaffney, SC 29340 or 864-864-7151.

The RN-BSN program at Limestone University is pursuing initial accreditation by the Commission on Collegiate Nursing Education (CCNE) located at 655 K Street, NW, Suite 750, Washington, DC 20001. Phone (202) 877-6791. Applying for accreditation does not guarantee that accreditation will be granted.

Nursing Director: Dr. Amber Williams, DNP, APRN FNP-BC, RNC-MNN
Location: Curtis 321
Phone: 864-488-4045
Email: apwilliams@limestone.edu

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I. RN-BSN Program Overview

Welcome Message

Welcome to Limestone Nation! We are pleased you have chosen Limestone to complete your Bachelor of Science in Nursing. Our mission is to challenge students to become critical thinkers and effective communicators who are prepared for responsible citizenship, successful careers, and graduate study. As nurses, these qualities are essential to our practice. Our goal is to provide quality coursework necessary for nurses to work in any setting, who are able to successfully navigate the challenges inherent in the care of patients, families, and communities. I charge you to be active participants in your education, communicate with your faculty regularly, and model professionalism.

My former dean and mentor once shared this quote with me. "Once the mind has been opened to new ideas, it can never return to its original size" (adapted Oliver Wendell Holmes). I hope it inspires you to value and love the power of education.

Amber Williams, DNP APRN FNP-BC, RNC-MNN
Director of Nursing
RN-BSN Program

Program Accreditation Statements

Limestone University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) to award associate, baccalaureate, and master's degrees. Contact SACS-COC at 1866 Southern Lane, Decatur Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Limestone University.

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Contact Information

Limestone University - Nursing Program
Campus PO Box 524
1115 College Drive
Gaffney, SC 29340
Phone: 864-489-7151

Director of Nursing
Amber Williams, DNP APRN FNP-BC, RNC-MNN

Office: Curtis 321
Phone: 864-488-4045
Email: apwilliams@limestone.edu

Updated June 2020

Limestone University Mission Statement

The mission of Limestone University is to educate students from diverse backgrounds in the liberal arts and selected professional disciplines. By providing degree programs throughout South Carolina and by way of the Internet, Limestone University offers opportunities for personal and professional growth to individuals who may find access to higher education difficult.

In a nurturing, supportive environment based on Christian ideals and ethical principles, students are challenged to become critical thinkers and effective communicators who are prepared for responsible citizenship, successful careers, and graduate study.

The University's faculty and staff, academic and co-curricular programs, financial resources, and support services are dedicated to an educational climate that upholds high academic standards and fosters respect for learning and beauty, creativity and hard work, tolerance and personal integrity, vigorous activity and spiritual reflection.

Updated 3/4/2020

Nursing Program Mission Statement

Inspired by the university's mission to educate students from diverse backgrounds and committed to the health of citizens, the mission of the nursing program is therefore to support and prepare professional nurses who are able to:

1. Use critical thinking in decision making activities;

2. Promote health and wellness to diverse individuals, families, and communities; and

Updated June 2020

3. Demonstrate incorporation of professional standards, lifelong learning, advocacy, and compassion into nursing practice.

Nursing Program Vision

Vision: To meet the needs of our communities and profession by providing a quality innovative higher education experience.

Nursing Program Goals

Goals specified by the Nursing Program are reviewed and updated annually. These goals provide direction for the program and the college.

1. Recruit and retain well-qualified faculty

2. Attain national accreditation through CCNE

3. Utilize best practice principles of adult learning theory in courses

4. Prepare professional nurses with the essential knowledge, skills, and attitudes to improve health

5. Increase the number of BSN-prepared nurses locally

Student Learning Outcomes

After completing the RN-BSN program, graduates will be able to:

1. Demonstrate effective communication and collaboration with healthcare team members, individuals, families, and groups

2. Incorporate professional standards and codes, advocacy, ethics, leadership and compassion into nursing practice.

3. Use critical thinking that integrates a liberal arts foundation, theory, evidence-based practice, and ethical decision making in the culturally- competent care of diverse individuals, families, and groups across the lifespan

4. Engage in lifelong learning, professional development, and service to the profession and community

5. Demonstrate understanding of research evidence, healthcare policy, regulation, and environments that impact nursing practice.

6. Utilize patient care technology and information systems to support high quality nursing practice.

Reviewed April 10, 2020

ANA Code of Ethics

All professional nurses are expected to behave ethically and provide ethical care. The application of ethical behavior extends to colleagues, peers, supervisors, subordinates, and clients. Our profession uses The American Nurses Association provides the Code of Ethics for nurses as a guide. ANA Code of Ethics with Interpretive Statements (2017). https://www.nursingworld.org/coe-view-only

Civility and Professional Conduct

All students are expected to behave professionally in the classroom, clinical, and workplace as a representative of Limestone University and the nursing profession.

Expected behaviors include:

- Active participation in courses
- Timely completion and submission of assignments
- Civil and respectful communication in any form
- Prompt communication with course instructors as necessary
- Maintenance of confidential information
- Academic and professional integrity
- Professional appearance and proper identification when representing Limestone University as a nursing student

Academic Responsibility

It is the responsibility of every student to be truthful, avoiding dishonesty, deceit, or fraud of any type with regard to academic work. "Honesty in personal and academic matters is a cornerstone of life at Limestone University. Students are expected to achieve on their own merits and abilities, to exercise integrity in all affairs, and to refrain absolutely from lying, cheating, and stealing" (Gaslight Handbook, p36). Any violation or assistance of others to violate academic responsibility shall be subject to consequences outlined in the Academic Catalog.

Limestone University Honor Pledge

I agree to refrain from academic misconduct, as defined in Appendix B, p44 of Limestone University's Policies and Procedures for Academic Conduct, which is available in The Gaslight Handbook and the Office of Student Life. I further understand that there are serious consequences for academic misconduct, outlined in Academic Procedures of the Limestone University's Academic Catalog.

ANA Standards of Nursing Practice

The scope and standards of practice guide and inform nursing practice for any level, setting, population focus, or specialty. The standards should be reviewed and useful throughout your nursing career. https://www.nursingworld.org/nurses-books/nursing-scope-and-standards-of-practice-3rd-ed/

ANCC Essentials of Baccalaureate Education for Professional Nursing Practice

These nine (9) essentials guide the curriculum for baccalaureate prepared nurses.

Essential I: Liberal education for baccalaureate generalist nursing practice
- A solid base in liberal education provides the cornerstone for the practice and education courses.

Essential II: Basic organizational and systems leadership for quality care and patient safety

- Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.

Essential III: Scholarship for evidence-based practice

- Professional nursing practice is grounded in the translation of current evidence into one's practice.

Essential IV: Information management and application of patient care technology

- Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

Essential V: Healthcare policy, finance, and regulatory environments

- Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice

Essential VI: Interprofessional communication and collaboration for improving patient health outcomes

- Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care

Essential VII: Clinical prevention and population health

- Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.
-

Essential VIII: Professionalism and professional values

- Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

Essential IX: Baccalaureate generalist nursing practice

- The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
- The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients

RN-BSN Program Admission Requirements

These admission requirements pertain to the 2020-2021 academic year. RN-BSN students are considered transfer applicants and follow the procedures for admissions outlined in the . A block transfer of 30 credit hours from their Associate Degree in Nursing will be granted after successful completion of NU courses. Up to 66 credit hours of applicable coursework may be applied to RN-BSN degree plan.

- Completion of an Associate Degree or diploma in Nursing from an accredited US program of nursing

- Proof of active, unencumbered nursing RN license

- Completed application to Limestone University

- Application fee of $25 (waived if application completed online or if completed while at time of visit to Limestone University)

- Official transcripts from all post-secondary schools

- 2 letters of recommendation from a nurse with at least a BSN

- Minimum cumulative collegiate GPA of 2.0

    Requirements after admission.

- Current BLS (Basic Life Support) for Healthcare Providers from the American Heart Association (CPR certification)

- Background check clearance prior to practicum experiences

- Submission of negative urine drug screen prior to practicum experiences

- Completion and maintenance of clinical immunization requirements as required by facilities where students complete clinical practicums for NU 410 and NU 420.

- Proof of current health insurance coverage and liability insurance coverage are required for clinical courses NU 410 and NU 420.

RN-BSN Program Cohort Start Cycles

Fall – Term 5 (August)   Spring – Term 2 (March)

Progression

Students must pass all courses with a minimum of a "C" throughout the program. If students do not pass a course with a "C", they will be on probation status until they have successfully repeated any course with less than "C". More than 2 grades below "C" will result in dismissal from the RN-BSN program. Thirty (30) credit hours of Nursing (NU) courses must be taken at Limestone University and achievement of a total of 120 credit hours must be earned to achieve a Bachelor of Science in Nursing (BSN) degree from Limestone University.

Students must maintain active RN licensure throughout the program. A lapsed license will result in the student being dropped from all courses until evidence of RN licensure renewal is provided.

Adherence to the South Caroline Nurse Practice Act is required. Failure to comply with practice standards will result in review and action by the university and could result in dismissal from the nursing program.

Advisement

All nursing students should be advised by nursing faculty. Appointments should be scheduled with your assigned nursing advisor prior to enrolling. Registration is done by the semester so you will be advised and registered for 3 terms at a time. Student will not be allowed to register without the release from their faculty advisor.

Academic Calendar 2020-2021

Accelerated Academic Terms

Terms / year					
Fall 2020			Spring 2021		
Term 4	Term 5	Term 6	Term 1	Term 2	Term 3
June 29 – Aug 21	Aug 17 – Oct 9	Oct 12 – Dec 11	Jan 4 – Feb 26	Mar 1 – April 23	May 3 – June 25

Nursing Completion Curriculum

I.	General Education Core Curriculum -	42 credits
II.	Foundational Courses for BSN	8-16 credits
III.	RN – BSN	30 credits
IV.	Block transfer of ADN work	30 credits
V.	Electives	0-12credits**
	Total	**120 credits**

**Note: elective credits may vary depending on individual transfer credits

RN-BSN Curriculum

I.	**General Education Core Curriculum**		**42 credit hours**
	ID 250	Transfer success	3 credit hours
	ID 301	Critical Thinking	3 credit hours
	EN 101	Freshman Composition	3 credit hours
	EN 102	Argument and Research	3 credit hours
	EN 2xx	Literature	3 credit hours
		Fine Arts	3 credit hours

	MA 116	College Algebra	3 credit hours
	MA 200	Statistics	3 credit hours
	CS 102	Microcomputer applications	3 credit hours
	PS 101	Introduction to Psychology	3 credit hours
	PS 204	Human Growth and Development	3 credit hours
	HS 210	Healthcare ethics	3 credit hours
	HI xxx	Historical survey	3 credit hours
	IS xxx	International Studies	3 credit hours
II.	**Foundational Courses for BSN**		**8-16 credit hours**
	BIO 210	Anatomy and Physiology I	4 credit hours
	BIO 211	Anatomy and Physiology II	4 credit hours
	HS 25	Microbiology	4 credit hours
III.	**RN-BSN Courses**		**30 credit hours**
	NU 300	Professional Nursing Roles–	3 credit hours
	NU 301	Healthcare genetics & genomics	3 credit hours
	NU 302	Pathophysiology for RNs –	3 credit hours
	NU 305	Health assessment & promotion for RNs –	3 credit hours
	NU 310	Information management in nursing practice	3 credit hours
	NU 400	Leadership in nursing practice –	3 credit hours
	NU 401	Research & Evidence-based nursing practice	3 credit hours
	NU 402	Healthcare policy and nursing practice –	3 credit hours
	NU 410	Population health nursing for RNs – Practicum included	3 credit hours
	NU 420	Quality and patient safety for RNs – Practicum included	3 credit hours
IV.	**Block Transfer of ADN work**		**30 credit hours**
V.	**Electives**		**0-12 credit hours**
	Total		**120 credit hours**

RN-BSN Course Descriptions

Course number	Course title	Course description	Credit hours
NU 300	Professional nursing roles	This course examines the evolution and future of professional nursing roles, nursing theories, nursing science and nursing processes. The course also examines health care systems, factors influencing nursing practice, interprofessional communication and collaboration and current trends.	3

NU 301	Healthcare genetics & genomics	This course explores genes and genetic expression in humans, genomic disorders, pedigree construction, screening, diagnostics, and disease management, as well as the implications for nursing healthcare professionals	3
NU 303	Pathophysiology for RNs	This course emphasizes the mechanisms and manifestations of disease and disorders, recognition of symptomatology, and recommended nursing and pharmacological interventions through a conceptual approach.	3
NU 305	Health assessment & promotion for RNs	This course focuses on the comprehensive health and physical assessments of diverse clients across the lifespan, communicating findings, and promoting health and wellness to individuals, families, and communities.	3
NU 310	Information management in nursing practice	This course examines the concepts of information management, in all its forms, and use of technology in safe and effective nursing practice.	3
NU 400	Leadership in nursing practice	This course focuses on principles of leadership, management, power, ethics, organizations, and change within healthcare as related to the role of professional nurses.	3
NU 401	Research & evidence-based nursing practice	This course explores the nursing research process and models as a basis for an understanding of research evidence as a guide to informing practice decisions.	3
NU 402	Health policy and nursing practice	This course emphasized the role of nursing as advocates for health, the politics of healthcare, and the influence health policy has on nursing practice. It also discusses the role of government, the processes of law making, policy development, implementation, and regulation.	3
NU 410	Population health nursing for RNs	This focus of this course is the community or population as client considering diverse individuals, families, and aggregates within the	3

		population. The emphasis is assessment of risk, health promotion, epidemiology, and population based care and management. This course includes a practicum in which the student will have the ability build on knowledge and apply community health nursing concepts. Learning experiences are individualized and guided by the selected preceptor and course faculty.	
NU 420	Quality & patient safety for RNs	This course explores the concepts of quality and patient safety in today's healthcare environment. This course includes a practicum in which the student will build on theoretical knowledge by applying quality and safety competencies to a workplace project. Learning experiences are individualized and guided by the selected preceptor and course faculty.	3

Technology Requirements

The RN-BSN program is an online program. All students enrolled are required to own or have reliable access to computer that meets or exceeds the following requirements.

	Mac	PC
Processor	Intel Core i5 or higher	Intel Core i5 or higher
RAM	16GB RAM	16GB RAM
Operating System	OS Sierra or later Fully updated	Windows 10 or later Fully updated
Hard Drive	250GB SSD	250GB SSD
Networking Hardware	802.11 a/c dual band	802.11 a/c dual band
Video Card	Integrated graphics card	Integrated graphics card
Webcam	Integrated	Integrated

Online Student Proctor Information

For online courses, remote proctoring software (Proctorio©) is used to monitor student while taking an exam. This program requires the use of a webcam and

microphone (either internal or external). The software will record audio and video during exams, so students should make sure to follow the guidelines set by their instructors while testing. Students should select a quiet, private setting for testing. When accessibility issues or extenuating circumstances arise, the student may work through the Office for Accessibility and or Academic Affairs for a different proctoring solution. Proctorio Policy can be found in Appendix F.

Core Performance Standards

Limestone RN-BSN program requires all applicants and continuing students to meet certain standards based on the Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCNE) Core Performance Standards (Appendix A). The standards describe requirements in six dimensions of ability / performance: critical thinking and related mental abilities, communication and interpersonal abilities, physical abilities, hearing, visual, and smell.

Students who have disabilities

The Office for Accessibility at Limestone University is dedicated to opening the doors of equal opportunity to individuals with disabilities. We assist student who self-identify with documented disabilities by determining their eligibility for services through an interactive, collaborative process between the student and Accessibility staff, and then working together to determine reasonable accommodations and services. Students who have a physical or learning disability which may impact academic performance should register with the Accessibility Office prior to the beginning of each semester to ensure

accommodations are in place when classes begin. Documentation should be sent directly to the Accessibility Office, Limestone University, 1115 College Dr, Gaffney SC, 29340.

Students who have disabilities should apply to Limestone University through the regular admissions process. Accommodations through accessibility are provided at no additional charge. For additional information, please contact Accessibility at (864)-488-8377 or http://my.limestone.edu/academic-resources/accessibility

Academic Procedures

All Limestone University academic procedures can be found in the Limestone Academic Catalog.

Student Complaint Procedure

A student complaint is defined as any dissatisfaction occurring as the result of a student's belief that any academic or non-academic situation affects the students unjustly or inequitably. Complaints against a Limestone University student, faculty, staff, or administrator for sexual harassment, discrimination, or assault, and / or domestic violence, dating violence, or stalking, you should contact the Title IX Coordinator or one of the designated deputy coordinators for Title IX.

The student has the right to raise a complaint and to have that complaint considered with courtesy and objectivity, in a timely fashion, and without fear of prejudicial treatment. The student should first discuss the matter with the person or persons directly involved, in an attempt to resolve the complaint through

informal discussion. The student should make his / her advisor aware of the situation if the advisor is not directly involved.

If there is no resolution, the student should discuss the matter with the appropriate first level supervisor or administrator both verbally and in writing. The written statement should include a narrative of the situation and the individual with whom the discussion took place. If no resolution is reached, the student may then present a written complaint to the appropriate dean.

If reconciliation has not been achieved, the student may then schedule an appointment with the Provost, after submitting a written complaint to him / her.

If after meeting with the Provost, the complaint is not reconciled, then the student may schedule an appointment with the President of the University. For Student complaints concerning grades or academic integrity, please refer to the current Gaslight Handbook

Chain of Command

It is important to follow a chain of command with regard to academic concerns. A chain of command is the hierarchy of authority within an organization. The faculty of record for a specific course and / or the student's advisor is always the first contact, followed by the program director, next the department chair of Athletic Training, Nursing, and Health Sciences, then the Dean of the Natural and Health Sciences division, and finally the Provost.

Grading System

The academic standing of a student in the various courses is indicated as follows:

Passing Grades	Grade Value	
A	4	Excellent achievement

B	3	High achievement
C	2	Moderate achievement
D	1	Minimal achievement
P	NA	Passing
S	NA	Satisfactory
Non Passing Grades	**No credit awarded**	
F	0	Failing
W	NA	Withdrew
WP	NA	Withdrew passing
WF	0	Withdrew failing
IP	NA	Work in progress
I	NA	Incomplete
U	NA	Unsatisfactory
AU	NA	Audit

Academic Honors

Dean's List

Full-time students (minimum of 12 semester hours) receiving an "A" on all of their

courses will be included on the Dean's List at the conclusion of the Fall and Spring

semesters. Full time students with a grade point average (GPA) of at least 3.75 with no

failures or incompletes will be included on the Honor Roll.

The Fall Semester Dean's List is typically published in January while the Spring

Semester Dean's List is typically published in July. Any missing grade or grades of "I"

(incomplete) or "IP" (in progress), or withdrawal after 4 weeks will prevent a student

from being included on the Dean's List or Honor Roll.

Graduation with Honors

To be eligible for honors at graduation a student must:

1. Complete 57 semester hours at Limestone University toward a

   baccalaureate degree.

2. Attain the following Grade Point Average (GPA) on all Limestone

   University work.

Summa Cum Laude	3.95 - 4.0
Magna Cum Laude	3.75 - 3.94
Cum Laude	3.50 - 3.74

3. The Faculty of Limestone University presents prestigious awards for outstanding

   academic achievement, leadership, and citizenship on Awards Day and at

   Commencement. The General Excellence Online Program Award is presented to

   a worthy online student.

   Academic Standards and Probation

Students must make reasonable progress toward a degree. The University

reserves the right to restrict or withdraw social privileges and to request the

temporary or permanent withdrawal of any student who, in the judgement of the

University, is not taking reasonable advantage of the opportunity of higher

education. To make satisfactory progress toward a degree and remain in good

academic standing, a student must meet two (2) criteria:

1. Complete 67% of the credits attempted each semester

Hours attempted	Requirement
3	3 hours
6	5 hours
9	7 hours
12	9 hours
15	11 hours

2. Achieve the minimum cumulative grade point average indicated for the

   number of hours earned

Class Standing	Credit Hours	Minimum Cumulative GPA
Freshman	0-29	1.3
Sophomore	30-59	1.6

| Junior | 60-89 | 1.8 |
| Senior | 90-123 | 2.0 |

Students who fail to meet these requirements will be placed on Academic Probation and granted one semester to regain eligibility. Student will retain their eligibility to federal aid during the probationary period. A student will not be allowed to maintain Title IV eligibility beyond 185 attempted credit hours (150% of Limestone University's graduation requirements).

After being placed on probation, a student must successfully complete four academic courses (12 semester hours) achieving the appropriate GPA stated above. Probation is automatically removed when the students has achieved good academic standing. If the student fails to achieve satisfactory academic progress and good academic standing, the student will be suspended from the College.

Grade Appeal Process

If a student receives a grade, he / she believes is incorrect, and the student wishes to appeal the grade, he / she must proceed in the following manner:

- Present and review the concern with the instructor and attempt to resolve the issues concerning the grade. All concerns must be presented in writing. Either party may have a witness present and may tape record the meeting.

- If the concern is not resolved with the instructor, then the student should submit an appeal to the Department Chair (Athletic Training, Nursing, Health Sciences Department) using the online grade appeal form on the Limestone University website. Appeals must be submitted to the Dean of Natural and Health Sciences within 30 calendar days of the grade being assigned.

Grade appeals will be considered for the following reasons:

1. The grade assigned was miscalculated according to the grading scale established for the course

2. Grades were not assigned in accordance with the assignments, exams, etc. as outlined in the syllabus

3. Students were not treated equally in terms of the manner in which grades were calculated for the course.

A decision concerning the grade appeal will be made as soon as possible, normally within 30 calendar days of submission to the appropriate Dean.

Grade Release Policy

Grades are available on the JICS Portal. Grades may be reviewed approximately one week after the class has ended. Grades will not be released to a student verbally or otherwise. Grades are never released over the telephone.

Withdrawal from a course

Students wishing to drop or withdraw from a course may do so during the first week of classes (drop / add week) with no penalty and no grade will be assigned. From the second week through 5:00pm EST of the 5th week of classes, the student may withdraw with a grade of "W" which will have no impact on the student's GPA. After this point, through the last day of classes, students may withdraw with a grade of either "WP" or "WF" unless a final grade has been assigned. The student bears full responsibility for all courses on his or her registration schedule. Online students who wish to drop or withdraw from a class *after* the drop / add period, must contact the course faculty and submit a

withdrawal form to the Registrar's office. Failure to submit the form will result in recording a grade of "F". Students forced by illness or other hardship to drop a class after the deadline may petition for a grade of "WP" from the Provost.

Withdrawal from University

To withdraw from Limestone University, the same procedure applies as to withdraw from a course. Student who withdraw for more than 18 months, must fulfill the requirements of the catalog in effect when they re-enter.

Transient Permission

Students enrolled at Limestone University must request transient permission to complete classes at other institutions by completing the form at: http://my.limestone.edu/registrar-forms/transient-permission. Transfer credit will not be awarded without completion of the permission form. Prerequisites must be completed and transient credits may not be awarded for any course in which a grade has been received. Student may not receive permission if the course is part of their last 31 hours for a Baccalaureate degree at Limestone University. Student must be in good standing, academically and financially, for request to be approved. No more than 15 credit hours taken transiently will be accepted toward a baccalaureate degree.

Transfer Credits

A maximum of 66 credit hours may be transferred from a two-year junior or technical college. Only courses with a grade of "C" or better will be accepted. A maximum of 36 hours can be accepted including the 30 block credit for nursing coursework. A block credit of 30 credit hours will be awarded to RN-BSN students upon completion of the RN-BSN courses.

Graduation Requirements

A student must fulfill the Graduation requirements, including the Verbal and Quantitative Skills requirements, the AWE Writing Intensive Course, the General Education requirements, the Critical Thinking requirement, the Assessment Examinations and the Application for Degree form. For all degrees.

In addition, students in good standing within the Nursing Program must have met the following academic requirements to be eligible for graduation:

- A minimum of 2.0 cumulative GPA

- A 'C' or better in all nursing courses.

- 30 credit hours in NU Nursing courses from Limestone University

- Successful completion of 120 credit hours

II. Clinical Requirements

Liability Insurance

All students must purchase a student policy of professional liability insurance that will provide coverage in the amount $1,000,000 each incident/ $3,000,000 aggregate prior to participation in the Nursing Practicum courses. Students will not be allowed to participate in their assigned Nursing Practicum courses until they show proof of liability insurance within Castlebranch document manager system. The professional student liability insurance utilized by this program is through Proliability.

Health Insurance

All Students must show proof of current health insurance **before** participating in clinical hours. Clearance must be approved prior to registering in clinical courses.

Nursing Program Blood borne Pathogen Exposure Control Plan (ECP)

Students enrolled in the Nursing Program are not employed by Limestone University; however, through their educational experiences, they may come into contact with blood or other potentially infectious materials (OPIM). Annual Blood borne Pathogen Training is required of all current students. Documentation of annual training provided through healthcare provider employment may be used to satisfy this requirement.

In the event of accidental bodily exposure to blood or OPIM, the student is to follow cleansing procedures outlined in the Blood borne Pathogen Training and report the incident immediately to their assigned Clinical Preceptor and Nursing Program Director to ensure proper procedure and documentation.

Active Communicable / Infectious Disease Policy

It is the intent of the Nursing Program to protect the health and safety of its students and employees. This policy has been designed to provide employees, Clinical Preceptors, and Nursing Faculty with a plan to assist in the management of employees with communicable/infectious diseases as defined by the Centers for Disease Control (CDC) and the South Carolina Department of Health and Environmental Control (SC DHEC). Per the CDC, "Communicable disease" means an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

In accordance with the guidelines from the South Carolina Department of Health and Environmental Control and the Limestone University Health Center, the following policies and procedures have been developed for the control of communicable

diseases. Any student who is diagnosed with a communicable disease identified on the

South Carolina 2018 List of Reportable Conditions is required to be reported to the

Region 2 Public Health Office. Students who contract a communicable disease are

required to obey the prescribed guidelines by consulting physician(s) and may not

participate in any Limestone University sanctioned events, including classes or clinical,

until cleared by the consulting physician(s). The complete list of reportable conditions is

available at http://www.scdhec.gov/Library/CR-009025.pdf

Examples include:

- Blood borne pathogens
- Diarrheal diseases
- Hepatitis viruses
- Measles
- Pediculosis
- Scabies
- Varicella
- SARS
- Poliomyelitis
- Staphylococcus aureus
- Conjunctivitis
- Diphtheria
- Herpes simplex
- Meningococcal infections
- Pertussis
- Streptococcal infections
- Herpes zoster
- Gastrointestinal infections
- Influenza
- Cytomegalovirus infections
- Enteroviral infections
- HIV
- Mumps
- Rubella
- Tuberculosis
- Viral respiratory infections
- Parvovirus
- Rabies

I. The following guidelines have been established by the Nursing Program to

prevent exposure and infection:

- Students must submit an immunization record that minimally indicates immunity to measles, tetanus, meningitis, hepatitis B, and tuberculosis.
- Students must show successfully completion of annual Blood borne Pathogen Training annually.
- Students are required to use good hand-washing hygiene and Universal Precautions at all times when functioning as a nursing student in the Nursing Program. This applies to all clinical sites and affiliated clinical sites.
- Students are not to attend clinical rotations or clinical experiences if they have

  active signs or symptoms of a communicable disease.

II. The following guidelines have been established by the Nursing Program to

manage a potential infection:

- Any student who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure to his/her Clinical Preceptor immediately.
- Any student who demonstrates signs or symptoms of infection or disease that may place him/her and/or his/her patients at risk, should report that potential infection or disease immediately to the Clinical Preceptor so that they can set up a referral to a physician.
- Any student who has been diagnosed with a communicable disease may not return to clinical rotations and/or clinical experiences until they have been cleared by a consulting physician(s).
- The student is responsible for keeping the Program Director and/or Clinical preceptor informed of his/her conditions that require extended care and/or missed class/clinical time. The student may be required to provide written documentation from a physician to return to class and/or clinical site.
- If a student feels ill enough to miss ANY clinical experience, that Student should notify the Clinical Preceptor and assigned nursing faculty immediately.

Dress Code

Students in the RN-BSN program are professional nurses. Their dress

attire, when representing Limestone University shall consist of an approved

lab coat with the Limestone University *Patch* and student *name tag*.

The lab coat to be purchased is Wonderwink style #7202 for women or #7102

for men, in white. See Appendix E.

Appendix A

Core Performance Standards

Requirements	Standards		Examples of Necessary Activities
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgement consistent with level of educational preparation		• Identification of cause/effect relationships in clinical situations • Identification of safety issues • Use of the evidence-based practice and the nursing process in the development and evaluation of patient care plans • Ability to manage multiple priorities in stressful situations • Ability to recognize and respond immediately to emergency situations
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	• Establishment of rapport with patients/clients and colleagues • Ability to work effectively and collaboratively in groups, with clients or families • Capacity to engage in successful conflict resolution	

		- Respectful interaction with peers, faculty, superiors, preceptors, clients, and families - Respects cultural diversity and rights of others - Practices ethical behavior - Ability to reflect on own behavior and performance	
Communication	Communication (hearing, speaking, reading and writing) adeptness sufficient for verbal and written professional interactions		- Effective verbal and written English communication - Ability to complete written assignments, participate in discussions and group activities - Effective explanation of treatment procedures and health teaching. - Documentation and interpretation of nursing actions and patient/client responses - Ability to competently utilize a variety of computer applications, programs, or platforms
Mobility	Physical abilities sufficient for	Ability to attend and participate in course	

	movement from room to room and in small spaces	requirements and clinical experiences • Movement about patient's room, work spaces, and / or treatment areas • Administration of appropriate rescue procedures-cardiopulmonary resuscitation according to professional standards	
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care		• Ability to calibrate and use basic medical equipment and use of small objects • Ability to perform necessary nursing skills • Ability to performing hand washing • Ability to provide or assist with ADLs and transfer of patients • Ability to use computers and other electronic medical devices
Hearing	Auditory ability (with or without assistive devices) sufficient for monitoring and	• Ability to participate in course activities (lectures, discussions, etc.) • Ability to hear monitoring device alarms, other	

	assessing health needs	emergency signals, and cries for help • Ability to effectively hear verbal exchanges among peers, healthcare team, and clients • Ability to detect changes in ausculatory assessment findings such as cardiac or respiratory sounds	
Visual	Visual ability (with or without assistive devices) sufficient for observation and assessment necessary in patient care		• Ability to observe, assess, discriminate colors, changes, or abnormalities • Ability to read medical documents, health related materials, and medical equipment • Ability to observe client, peer, and faculty materials and responses • Ability to safely and accurately prepare and administer medications by all routes
Tactile Sense	Tactile ability sufficient for physical assessment	• Ability to palpate in physical examinations and various therapeutic interventions	

Adapted from SREB. Retrieved from: https://www.sreb.org/publication/americans-disabilities-act

Appendix B

Costs Associated with the Nursing Program

Clinical Requirements:

Castlebranch account for clinical requirements Manager $143 initial:

- Criminal background check

- Urine drug screen

- Immunizations

    o Hepatitis B

    o Influenza (annually)

    o MMR

    o Tetanus within 10 years

    o Tuberculosis

    o Varicella

- Proof of Health Insurance

- Proof of Liability Insurance

- Proof of CPR

- Lab coat (varies) Wonderwink professional white lab coat – Appendix D

- Limestone University Patch for Lab coat ($10)

- Name Badge ($10)

Other costs:

Books

Appendix C

Background Check and Drug Screen Policy

Healthcare providers are entrusted with the health and safety of their clients in a variety of settings as well as confidential information. Accordingly, nurses should exercise ethical behavior in all instances. Settings that provide healthcare services require background checks and drug screens to ensure the safety of their clientele and trustworthiness of their providers. As a student, the educational institution is responsible for conducting background checks and drug screens prior to clinical experiences. Students who cannot participate in clinical experiences due to criminal or other offenses due to revelations in background checks will be unable to complete the clinical portion of the program.

The following background checks are required:

- Residence history trace and criminal record check for the past 7 years
- Check of the nationwide sex offender registry
- Social security number verification
- Nationwide healthcare fraud and scan
- US Patriot Act – OFAC
- Check of any other registry or records required by law, accrediting agency, or specific agency

Student are unable to participate in clinical experiences if they have convictions of, plea of guilty, plea of nolo contender, or pending criminal charges involving the following:

- Crimes involving violence against a person including, but not limited to: murder, manslaughter, use of deadly force, assault and battery of a high and aggravated nature, assault and battery with intent to kill, sex crimes, abuse of children or the elderly, abduction and robbery.
- Crimes occurring within 5 years of application involving the distribution of drugs
- Crimes occurring within 5 years of application involving illegal use or possession of weapons including but not limited to guns, knives, explosives, or other dangerous objects

- Crimes occurring within 5 years of application involving dishonesty or moral turpitude including but not limited to fraud, deception, embezzlement, or financial exploitation
- Any other crime or pattern of criminal behavior, which, in the facility's opinion,

    warrants exclusion or dismissal from the student rotation at the facility.

Urine drug screen samples will be analyzed for the following substances:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Ethanol
- Marijuana
- Meperidine
- Methadone
- Methaqualone
- Opiates
- Oxycodone
- Phencyclidine
- Propoxyphene

This list may be amended at any time by the College

Student responsibility

It is the student's responsibility to inform the RN-BSN program director of any reportable offense prior to conducting a background check. Failure to do so will result in removal from the program. If an offense surfaces on the background check and the student believes it to be false, it is the student's responsibility to provide alternate proof. If proof is not presented, the student will be ineligible for clinical and therefore unable to complete the program courses.

If a student refuses to submit a drug screen, they will be withdrawn from clinical courses until a sample has been provided. If a positive result is received and prescribed documentation is not provided, the student will be withdrawn from clinical courses

Students are required to purchase the package from Castlebranch the semester *prior* to registering for a clinical course (NU 410 or NU 420). Instructions to create a Castlebranch account will be provided by the RN-BSN director via email invitation from Castlebranch. Ordering instructions for the background check, drug screen, and document manager can be found in Appendix D. Once the drug screen is ordered, a chain of custody form should be downloaded and taken to an approved drug screening facility like LabCorp or AccuDiagnostics for submission of a urine sample. Results usually take 2-3 days.

Castlebranch requirements:

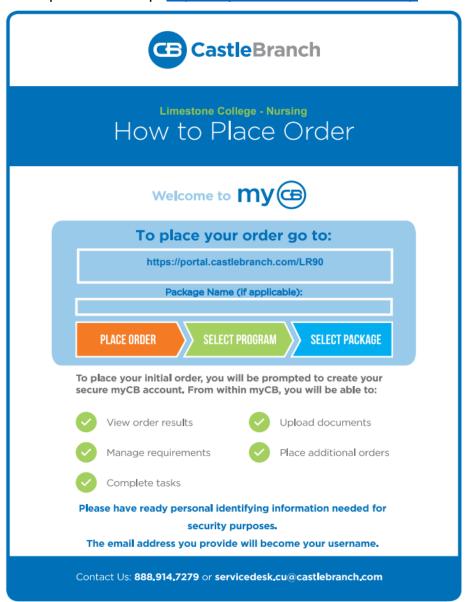| RN-BSN student requirements	How often?	Description & Additional information
Positive Rubeola Titer	Once	A positive IgG antibody titer indicates immunity. If a titer is equivocal or negative, a booster injection is required. An additional titer is not required after a booster. Submit evidence of booster injection. MMR is a live virus and should not be administered to pregnant women and all women should avoid becoming pregnant for 28 days following vaccination with MMR.
Positive Mumps Titer	Once	
Positive Rubella Titer	Once	
Positive Varicella Titer	Once	A positive IgG antibody titer indicates immunity. If a titer is equivocal or negative, a booster injection is required.
Positive Hepatitis B Titer	Once	A positive antibody titer indicated immunity. If a titer is equivocal or negative, Hepatitis B vaccines and a 2nd titer are required. Full immunization consists of 3 Hepatitis B vaccinations over a 6 month period and a 2nd titer 1-2 months after the last dose (3rd vaccination). If the post vaccination titer is equivocal or negative, then one is considered a non-responder, not expected to convert and documented as non-immune to Hepatitis B virus and is advised to always practice universal precautions.

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Professional License (RN)	Once	Submit current evidence of unencumbered, active RN licensure, compact RN licensure, or RN licensure from state where clinicals are facilitated
Copy of student nametag	Once	Upload a copy of the student nametag worn when in the student role in clinical
Clear Background Check	Once, 90 days prior to first clinical	Clear background check
Clear Drug Screen	Once, 90 days prior to first clinical	Clear 12 panel urinalysis screen
Negative Tuberculosis TB screen	Annually	One of the following is required: Negative 2 step PPD skin Mantoux test administered 1-3 weeks apart within the past year OR Negative 1 step skin test after previous negative 2 step within the past year OR Negative QuantiFERON Gold blood test within the past year OR Negative T-spot blood test within the past year. If a positive result, a clear chest xray and physician clearance must be submitted The renewal date will be one year from the provided documentation.
Influenza	Annually	Submit documentation of flu shot administered during current flu season
Handbook Acknowledgement Form	Annually	Upload a copy of a signed Handbook Acknowledgement form found at the back of the current handbook.
Current CPR certification	Every 2 years	Must be American Heart Association (AHA) BLS for Healthcare provider course or American Heart Association ACLS course. Submit copies of the front and back of signed card or ecard. Renewal date will be determined by the expiration date on the card. A temporary letter from provider / instructor will be accepted for 30 days until a card can be submitted.
Tetanus	Every 10 years	Submit evidence of a Td or Tdap booster within the past 10 years

Appendix D

Castlebranch Account

Limestone University's Nursing Program contracts with Castlebranch to order and maintain records of student program and clinical requirements.

- Video for student MyCB accounts: http://go.castlebranch.com/l/15312/2016-08-01/655ph3
- FAQ: http://go.castlebranch.com/newclientfaq#AdditionalQuestions
- Order placement help: https://mycb.castlebranch.com/help

Appendix E

RN-BSN Program Dress Code

Lab Coat, Patch, & Name Tag

Ordering instructions

Wonderwink style 7102 for men or 7202 for women. White

This patch must be purchased from Limestone University Nursing Program for $10 and sewn (ironed) on the left side chest of lab coat.

Student Name Badge

1.75"

3.25"

The Limestone University student nametag can be purchased from Allegra for $_____. When representing Limestone University as a student, the name tag must be worn and visible outside on the right side of the chest.

Appendix F

Proctorio© Policy

For Extended Campus Internet courses, remote proctoring software (Proctorio©) is used to monitor students while taking an exam. This program requires the use of a webcam and microphone (internal or external). There are also computers that can be reserved to use the software at Extended Campus Classroom sites in South Carolina.

Proctorio© must only be run on Google Chrome. The software will record audio and video during the exam, so students should make sure to follow the guidelines set by their instructors while testing. Students should select a quiet, private space for testing If students experience a technical difficulty during an exam, Proctorio© provides technical assistance 24/7 at https://proctorio.zendesk.com. There is a chat option available there as well. You must have the Proctorio extension installed in Google Chrome to use the Technical Support features.

Military personnel serving in strategically sensitive or highly classified areas may work through Limestone's Office of VA Certification (Ext. 8341) for a proctoring solution. While Proctorio© is accessible to the majority of students with disabilities, students with disabilities who require alternative testing accommodations should contact the Office for Accessibility (ext. 8377).

Accommodations need to be requested **prior to the exam** starting so that proper arrangements are in place.

Proctorio© FAQs

Q. **Why is Proctorio mandatory for all students in online courses use an online proctoring system? Is it to identify cheaters? Or, is it to authenticate the identity of students taking online exams?**
A. Limestone University determined that an online proctoring system would be utilized for all Extended Campus Internet courses after careful inspection of options during the 2016-2017 school year. Proctorio is used to authenticate the identity of students and incorporate a software system, not a person, to monitor over 20 suspicious behaviors to ensure that your exam is being proctored fairly and impartially.

Q. **Is in-person proctoring an option?**
A. Yes, but on a restricted basis. Military personnel serving in strategically sensitive or highly classified areas may work through Limestone's Office of VA Certification (Ext. 8341) for a proctoring solution. While Proctorio is accessible to the majority of students with disabilities, students with

disabilities who require alternative testing accommodations should contact the Office for Accessibility (ext. 8377).

Q. **How are students' privacy being protected?**

A. Proctorio does not and cannot collect any personally identifying data on any user, so there's no information to give to third parties. Proctorio's state-of-the-art double encryption technology ensures that all of your exam data is safe from hacking attempts. Proctorio only runs when you're active in an exam, and will display a shield icon in the browser once it has been activated. Since Proctorio runs in the browser, you can rest assured there's no separate program collecting your data.

Q. **Why are students required to show "government-issued identification, e.g. a driver's license or passport"? Why not use a school ID?**

A. All students have government-issued identification but not all have a current student ID. Government-issued identification are becoming increasingly difficult to counterfeit or duplicate; school IDs are far easier to modify through the use of common photo-editing software.

Q. **Where are the videos housed or stored? If they are stored in the cloud, who can access them?**

A. Proctorio uses zero knowledge encryption technology that ensures your information is encrypted when it leaves your computer, is transferred, and then stored in the cloud. The only person who can view the videos are designated personnel at Limestone University: The Executive Vice President, Dean, Director of Extended Campus Internet, Associate Director of Extended Campus Internet, and your professor. Videos are kept indefinitely in the student's Blackboard course.

Q. **Has Limestone University developed any written protocol/standards for this new requirement?**

A. Yes. Please refer to the Student Guide for Proctorio found on my.limestone.edu under Academic Resources > Extended Campus > Orientation > Getting Started > What is a Proctor and why do I need one?

https://my.limestone.edu/academic-resources/extended-campus/orientation/getting-started/proctor

Q. **Is this requirement in compliance with the Family Educational Rights & Privacy Act (FERPA)?**

A. Yes. Only authorized school officials can unlock and view the exam recordings. Proctorio employees do not have access to view recorded information. Additionally, Proctorio's state-of-the-art double encryption technology ensures that all of your exam data is safe from hacking attempts.

Q. **What happens if there are issues downloading the software?**
A. Proctorio must only be run on Google Chrome. If students experience a technical difficulty during an exam, Proctorio provides technical assistance 24/7 at https://proctorio.zendesk.com. There is a chat option available there as well. You must have the Proctorio extension installed in Google Chrome to use the Technical Support features.

Q. **What happens if the exam is disconnected during testing? Is the help center only accessible from within the organization's learning management system, i.e. Blackboard? Or are there external means of accessing the help center?**
A. Proctorio must only be run on Google Chrome. The software will record audio and video during the exam, so students should make sure to follow the guidelines set by their instructors while testing. Students should select a quiet, private space for testing. If students experience a technical difficulty during an exam, Proctorio provides technical assistance 24/7 at https://proctorio.zendesk.com. There is a chat option available there as well. You must have the Proctorio extension installed in Google Chrome to use the Technical Support features.

Q. **What if any environmental factors would affect the recording process (i.e. children in the background, phone ringing, television playing, dog barking)?**
A. Students should select a quiet, private space for testing. Proctorio monitors over 20 suspicious behaviors to ensure that your exam is being proctored fairly and impartially. If the software identifies suspicious behavior, your video is flagged for instructor evaluation.

Q. **Is student data being shared with any third party persons or vendors?**
A. No. Proctorio's state-of-the-art double encryption technology ensures that all of your exam data is safe from hacking attempts.

Q. **Is someone watching me while I take my exam?**
A. No. If your institution requires video, audio, or screen capture, Proctorio will store that data and provide an automated suspicion report to your instructor. No Proctorio employee has access to this data.

Q. **Do I need a password to take my exam?**
A. No. Proctorio integrates with your school's learning management system so you don't need a separate password to take a test.

Q. **Do I need to schedule my exam?**
A. No. Since Proctorio doesn't use live Proctors to monitor your test, you can take an exam at any time without paying a penalty

Q.   How do I know that my privacy is protected?
A.   Proctorio uses zero knowledge encryption technology that ensures your information is encrypted when it leaves your computer, is transferred, and then stored in the cloud.

Q.   Will Proctorio ever obtain or give out my personal information?
A.   Never. Proctorio does not and cannot collect any personally identifying on any user, so there's no information to give to third parties.

Q.   How do I know that Proctorio isn't collecting information from my computer when I'm not in an exam?
A.   Proctorio only runs when you're active in an exam, and will display a shield icon in the browser once it has been activated. Since Proctorio runs in the browser, you can rest assured there's no separate program collecting your data.

Q.   Who can view exam recordings?
A.   Only authorized school officials can unlock and view the exam recordings, not Proctorio. Additionally, our state-of-the-art double encryption technology ensures that all of your exam data is safe from hacking attempts

Q.   Why is my session timing out?
A.   It is most likely slow or spotty internet connection. OR you were inactive in the system for more than 2 minutes and it has timed out. Please notify the instructor for resetting the quiz and plan to take the quiz at a later time with better internet service connection.

Appendix G

Clinical Forms:

Clinical Preceptor Intent Form

Course: NU_____. Anticipated term for precepted experience: _____

Preceptor name: _____

Preceptor phone number: _____

Preceptor Email: _____

Employment information:

      Employer:_____

      Address: _____

      Type of setting: hospital_____. Clinic_____. Office_____. Other_____

      Current Position: _____

      Years of experience in that role: _____

Education:

      Highest degree associated with nursing licensure:_____

      College / University: _____

      Major / Concentration: _____

      Month / Year of graduation: _____

Licensure:

      Type of license: RN_____. APRN_____. License state & expiration:_____

Certification:

      Certifying body, type of certification, & expiration:_____

Contact for Legal Agreements pertaining to precepting RN students in your facility: _____

Please include your resume or CV with this contract.

Preceptor printed name: _____

Preceptor Signature: _____

 Approval_____Date_____

Clinical Preceptor Evaluation of Student

Student Name: _____

Clinical Preceptor /Site: _____

NU Course Practicum: _____

Date: _____

Instructions: Clinical Preceptors please complete based on your interactions with the RN-BSN student during assigned clinical time period. Please sign and return to the course instructor.

Professionalism	Proficient	Needs Improvement	Unsatisfactory	Not Observed
Demonstrates professional work ethic Strives for quality, thorough, present, responsible				
Demonstrates appropriate confidence level Applies skills without hesitation, eager to demonstrate, displays appropriate level of confidence				
Shows initiative in practice Stays occupied, resourceful in seeking answers, eager, asks questions, self-motivated				
Demonstrated adaptability to change Flexible, adaptable, resourceful, positive				
Shows effective time management Arrives on time, efficient, prepared for practice, completes tasks, shows evidence of planning ahead				
Ethical Practice Maintains confidentiality, adheres to Code of Ethics				
Professional behavior & dress Courteous, respectful, appropriate language, appropriate behavior, professional dress, properly identified				
Demonstrates ability to handle stress Handling more than one thing at a time, emotionally stable				
Acceptance to constructive criticism Accepts feedback positively, works to improve				
Nursing Process	**Proficient**	**Needs Improvement**	**Unsatisfactory**	**Not Observed**
Demonstrates competence in assessment of data				
Develops appropriate plan / priorities Establishes realistic outcomes				

Engages in systematic and ongoing evaluation of plan				
Communication & Teamwork	**Proficient**	**Needs Improvement**	**Unsatisfactory**	**Not Observed**
Follows communication protocols for safe practice SBAR, therapeutic client / patient relationship				
Communication with clinical preceptor Interacts well, actively listens, follows direction, communicates pertinent information consistently and reliably				
Communication with inter / intra professional teammates Interacts well, actively listens, responds appropriately, promotes cohesion, acts as a team player				

Applies sound clinical judgement and is accountable for outcomes
    For delegated acts
    Supervision members of the healthcare team				

Demonstrates cultural competence Sensitive, inclusive, knowledgeable				
Demonstrates competence with patient care technology Accurate & complete documentation, safe use & care of equipment, effective management of technology, ensures security				
Advocacy & Leadership	**Proficient**	**Needs Improvement**	**Unsatisfactory**	**Not Observed**
Uses data to make evidence-based decisions Utilizes appropriate resources				
Advocates for high quality care				
Knowledgeable of facility policies What they are, where to find them, importance of				
Acts effectively in role of leader Supports a culture of quality, works effectively with all team members, contributes to development of peers				

Comments: _____
_____
_____

Clinical Preceptor Signature: _____Date: _____

Student Signature: _____Date:_____

Updated June 2020

Clinical Forms:

Nursing Clinical Hours Log

Student Name: _____Practicum/course: _____Semester / Yr: _____

Clinical Preceptor: _____Site: _____

Week 1 Date	Site	Experiences	Time in	Time out	Daily Total
Sun					
M					
T					
W					
Th					
F					
S					
Weekly total hours:					
Week 2 Date					
Sun					
M					
T					
W					
Th					
F					
S					
Weekly total hours:					

Updated June 2020

Week 3 Date					
Sun					
M					
T					
W					
Th					
F					
S					
Weekly total hours:					
Week 4 Date					
Sun					
M					
T					
W					
Th					
F					
S					
Weekly total hours:					
Week 5 Date					
Sun					
M					

Updated June 2020

T					
W					
Th					
F					
S					
Weekly total hours:					
Week 6 Date					
Sun					
M					
T					
W					
Th					
F					
S					
Week 7 Date					
Sun					
M					
T					
W					

Updated June 2020

Th					
F					
S					
Weekly total hours:					
Week 8 Date					
Sun					
M					
T					
W					
Th					
F					
S					
Weekly total hours:					
Total clinical hours:					

Updated June 2020

Clinical Forms:

Student Evaluation of Clinical Preceptor & Clinical Site

Student Name: _____

Clinical Preceptor / Site: _____

NU Course Practicum: _____

Date:_____

Instructions: Students please fill out based on your interactions with the Clinical Preceptors during assigned clinical experiences. Please elaborate on all items marked "Disagree" or below. The feedback gained from these evaluations is considered confidential and will be utilized to strengthen the Nursing Program.

Clinical Preceptor Professional Attributes	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Observed
Required respect from others.					
Demonstrated respect towards others.					
Demonstrated confidence in clinical skills.					
Professional in appearance and conduct.					
Adhered to Limestone University Nursing program policies and procedures					
Adhered to professional and facility policies and procedures.					
Demonstrated enthusiasm towards their chosen profession.					
Promoted professional development and awareness.					
Clinical Preceptor Communication Skills	**Strongly Agree**	**Agree**	**Disagree**	**Strongly Disagree**	**Not Observed**
Clearly stated rules and expectations for clinical experience/rotation; Provided appropriate orientation for clinical experience.					
Encouraged student to engage in discussion about relevant topics and always to ask questions.					
Dealt with problems quickly.					
Corrected individuals in a professional manner.					
Provided feedback in a timely fashion.					
Demonstrated good communication skills with Program faculty, fellow staff members, medical professionals, and students.					
Clinical Preceptor Educational Abilities	**Strongly Agree**	**Agree**	**Disagree**	**Strongly Disagree**	**Not Observed**
Knowledgeable about chosen profession.					
Worked to stay up-to-date on new information/clinical skills.					
Encouraged the development of students' critical thinking skills.					

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Observed
Employed evidence-based practice based on clinical and patient outcomes during the course / rotation.					
Demonstrated understanding of Nursing Program coursework and practicum courses.					
Made themselves available to Students outside of the course / rotation.					
Clinical Site	**Strongly Agree**	**Agree**	**Disagree**	**Strongly Disagree**	**Not Observed**
Adhered to Limestone University and Nursing Program policies and procedures.					
Adhered to professional and facility policies and procedures.					
Provided a stimulating learning environment.					
Provided Students with adequate instructional and/or clinical supplies/equipment.					
Policies and procedures of the facility were thoroughly explained.					
Provided Students with the appropriate training, which enabled them to better function at the facility.					
Provided for student safety					
Provided Students exposure to new information, equipment, and techniques.					
Provided a supervised atmosphere where Students could integrate their knowledge through clinical experiences.					

What strengths did you note about the preceptor during this clinical rotation?

_____

_____

 Weaknesses?_____

In what ways could this Clinical Preceptor be more effective? _____

What did you think about this clinical experience / rotation? _____

_____

Should the Nursing Program continue to utilize this site? _____

Student Signature: _____**Date:** _____

Clinical Forms:

Program Evaluation of Clinical Site and Clinical Preceptor

Clinical Site Name:_____

Semester / Year:_____

Instructions: This evaluation is to be completed by a Nursing faculty member on an annual basis. Please elaborate on items marked "Disagree" or below.

Clinical Site	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Observed
Provided the Students with preceptor supervision at all times.					
Provided Students with adequate supplies and/or equipment (including but not limited to appropriate universal precaution materials).					
Provided the Program with access to and documentation of an up-to-date Emergency Action Plan for all pertinent facilities.					
Provided the Program with access to and documentation of an up-to-date Blood borne Pathogen Exposure Control Plan.					
Provided the Program with access to and documentation of an up-to-date Communicable Disease Policy.					
Provided the Program with access to and documentation of the facility's policies and procedures.					
Provided all parties appropriate and timely feedback					
Communicated regularly with the Program faculty / director.					
Provided the Students with a safe and stimulating learning environment.					
Provided Students exposure to new information, equipment, and techniques.					
Professional Attributes	**Strongly Agree**	**Agree**	**Disagree**	**Strongly Disagree**	**Not Observed**
Required respect from others.					
Demonstrated the quality of being respectful towards others.					
Demonstrated confidence in professional abilities.					
Adhered to facility dress code.					
Adhered to professional and facility policies and procedures.					
Displayed a positive attitude towards the employment setting.					

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Demonstrated enthusiasm towards the profession.					
Promoted professional development and awareness.					
Demonstrated a good rapport with faculty, fellow staff members, medical professionals, and Students.					
Communication Skills	**Strongly Agree**	**Agree**	**Disagree**	**Strongly Disagree**	**Not Observed**
Clearly stated rules and expectations for clinical experience/rotation; Provided appropriate orientation.					
Encouraged Students to engage in discussion about relevant topics and always to ask questions.					
Dealt with problems quickly.					
Corrected individuals in a professional manner.					
Provided feedback in a timely fashion					
Demonstrated good communication skills with faculty, fellow staff members, medical professionals, and Students.					
Educational Abilities	**Strongly Agree**	**Agree**	**Disagree**	**Strongly Disagree**	**Not Observed**
Knowledgeable about their profession.					
Worked to stay up-to-date on new information/clinical skills.					
Encouraged the development of Students critical thinking skills.					
Employed evidence-based practice based on clinical and patient outcomes during the course/rotation.					
Provided ample opportunity for application of knowledge					
Demonstrated understanding of and compliance with Nursing Program policies and procedures.					
Demonstrated understanding of Nursing Program practicum course objectives.					

Overall Comments:

_____

_____

_____

Clinical Preceptor Signature: _____ **Date:** _____

Faculty Signature:_____ **Date:** _____

Clinical Forms:

**RN-BSN Program
Student Exit Evaluation**

Student Name:_____

Graduation Date: _____Date Entered Limestone University: _____

I. Short Answer: Please answer the following questions candidly. The feedback obtained from this evaluation will be used to strengthen the RN-BSN Program.

1. Are you currently employed?

2. Do you plan to seek a new position or employment elsewhere after graduating with a BSN?

3. Have you thought about continuing your nursing education beyond the BSN?

4. Do you feel that the clinical experiences required were valuable? Why or why not?

5. Did you feel that the Nursing Faculty, Staff, and Clinical Preceptors were approachable and available to help you?

6. Did you feel that the Nursing Program was consistent in its policies and procedures?

7. Was your Experience in Limestone University's RN-BSN Program positive?

8. In your opinion, what could be done to improve upon Limestone University's RN-BSN Program?

Comments:_____
_____
_____

II. Likert Scale: For the following questions, please circle the appropriate number that indicates your satisfaction related to the quality of your education in the following Content Areas.

Very Satisfied 5	Somewhat Satisfied 4	Satisfied 3	Somewhat Dissatisfied 2	Strongly Dissatisfied 1

1. You received education in the Content Area: Evidence-Based Practice & Research.

5	4	3	2	1

2. You received education in the Content Area: Assessment and Health Promotion.

5	4	3	2	1

3. You received education in the Content Area: Leadership & communication

5	4	3	2	1

4. You received education in the Content Area: Genetics and genomics

5	4	3	2	1

5. You received education in the Content Area: Pathophysiology and pharmacology.

5	4	3	2	1

6. You received education in the Content Area: Population Health.

5	4	3	2	1

7. You received education in the Content Area: Healthcare Policies, politics, and regulation.

5	4	3	2	1

8. You received education in the Content Area: Professional Role Development.

5	4	3	2	1

9. You received education in the Content Area: Healthcare informatics.

5	4	3	2	1

10. You received education in the Content Area: Quality & Safety.

5	4	3	2	1

11. You were educated in ethical decision making.

5	4	3	2	1

12. You participated in interprofessional activities / events / projects.

5	4	3	2	1

Comments: _____

_____

_____

Updated May 2020

Updated June 2020

RN-BSN Handbook Agreement

I, _____ (print name), have thoroughly read and

understand all of the policies, procedures, and conditions that are set forth in the RN-

BSN Handbook. I have been given ample opportunity to have any and all of my

questions answered regarding the policies, procedures, and conditions of Limestone

University's Nursing Program. Furthermore, my signature on this document signifies

that I agree to comply with all of the policies, procedures, and conditions in this

Handbook, and I authorize the release of pertinent personal information and

documentation by the Nursing Program to applicable parties as related to my education.

This includes, but is not limited to, the Office of Academic Affairs, Office of Student

Services, and/or Affiliate Clinical Sites. I am aware that at any time if I am in violation of

the policies, procedures, and/or conditions set forth in this Handbook, that disciplinary

procedures may be invoked. I am also aware, that if I choose to leave or are dismissed

from the Nursing, I forfeit all scholarships awarded through the Nursing Program.

Student Signature: _____Date: _____