

Bowie State University Undergraduate Nursing Student Handbook

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The Philosophy of the Department of Nursing at Bowie State University

Nursing curricula are developed and implemented based on the faculty's beliefs about professional nursing education and professional nursing practice, the nature of the client, health, and the environment. In order to meet the current and future needs of the global communities, professional nursing education must prepare graduates to provide therapeutic and culturally congruent care in a variety of settings. Professional nursing education encourages the development of caring behaviors, therapeutic communication, cultural competence, social awareness and collaborative skills that facilitate academic and personal development. The faculty believes that professional nursing education also prepares learners to be critical thinkers, to make optimal use of educational environments, adapt to technological changes and to pursue continued education as a goal directed lifelong process.

Professional nursing practice is dynamic, complex, and integral to the health care system. Through evidence-based practice, nurses use research findings to make clinical decisions that facilitate health promotion, disease prevention, and health restoration to clients across the lifespan. The demonstration of caring behaviors, therapeutic communication, and culturally congruent care are vital in the provision of client-centered care. Professional nursing practice adheres to an established framework of ethical principles, legal regulations, and standards of practice in order provide high quality, safe and competent care.

The professional nursing role is not limited to the utilization of the nursing process, but also incorporates research activities, health policies, information technology and clinical leadership in the provision of client care. Thus, lifelong education is crucial to professional growth and development.

Clients are the consumers of nursing services. They are comprised of individuals, families, groups, and communities. We believe that the client is continually responding to the internal and external environment, and is capable of achieving optimal health, or a dignified death.

Health is a variable state that exists along a continuum of wellness to illness, and is defined by the client. Health is influenced by a variety of factors such as, spirituality, cultural practices, and environmental stimuli. Health outcomes are determined by the client's ability to cope with environmental

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factors, and to access the health care system.

Environment is the internal and external factors that impact the client's state of health. The environment influences the client, regardless of whether it is perceived or not.

Baccalaureate nursing education is a composition of knowledge in the natural sciences, liberal arts, nursing technology, research, and clinical decision-making. The baccalaureate nursing educational process prepares the learner, as a generalist, to practice in various settings within the ethical and legal framework of professional nursing. Graduates are educated to become leaders, consumers of research, and collaborators as members of the health care team. The following concepts are essential to baccalaureate nursing education: caring behaviors, communication, culturally congruent care, evidence-based practice, professional nursing role, and critical thinking.

Graduate education builds upon the generalist foundation of baccalaureate education to prepare nurses for advanced practice roles. Graduate education provides the student with opportunities to develop expertise and specialized knowledge in the care of clients and populations. The graduate program is organized using core, supporting, and specialty content. Graduate nursing education incorporates evidence-based practice that enables nurses to participate in health policy development, research, health promotion, and management, with emphasis on diverse and vulnerable populations. Advanced practice nursing roles include nurse practitioners, clinical nurse specialists, nurse administrators, and nurse educators. We believe that the advanced practice nursing roles are integral to meeting the current and future health needs of society.

Mission Statement

The mission of the Department of Nursing is to provide quality academic programs that offer learners the opportunity to expand their knowledge base and pursue advanced study. The nursing curricula prepare professional nurses who demonstrate excellence in practice, apply ethical principles, display leadership skills, think critically, value diversity, and participate in research and community service. The Department of Nursing is committed to increasing the number of underrepresented minorities in the nursing profession.

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Department of Nursing Goals

- Provide quality programs supportive of the learning needs of students
- Maximize opportunities to support recruitment, access, and retention efforts for students
- Promote local and regional workforce development

Conceptual Framework for the Baccalaureate Program

The conceptual framework is an extension of the philosophy and objectives of the Department of Nursing. It provides the design for sequencing the curriculum. The design enables faculty and students to comprehend, integrate, and synthesize curriculum content.

The curricular design of the baccalaureate nursing program is based on the following conceptual framework:

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The curriculum is designed based on two major organizing themes: pervasive and progressive. The pervasive concepts comprising this framework, as it relates to client-centered care, are caring behaviors, cultural congruity, ethical framework, and legal framework. The progressive concepts are reflected in the level objectives, and throughout the curriculum. They include critical thinking, communication, professional nursing role, research, and leadership. These progressive concepts indicate the successive levels of skill acquisition expected of nursing student as they progress in the program. Each of these organizing themes is defined and elaborated within the level objectives and courses.

Baccalaureate Curriculum Program Outcomes

Upon completion of the baccalaureate nursing program, the graduate will be able to:

1. Evaluate the impact of caring behaviors on client outcomes.
2. Appraise the effects of communication techniques on proposed outcomes.
3. Appraise the effectiveness of culturally congruent care on client outcomes.
4. Evaluate the outcomes of ethical dilemmas in client care situations.
5. Appraise health policies and proposed laws that effect nursing practice.
6. Integrate critical thinking with independent judgment to promote optimal wellness to families and communities.
7. Evaluate as a leader, the concepts of power and empowerment and autonomy and advocacy in managing nursing practice.
8. Compares and contrasts leadership styles within the nursing structures and health care systems in reference to Sociocultural, political, economic, legal, and ethical influences.
9. Utilize research findings for decision-making and rationale for nursing interventions.
10. Critique components of research studies.
11. Assume accountability for meeting the changing health care needs of diverse populations representing the global community, through the continuation of personal, professional, and educational development

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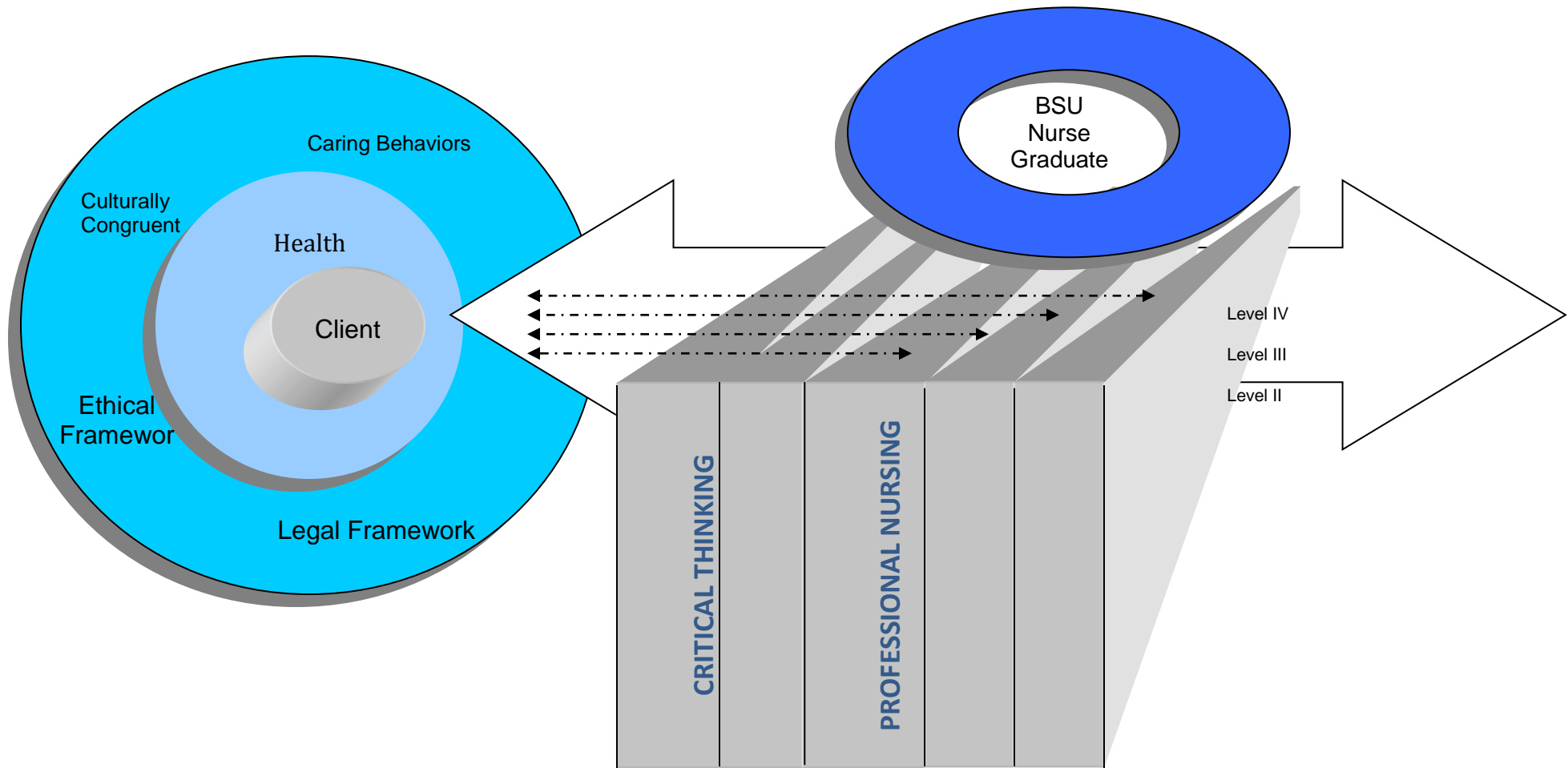
Bowie State University Department of Nursing Undergraduate Curriculum Level Objectives

Concepts	<i>Freshman: Level I</i>	<i>Sophomore Level: II</i>	<i>Junior Level: III</i>	<i>Senior Level: IV</i>
Caring Behaviors	Define the Concept of caring. Explain the significance of caring behaviors in nursing practice.	Demonstrate the caring behaviors in the performance of basic nursing skills.	Integrate caring behaviors in nursing interventions.	Evaluate the impact of caring behaviors on patient outcomes.
Communication	Demonstrate the essential components of basic oral and written communication.	Apply therapeutic communication techniques in nurse-client interactions. Demonstrate basic clinical documentation skills.	Implements therapeutic communication skills that incorporate appropriate strategies of care for clients across the lifespan. Implements effective communications skills with members of the healthcare team.	Appraise the effects of communication techniques on proposed outcomes.
Culturally Congruent Care	Define culture and recognize own cultural beliefs, values, and behaviors.	Identify the influence of culture on the health beliefs and practices. Differentiate health beliefs and practices that vary among selected groups.	Recognize the impact of culture on the nurse-patient relationship. Integrate interventions that respect and are consistent with the cultural beliefs, behaviors, and traditions of the client.	Appraise the effectiveness of culturally congruent care on client outcomes.
Ethical Framework	Identify ethical behaviors of the student.	Describe ethical standards that guide nursing practice.	Integrate ethical behaviors into nursing care.	Debate the outcomes of ethical dilemmas in client care situations.
Legal Framework	Define terms related to the legal aspects of nursing.	Describe the purposes and roles of the Maryland government in legislating nursing practice. Demonstrate adherence to the policies and standards of the BSU Department of Nursing.	Implement nursing interventions within the legal scope of practice, as interpreted by the Maryland Nurse Practice Act.	Appraise health policies and proposed laws that effect nursing practice.

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Concepts	Freshman: Level I	Sophomore Level: II	Junior Level: III	Senior Level: IV
Critical Thinking	Define Critical thinking and the characteristics of a critical thinker	Apply critical thinking skills in the performance of basic nursing assessment and skills	Utilize critical thinking skills to determine priority nursing care needs for individuals and families.	Integrate critical thinking with independent judgment to promote optimal wellness to families and communities.
Leadership		Explores the leadership role within the context of group.	Demonstrate accountability and beginning leadership abilities in nursing practice.	Evaluate as a leader, the concepts of power and empowerment and autonomy and advocacy in managing nursing practice. Compares and contrasts leadership styles within the nursing structures and health care systems in reference to Sociocultural, political, economic, legal, and ethical influences.
Research		Describe how nurses use research. Define evidence-based practice.	Examine the research process. Identify components of research publications.	Utilize research findings for decision-making and rationale for nursing interventions. Critique components of research studies.
Professional Nursing Role	Identify the role and function of the professional nurse in the health care system	Explain how the professional nurse utilizes the nursing process in the nurse client relationship.	Demonstrate assimilation into the professional role by: participating as a member of the nursing team; and seeking out new learning experiences	Assumes accountability for meeting the changing health care needs of diverse populations representing the global community, through the continuation of personal, professional, and educational development.

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The left side of the curriculum model represents client centered care surrounded by pervasive concepts. Progressive concepts are listed to the right and level objectives are represented with dashed arrows.

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Bowie State University Department of Nursing

Baccalaureate Nursing Student Policies

The policies in this section of the handbook are applicable to *baccalaureate students* enrolled in the nursing programs. These policies are consistent with and supplement the principle document governing policies and procedures for students. The Office of Student Services also provides a student handbook, *The Agenda*. Students are responsible for accessing and reviewing the documents that govern undergraduate students.

Admission Policies

BS NURSING ADMISSION REQUIREMENTS

Incoming Freshmen:

High School - College Preparatory program

- **GPA 3.0 average in High School Math (Algebra, Geometry, Algebra 2, Pre-Calculus)**
- **GPA 3.0 average in High School Sciences (Biology, Chemistry, Physics, or other advanced science courses)**
- **Eligible to enroll into Math 141 based on Math admission tests at BSU**
- **Submission of an application to the Department of Nursing in the spring semester**

Transfer students and those who were not eligible for admission in the freshmen year may apply during the Spring for a Fall admission into the sophomore year of the nursing program. The admission criteria effective for students admitted into the sophomore year:

- **Students should have completed the freshmen year of courses according to the progression plan for traditional baccalaureate students with an overall GPA 2.75 and 2.5 GPA in Science and Math prerequisites.**
- **Science courses completed within 5 years of admission date**
- **Students will submit an application to the department of nursing**

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in the Spring semester.

- **Students who are accepted, into the program and have not taken NURS 101 must successfully complete NURS 101 during the summer session prior to the Fall sophomore entry.**

ACCELERATED BS NURSING ADMISSION REQUIREMENTS

Second degree and transfer students:

- **Must have successfully completed all general education courses required for admission**
- **Must have a 3.0 cumulative GPA**
- **Must have a 3.0 cumulative GPA in science and math prerequisite courses**
- **Science courses completed within 5 years of admission date**
- **Must have evidence of success as a fulltime student (12 or more credits in one semester)**

This program begins in the summer and requires year round study for 18 months. There are a designated number of admissions established each year.

RN to BS Admission Requirements

- **Licensure as a Maryland RN**
- **Admission to Bowie State University**
- **Completion of Nursing Prerequisites**
- **Minimum cumulative GPA of 2.0**
- **Submission of the RN to BS application**

General Policies

Academic Honesty and Dishonesty- Nursing students are expected to conform to a strict standard of academic honesty. In addition to the Bowie State University Undergraduate Catalog, academic dishonesty includes exhibiting unethical or illegal behaviors including falsification of documents. Students are required to sign the Academic Honesty and Dishonesty form, which is placed in the student's academic folder in the nursing department. Students will be recommended for dismissal from the

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nursing program when academic dishonesty is confirmed. Please refer to the BSU Undergraduate Catalog for policies about academic dishonesty.

Communication Methods – The faculty and staff provide program and curriculum information through the use of Bowie email accounts, Blackboard, and the Nursing Department web site. Students are expected to review these electronic sources at least weekly. Technology is an integral part of the nursing curriculum.

Financial Aid – Financial assistance at BSU is available through various sources. Opportunities are available to students to receive funds if they meet the specified criteria. Personnel in the Financial Aid Office will assist students in exploring financial assistance for which they may be eligible. The Financial Aid Office is located in the Henry Building.

Governance – It is expected that students will participate in governance within the Department of Nursing (DON) and in the University. The mechanism for participation in governance of the University is through the BSU Student Government Association. The mechanism for participation in the governance of the department of nursing is through the Student Nurses Association and student representation on the DON Curriculum Committees. Input from students is encouraged and welcomed regarding the courses and activities of the DON. It is therefore the responsibility of students to serve as representatives to the Undergraduate Curriculum Committee. The Student Nurse Association will hold elections annually, in the fall to select representatives to the Undergraduate Curriculum Committee (UCC). The Student Nurse Association shall elect one student representative from each cohort admitted. The Student Nurse Association shall have one vote through its collective student representatives.

Office Hours – The Department of Nursing Office is open Monday through Friday from 8:30 a.m. until 5:00 p.m. All faculty maintain office hours, which are listed on course syllabi. A listing of the office hours for each faculty member is available for review in the nursing office, and also on the bulletin board next to the office door of the faculty member.

Request for Leave of Absence – Students may request a leave of absence for personal or family medical emergencies. Students requesting a leave of absence for medical emergencies must have official documentation to support the request. The request must be made in writing 14 days prior to the start of the intended leave. The student must also meet with their advisor

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regarding this request. The approval for the leave request will be made by the Faculty Organization. Student progression in the nursing program will be based on course availability.

Required Fees – Throughout the nursing program, students are required to pay for the following items:

- Assessment Technologies Institute (ATI)
- Comprehensive Exit Exam
- Clinical Laboratory

RN-BSN students are required to pay for the following items:

- Clinical Laboratory

These fees are collected as part of the semester charges and are in addition to any and all charges for tuition, room, board, and other general BSU student fees.

Course Policies

Class Attendance – Students are expected to attend and to participate in all class sessions. Students are required to notify faculty of absences or delays. Students are responsible for all academic content covered at all times.

Clock Hours and Credit Hours – In lecture courses one credit hour is equal to a 50 minute time period per week. In clinical courses one credit hour is equal to four (4) clock hours of clinical per week. In lab courses one credit hour is equal to three (3) clock hours.

Cancellation of Classes – Any cancellation of classes by the University is broadcast over local radio, Bowie State Electronic Emergency System (BEES), and television stations. When classes are cancelled clinical experiences are also cancelled.

Grading Criteria – The grading scale for undergraduate students in the Department of Nursing is as follows:

A = 92 – 100

B = 83 – 91

C = 75 – 82

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D = 68 – 74

F = below 67.5

Final course grades in all nursing courses ending 74.5 or higher will rounded up to next whole number.

Late Assignments – Assignments turned in late will not receive credit unless a specific authorization has been granted by the faculty for health or other reasons. In the event of illness or emergency, students are responsible for making arrangements with the appropriate faculty member.

Progression Policies

Progression – Nursing course content is planned in a sequential manner so that each course builds upon previous course content. Students must complete all courses sequentially as outlined in the progression plan. Students must be enrolled into the corresponding clinical nursing courses when enrolled into the didactic course. Students must satisfactorily complete the clinical and didactic courses to progress to the next level. Students who are unsuccessful in one of the courses must retake the didactic and corresponding clinical course.

In order to progress in the nursing program, students must earn a “C” or better in the general education courses.

Progressive testing and/or assignments will be used to evaluate student competence of completed course materials. Students must achieve minimal proficiency level in order to progress in the nursing program.

Students must complete the nursing program within five (5) years from the date of admission into the nursing program.

Students may not transfer from one progression plan to another.

Academic Standing – All students are required to complete a minimum of 62 credits in the nursing major according to the progression plan. Nursing students must earn a grade of “C” or higher in all nursing courses and maintain a 2.5 grade point average (GPA) to be in good academic standing.

Student Advisement – All students must meet with their advisor to prepare for registration each semester and in a proactive manner throughout the

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semester. Advisement sessions are used for planning student progression, discussing professional issues and concerns, and obtaining assistance that may be needed. Students are encouraged to make an appointment for advisement.

Academic Warning – Students earning a grade less than “C” in a nursing course at mid-term must meet with the course faculty member to develop a written plan of action to assist the student to improve academic standing. The plan of action will be documented on the progress report form. This document is placed in the student’s Department of Nursing record and the student receives a copy. Students will receive a mid-semester grade report from the School of Professional Studies Retention Coordinator.

Dismissal from the Program – When a student is recommended for dismissal from the nursing program, the Department Chairperson will provide written notification of dismissal. Students will be recommended for dismissal from the undergraduate nursing program under the following conditions:

1. Earning a grade lower than “C” in two different nursing courses or in one repeated nursing course.
2. Failure to meet the requirements for progression.
3. Earning a grade of “W” or an “AU” in three nursing courses.
4. Exhibiting conduct that is unprofessional, incompetent, unethical, or illegal in the clinical/practicum settings as outlined by the *American Nurses’ Association Code for Nurses*, the *DON Academic Honesty and Dishonesty* document, and the clinical agency policy.
5. Cheating on examinations, plagiarism, or improper documentation or falsification of clinical activities as outlined in the *BSU Undergraduate Catalog* and the *DON Academic Honesty and Dishonesty* document.
6. Performance in an unsafe manner while providing care to a client. (*In addition, the student will be immediately removed from the clinical area.*)
7. If any student presents to the clinical area chemically impaired by drugs or alcohol. (*In addition, the student will be immediately removed from the clinical area.*)

Grade Appeal – Students should follow the procedures outlined in the BSU Undergraduate Catalog for grade appeals.

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Grievance Policy –Students should attempt to resolve all grievance issues at the lowest level. Discuss the issue with the faculty. In the event that the issue needs further review, the chain of command within the DON should be followed. If there is no resolution within the DON, then sources outside the Department may become involved. The grievance process pertains to *all matters except grades*. The time frame for initiating a grievance is within five (5) weekdays of the event. The process must be followed in the sequence listed:

Grievances of Clinical Faculty decisions - if not resolved at this level notify Course Coordinator of continuation of the grievance process within 5 weekdays of the event.

Grievances of Course Faculty decisions or any progression issues - if not resolved at this level notify the Admission Progression and Graduation Committee (APG) Chairperson within 5 weekdays of the decision. The grievance must be typed and include a description of the original event. Submit to the chair of APG committee.

The APG Committee may invite other nursing student representatives to hear grievances related to clinical practice. The recommendation of the APG Committee will be referred to the DON Faculty Organization for final decision.

Prior to rendering a decision, the Faculty Organization will invite the student to present all documents and other evidence during the Faculty Organization meeting. A decision will be rendered within 30 days.

Students who wish to continue the grievance process prior to going outside of the DON should consider consulting with their faculty advisor during the process.

Chain of Command within the DON

- Faculty of course
- Course Coordinator
- Program Coordinator

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- Faculty Advisor
- Chair of DON

Students who wish to continue the grievance process outside of the DON must follow the BSU policy related to grievance.

Chain of Command beyond the DON

- Dean, School of Professional Studies
- Provost and Vice President for Academic Affairs
- The President

Application for Graduation – Students who anticipate meeting all requirements for graduation must apply for graduation by the deadline date as posted by the registrar on the BSU website. The University establishes graduation fees and set deadline dates. The Office of Admission, Registration, and Records can assist you in matters related to this issue.

English Proficiency Examination – The English Proficiency Examination (EPE) is a graduation requirement that must be satisfied by all students receiving a bachelor's degree from BSU. All students should take the examination upon completion of English 102. However, transfer students who completed their English requirements at another university should take the examination during their first semester of enrollment at Bowie State University. Students must successfully complete the English Proficiency Exam prior to enrollment into nursing courses with clinical experiences.

Graduation Requirements – Graduation requirements for the Bachelor of Science in Nursing (BS) degree are:

1. Successful completion of all general education and prerequisite course requirements.
2. Successful completion of the English Proficiency Examination.
3. Completion of all nursing course requirements and electives as specified by the DON.
4. Completion of a minimum of 120 credit hours with a minimum cumulative

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GPA of 2.5 on a 4.0 scale and a minimum grade of “C” in all Nursing courses. Refer to the Undergraduate Catalog for a discussion of quality points and grade point averages.

5. Successful completion of the Department of Nursing Comprehensive Exit Examination.
6. Submission of the Application for Graduation.
7. Clearance of all financial obligations by the Business Office.

Exit Survey – Graduating students will participate in an exit survey during their final semester of study. The survey is designed to obtain information about your experiences in the nursing program.

Clinical Policies

Students are expected to abide by the policies of the healthcare facility and the Department of Nursing. The clinical nursing faculty must know the location for all students during the entire clinical period. Students are not to leave the assigned area/floor and grounds of the healthcare facility without faculty approval. This includes lunch breaks and early dismissals.

Clinical courses must be taken concurrently with the corresponding theory course. All undergraduate students must achieve a grade of “C” or above in the theory course and clinical course in order to progress to the next level in nursing.

Lateness/Absence

Students are expected to report to the clinical setting on time (specific time as defined by the faculty in the course). Students must provide appropriate notification of lateness or absence to the clinical instructor, preceptor, and/or clinical site. If a student is late, the clinical instructor or preceptor has the right to tell the student that they cannot participate in clinical activities for that day. Lateness will be converted to absences. The following formula will be used to convert lateness to absences:

2 Occurrences of lateness in a 2 credit course = 1 absence

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Two Absences may result in failure of the clinical course. Clinical Absences must be made up per instructor requirements.

Insurance

All students are required to be covered by professional student liability insurance. The University purchases insurance on the student's behalf. Fees for the insurance are included in the student's tuition bill. **Registered Nurse** students are also encouraged to independently purchase professional liability insurance.

Students may purchase liability insurance from any company of their choosing. The following company provides insurance policies for nursing students.

NSO (Nursing Service Organization) Malpractice Insurance
159 E. County Line Rd, Hartford, PA 19040
Phone: 1-800-247-1500 Fax: 1-800-739-8818
Website: nso.com

Health Requirements

The Department of Nursing (DON) does not discriminate on the basis of physical disabilities. However, any applicant with a physical or emotional problem that may impact clinical or classroom performance must notify the academic advisor in the DON upon submission of application to the DON.

The DON requires submission of the following information prior to enrolling into clinical nursing courses:

1. The completed BSU Physical Examination/Health History Form
2. Immunization History – Documentation required
3. Polio series completed
4. DTP series completed
5. Tetanus Booster: Td within 10 years of completion of DTP series, and thereafter
6. MMR Titer or MMR Vaccinations #1 and # 2 if you are non-immune

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7. Hepatitis B Series – 3 doses (Strongly Recommended) or a Signed Waiver
8. Varicella Titer or Varicella Vaccination if you are non-immune
9. Current Documentation of negative PPD (within one year) or documentation of a normal Chest X-ray within the last five years.
10. Completed criminal background clearance ~~through Criminal Justice Information Services (CJIS)~~
11. Urine Drug screen may be required by healthcare facilities. Information for online application and payment will be provided by the Department of Nursing.
12. Annual Flu Vaccine
13. Blood Test for Tuberculosis

Some services, including PPD tests and immunizations are available to students at the Wellness Center on campus for a nominal fee. Contact the wellness center at (301) 860-4171 for more information or to schedule an appointment.

Professional Documentation for Clinical Experiences – Prior to starting the clinical all students are required to submit and maintain a copy of:

1. Documentation of current CPR certification (American Heart Association BLS – Health Care Provider course)
2. All students who are Registered Nurses are required to maintain a current Maryland nurse's license that substantiate their legal standing for the practice of nursing and current nurse liability insurance.
3. Student Nurse Liability Insurance may also be required for traditional nursing students.

All of the above documentation must be submitted to the course faculty by the date assigned. The deadline will be strictly enforced; there is no grace period. Students will be notified in writing if they do not meet the above requirements. Students will not be allowed to attend clinical if the above requirements have not been met (these will be counted as absences/ see absence policy).

Clinical Course Policies – The following policies apply to BS clinical courses:

1. Clinical site assignments for students are made at the discretion of the

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course faculty member.

- 2.If the student is placed in an agency where he/she is employed, the clinical assignment will not be on the unit where he/she is currently employed.
- 3.Students are responsible for their own transportation to clinical sites.
The DON uses a variety of healthcare agencies for clinical placements. These agencies are located in the Baltimore-Washington metropolitan area.
4. Students are responsible for their own transportation to clinical sites. The DON uses a variety of healthcare agencies for clinical placements. These agencies are located in the Baltimore-Washington metropolitan area.

Uniforms

All Students

All students will purchase the designated BSU nursing student uniform (pants with tops or dress, and lab coat) with BSU patch in the semester before beginning clinical. The BSU patch must be sewn on the Left sleeve at the shoulder line.

1. Identification badge with student's name and picture must be worn at all time
2. Hair must be worn above the uniform collar. If hair length is below the collar, it must be worn pinned up or tied back.
3. Full length white lab coats or washable white or navy blue sweaters may be worn in the clinical area. Students are expected to remove their sweater or lab coat when providing direct client care.
4. Fingernails must be without polish and no longer than $\frac{1}{4}$ of an inch. Polished, designer and artificial nails are not permitted.
5. Jewelry is limited to one pair of stud earrings, wedding rings, & watch.
6. Students must maintain appropriate personal hygiene; strongly scented cosmetics are not permitted.
7. All white leather shoes with closed toe and closed, low heel are required.
8. Lab coats must be worn when not in uniform during visits to the clinical areas when care will not be given. Name pins and the DON patch must be worn on the lab coats and students must introduce themselves to staff. Blue jeans may NOT be worn under lab coats. Lab coats must be white and full length.

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9. Blue jeans may NOT be worn under lab coats. Lab coats must be white and full length.
10. Lab coats must be worn in the nursing lab during simulation and when practicing skills.
11. White long sleeve t-shirt may be worn under the uniform

Women

1. All skirts or dresses must be at an appropriate length for bending and stretching activities. Students will be dismissed from clinical if the instructor considers the uniform too short.
2. Pantsuits may be worn.
3. A full length non-cling slip must be worn under the uniform dress.
4. White stockings or panty hose are to be worn with dresses.
5. White knee high stockings must be worn with pants.
6. Undergarments should be of a neutral color and not be visible through the uniform

Men

1. White pants and top.
2. Pants must be fitted and an appropriate length.
3. White socks must be worn with pants.

Uniforms during Community Health and Psychiatric Mental Health Experience

Nursing students adhere to the course-specific uniform policy. Information regarding the policies will be given to students by course faculty.

Failure to adhere to these uniform requirements may result in dismissal from the clinical area, and will be reflected in the clinical evaluation.

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Equipment Required for Clinical Experiences

1. A watch with a sweep second hand.
2. A stethoscope with bell and diaphragm.
3. Black ink pen.
4. Other equipment as specified in the course syllabus.

Accidents During Clinical Experience

If a nursing student is injured during the clinical experience he/she should report immediately to the faculty and charge nurse on the unit. Students may be required to go to Employee Health or the Emergency Department depending on the severity of the injury and the policies of the agency.

Fees for these visits may not be covered by the agency and students are required to maintain their own health insurance.

Reporting of Illness/Absence:

1. It is the responsibility of the student to follow the course instructor's procedure to report absence due to illness.
2. When the student is hospitalized, the DON must be notified immediately.
3. Students who have experienced a hospitalization or extensive illness (3 days) must submit to the course faculty in writing, an official statement from the health care provider permitting return to clinical practicum.

Pregnancy

1. A student who is pregnant may continue in clinical experiences as long as her health status is satisfactory and she is able to complete her clinical assignments.
2. Students who are pregnant should consult with the faculty member in advance of their clinical assignment. Some agency regulations determine assignments during pregnancy.
3. For the safety of the student who is pregnant, she must not enter areas where radioisotopes or x-ray therapy is being administered.
4. Students who deliver during the semester must present in writing an official statement of health clearance from the health care provider permitting return to clinical practicum.

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Standard Precautions – Students are required to implement Standard Precautions in all clinical settings where they may come into contact with blood and other body fluids. Standard Precautions should be used when in contact with human tissues, cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids. Students who are exposed to body fluids while in the clinical/practicum setting should notify the preceptor, responsible faculty, and the appropriate supervisory person in the agency. The student should follow-up with procedures available for employees of the clinical facility. This includes the right to request patient testing, individual counseling, and obtaining follow-up information for health care.

Procedures for Handling Blood and Body fluids:

1. Handle all blood and body fluids following Standard Precautions.
2. Wash hands and other skin surfaces before and immediately after contact with body fluids.
3. Wear protective barriers appropriate for the procedure being performed when anticipating exposure to body fluids.
4. Use gowns for splashes, goggles and masks for splatters, and gloves when handling fluids.
5. Do not recap or manipulate needles or sharps in any way. Place them immediately in puncture resistant containers after use.
6. Place resuscitation equipment where respiratory arrest is predictable. Refrain from direct client care if you have exudative lesions.

The Department of Nursing reserves the right to update and change the above policies at any time. A copy of the policies is posted on the department's web site. It is the students' responsibility to stay current and informed of the changes. If any changes occur students will be notified and they will be able to view the changes on the department's web site. Significant changes made to the policies will require students to sign and date a new acknowledgement form. All new nursing students are to read the policies and sign and date the acknowledgement form attached. This must be submitted on your first day of class.

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Etiquette and Professionalism

Stress is a reality for nursing students and professional nurses. How we respond during highly stressful situations is paramount to our effectiveness as professionals and nurses. During difficult situations in the classroom or in a clinical situation be mindful of what you are communicating to your peers, the staff, faculty, patients and other healthcare providers. Nonverbal language is very powerful; this includes your posture, distance to the person you are speaking to and inflection.

Take a moment to reflect on what you are about to say, particularly in difficult situations. Profanity and threats will not be tolerated and will be managed according to the University's policy, as well as the policies of the healthcare agency when applicable. This includes e-mail and or letters written by students.

Also, carefully review any information or photos you plan to post on websites that are accessible to the public. Keep in mind that you represent yourself, your peers, the University and the nursing profession.

Although, corresponding via the internet is common practice today, individuals may send inappropriate messages. Carefully review your message, before clicking the send button. Remember, if you capitalize all of the letters in something you write, you are "YELLING" at the individual you are sending the message to.

In order to reduce the risk of passing computer viruses and to ensure correspondence has a professional tone, it is important to use your Bowie State University (BSU) e-mail account. Consider how an individual may respond after receiving a message from a sender whose e-mail address is hotchick@msn.com

Faculty and staff will only respond to messages sent from BSU e-mail addresses so if you are having difficulty with your email account or you are not sure how to access your account, please see or contact the Helpdesk. The Helpdesk office is located in the same building as the library. You cannot access their office using the front door. You need to use the entrance located at the rear of the building.

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Also, be sure to delete items from your BSU email account regularly. That mailbox fills quickly and you may not be able to receive important messages.

Developing Effective Study Strategies .

Nursing school is challenging and at times overwhelming. As you prepare to study consider your learning style. What is your learning style? Are you a:

Learning Style

Visual Learner

Auditory Learner

Kinesthetic Learner

Global Learner

Detail Learner

If you are not sure, explore the websites listed below:

<http://nwlink.com/~donclark/hrd/styles.html>

<http://www.vark-learn.com/english/page.asp?p=questionnaire>

http://www.metamath.com/multiple/multiple_choice_questions.html

Reading Techniques

Read to understand course materials

Get to know your textbook – take notes from the text, create study cards

Review all diagrams, charts, tables, and graphs

Be an active reader

Read at your BEST!

Increase your reading rate! **Rapid Eye Movement**

Keep in mind, learning is a process! The Learning Process Moves from:

Knowledge > Comprehension > Application > Analysis > Synthesis >

Evaluation

Basic Classroom Skills

1. Be prepared for class/lecture.
2. Pay special attention to what is communicated in the classroom by the instructor.
3. Keep the lines of communication open between you and your instructor.
4. Be an active listener:

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- Avoid interfering behaviors
- Recognize main ideas
- Learn to identify important points

Attitude and Motivation

- Develop a winning attitude
- Accept support from others and use all available resources
- Exercise your attitude (Take care of yourself)
- Maintain a consistently positive attitude
- Motivate yourself (Keep your eyes on the prize!)
- Reward yourself 😊

Set Goals

- ✓What do you want to achieve?
- ✓Focus on learning goals,
- ✓Set short-term and long-term goals.
- ✓Goals should be realistic, measurable and achievable.
- ✓Write them down.

Study Strategies

- Select a study area
- Have good lighting
- Set the room to a comfortable temperature
- Create pleasant surroundings
- Be physically comfortable
- Take breaks
- Get started and set the compass, plot the course of action

 **READ**
 **REWRITE**
 **RECITE**
 **REVIEW**

Effective Note-Taking Skills

- ❖ Use shorthand and abbreviations
- ❖ Organize your notes after class
- ❖ Write your notes in a personal way

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- ❖ Avoid using tape recorders-taping by permission of the Instructor only
- ❖ Develop an orderly format for note taking; use an outline format
- ❖ Keep notes in a loose-leaf binder
- ❖ Don't write down every word during the lecture
- ❖ Use clear legible penmanship
- ❖ Sit at the front of the class
- ❖ Review your notes after class!

Learning Technology

All students should be familiar with navigating the Learning Management System (LMS). For more information or assistance with LMS, please contact the Helpdesk.

Helpful Websites

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American Nurses Association: www.nursingworld.org

APA Style Help: www.apastyle.org

APA Help – Perdue:

<http://owl.english.purdue.edu/owl/resource/560/01/>

Center for Disease Control: www.cdc.gov

Discover Nursing: www.discovernursing.com

FAFSA: Financial Aid: www.fafsa.ed.gov

Maryland Board of Nursing: www.mbon.org

Maryland Higher Education Commission

<http://www.mhec.state.md.us/financialAid/descriptions.asp>

National Association of Hispanic Nurses:

www.thehispanicnurses.org

National Black Nurses Association: www.nbna.org

National Coalition of Ethnic Minority Nurses Associations
(NCEMNA)

www.ncemna.org

National Institutes for Health and Medicine: www.nih.gov

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National League for Nursing: www.nln.org

National Student Nurses Association: www.nsna.org

Nursing Organization Links: www.nurse.org

Scholarship Listings:

<http://www.minoritynurse.com/financial/scholarships.html>

Department of Nursing Directory

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