

Nursing Student Handbook

2009-2010

Undergraduate Edition

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OVERVIEW OF BACCALAUREATE PROGRAM

The Department of Nursing offers a four-year curriculum leading to a Bachelor of Science degree in Nursing. The curriculum consists of 124 credits of which 52 credits are general education requirements, 15 are natural science support courses, three are elective, and 54 credits are nursing courses. Nursing courses are distributed throughout the four years with the concentration at the junior and senior levels. A track for registered nurses who have a diploma or associate degree also exists. These students complete work through a combination of transfer credits, advanced placement and enrollment in an on line degree program. Licensed Practical Nurses are given credit for several nursing courses when they join the generic program.

The nursing program is designed to provide individuals with a broad educational background, which builds upon Biblical knowledge, liberal arts, behavioral and social sciences as well as nursing. The curriculum for the nursing program at Liberty University is directly derived from the stated purpose, philosophy, objectives and organizing framework of the Department of Nursing which is based on Patricia Benner's nursing theory and the nursing process. It provides a framework for practice and a conceptual approach to the nursing curriculum.

PURPOSE STATEMENT

The purpose of the Liberty University Department of Nursing Undergraduate program is to prepare baccalaureate level nurses who are committed to Christian ethical standards and view nursing as a ministry of caring based on the Benner theoretical framework. The nursing curriculum is built upon a foundation from the arts, sciences, and the Bible, and focuses on the use of the nursing process to guide the acquisition of nursing knowledge, the development of strong clinical skills and a commitment to a sound work ethic.

PHILOSOPHY OF THE NURSING DEPARTMENT

The primary goal of the Liberty University Nursing Department is to educate Christian students to minister to others through nursing. The Nursing Department supports the following propositions based on the Bible, nursing process, and Benner.

God, the infinite source of all things, has shown us truth through Christ in nature, history and above all, in Scripture. Persons are spiritual, rational, moral, social and physical, created in the image of God. Persons are self-interpreted beings who become defined as they experience life, having the capacity to be in a situation in meaningful ways because of embodied intelligence.

Nursing is a multiform activity that provides a wide range of health care to society. It revolves around the need for assessment, goal development, selection of interactions, delivery of care, and evaluation of responses. Nursing is a healing art communicated through the ministry of caring. The practice of professional nursing is defined by the seven domains of nursing roles:

1. The helping role
2. The teaching-coaching function
3. The diagnostic and patient monitoring function
4. Effective management of rapidly changing situations
5. Administering and monitoring therapeutic interventions and regimens
6. Monitoring and ensuring the quality of health care practices
7. Organizational and work-role competencies

Stress is the individual's perception physically, emotionally or intellectually, that smooth function has been disrupted. Harm, loss or challenge is experienced and sorrow, interpretation or new skill acquisition is required. Coping is a person's response to stress.

Caring is primary because it sets up what matters to a person, what counts as stressful, and what options are available for coping. Involvement and caring may lead one to experience loss and pain, but they also make joy and fulfillment possible. Distance, control and equanimity in the midst of suffering can trivialize distress.

Ministry is showing the love of Christ to others through service so that they may be drawn to Him.

Health is an individualized perception that can be interpreted differently by each individual. Since health is influenced by societal and cultural norms, it is important to consider both subjective and objective assessments of health.

Baccalaureate nursing education prepares the nurse to function in an active, participant role in the health care system. Nursing prepares the individual to be a leader, to be responsible, and to be accountable for his or her own actions. It also prepares the individual to think critically, problem solve, and make decisions for the provision of health care. Professional nursing prepares the individual to function independently and in collaboration, coordination, and consultation with other disciplines.

The faculty of the Department of Nursing believes that the baccalaureate degree is the minimum educational level of preparation for the professional nurse. The baccalaureate education prepares the graduate to enter professional nursing by providing a broad base in the humanities, social and natural sciences, and the knowledge, values and skills necessary for beginning practice in primary, secondary, and tertiary health care.

Courses in sociology, psychology, philosophy and religion assist the individual to understand people, families and groups within the community and to view matters in a broader context. Courses in natural science assist the individual in thinking critically. Courses in religion, theology, evangelism and Christian service enhance the individual's understanding of God, His creation and His will. They contribute to the development of a sense of caring as a ministry to others as well as to foster a commitment to the Christian life.

The nursing faculty believes that teaching and learning are interdependent lifelong processes. Learning is a progressive and cumulative experience producing beneficial changes in behavior. Learning takes place in three domains; cognitive, affective, and psychomotor or performance. Motivation and readiness are necessary in the learner if learning is to take place.

It is the faculty's responsibility to oversee and assess individual learning needs and adapt teaching methods as student's progress from novice to advanced beginners.

As facilitators of student learning, faculty must demonstrate advanced clinical judgment, pointing out important cues and assisting students to think critically about clinical situations.

Excerpts taken from:

Benner, Patricia (1984). From Novice to Expert: Excellence and Power in Clinical Nursing Practice. Menlo Park, California: Addison-Wesley Publishing Company.

Benner, Patricia (1989). The Primacy of Caring: Stress and Coping in Health and Illness. Menlo Park California: Addison-Wesley Publishing Company.

CURRICULUM OBJECTIVES

Upon completion of the Liberty University BSN Program, the graduate will:

1. View nursing as a ministry of demonstrating Christ's love to hurting people of all religions, creeds and cultures.
2. Provide and coordinate nursing care for individuals, families and groups within the community.
3. Utilize critical thinking/problem solving skills in determining nursing interventions and applying therapeutic skills.
4. Demonstrate leadership skills in collaboration with clients, other professionals and groups within the community for the purpose of promoting, maintaining and restoring health.
5. Apply a personal and professional Christian value system, based on Biblical principles, to ethical issues related to the practice of professional nursing.
6. Value the need for ongoing personal and professional development through both formal and informal learning experiences.

MAJOR CURRICULAR CONCEPTS

1. Nursing as a ministry of demonstrating Christ's love to hurting people
 - Servant's heart
 - Pain management
 - End of life care

- Cultural compassion
2. Critical thinking/problem solving skills
 - Nursing process
 - Multisystem integration
 3. Leadership skills
 - Communication
 - Assessment
 - Working in groups
 - Professional behavior

DEPARTMENT OF NURSING POLICIES

Admission to the Nursing Program

In accordance with University policy, the Department of Nursing admits students of any race, color, national or ethnic origin.

The prospective nursing student is initially admitted to the University as a pre-nursing major, and applies for candidacy to the nursing major in the second semester of the freshman year. This is consistent with University policy for new students.

Acceptance into the nursing major is conditional with the understanding that the student will complete BIOL 211, BIOL 212, CHEM 107, NURS 101, NURS 105 and NURS 215 with a grade of “C” or better.

Applicants are considered for candidacy to the nursing major following enrollment in Spring semester courses. Admission is based upon first semester GPA (minimum 3.0). Spring semester grades will be submitted at the end of the semester and failure to earn a “C” or better in any of the pre-requisite courses will result in withdrawal of acceptance. A personal interview with a nursing faculty member may also be required. The nursing faculty reserves the right to refuse admission to the Program. Acceptance by Liberty University does not guarantee acceptance into the nursing major.

Nursing students, consistent with University policy, generally declare nursing as their major in their sophomore year. Before the student declares his/her major as nursing, he/she must have successfully completed the Foundational Studies component of the general education program, Anatomy and Physiology as well as Chemistry.

Requirements for admission into the nursing program are inclusive of those for admission to University and include other criteria outlined by the Department of Nursing. The Department of Nursing seeks to admit and retain students with high academic and personal standards. It must be clearly understood that admission to the University is not synonymous with admission to the Nursing Program.

Students interested in applying to the nursing program should have a strong high school background including Biology, Chemistry, English and Algebra. Those who are deficient may require five years to complete the nursing major.

Application for candidacy to the nursing program takes place in Spring of the freshman year. Students can obtain an application from the Department of Nursing. The deadline for completed applications is **February 15, 2010.**

Admission to the Nursing major is competitive and those with the best applications will receive top priority.

Entrance requirements include the following:

- A. A minimum, cumulative GPA of 3.0

- B. Completion of BIOL 211, BIOL 212, CHEM 107, NURS 101, NURS 105, and NURS 215.
- C. Two written recommendations from employers or faculty outside of nursing.
- D. An essay stating career goals (maximum 250 words).
- E. A personal interview with nursing faculty may be required.
- F. Successful completion of an English competency examination if applicable.
- G. Satisfactory citizenship and behavior at Liberty University. Students who have been expelled, suspended or experienced sanctions are not eligible for initial entry until fully reinstated to good standing.
- H. The nursing faculty reserves the right to dismiss from the major, students who exhibit unprofessional, immoral or unethical behavior.
- I. A combined SAT score of 1000 or better, or an ACT composite score of 20 or better is recommended.
- J. Foreign students, for whom English is a second language, may be required to have all general education courses completed prior to entering the nursing major. Students should have completed ENGL 101 and be registered for ENGL 102 at the time of application.
- K. Admission decisions will be guided by the four tiered grid found on page 25.

The competitive applicant will have:

- A. A cumulative college GPA above 3.4
- B. A grade of “A” or “B” in both semesters of Anatomy and Physiology
- C. Excellent recommendations
- D. Careful consideration will be given to the ideas, grammar and presentation of the Essay.
- E. Completed pre-requisite course work at LU

In addition to the above requirements for admission to the nursing program, students must submit proof of the following **before the first day of classes** in order to be eligible to participate in clinical experiences:

- A. Current proof of required immunizations
- B. Current liability insurance.
- C. Current CPR certification.*
- D. Agency required in-services*
- E. Criminal background check (Beginning incoming class of 2007)

*These will be scheduled shortly after the beginning of classes and students will be notified about times and dates

The above criteria must be met prior to beginning sophomore level nursing courses and **before classes begin**. CPR certification must be obtained from the Department of Nursing at Liberty University before hospital clinical experiences begin in the fall semester.

PROGRESSION, RETENTION, DISMISSAL

Equally important to the admission requirements into the nursing program are those criteria which govern maintenance of the student's status once admission is achieved. These criteria are listed below:

- A. Minimum grade of "C" in all nursing courses. The student may repeat one nursing course (with permission) while enrolled in the program. The second failure of a nursing course, (a grade of less than "C") will make the student ineligible to continue in the nursing program. A minimum GPA of 2.75 must be maintained in all coursework. Should the student's GPA fall below this minimum, they will have one semester to raise their GPA to the minimum standard in order to remain active in the program.
- B. Satisfactory citizenship and behavior must be maintained. Students suspended from the university will be subject to faculty review as to continuation in the program. The nursing faculty reserves the right to dismiss from the major, students who exhibit unprofessional, immoral or unethical behavior.
- C. Students must satisfactorily complete the mandatory hospital in-services and orientation to the hospital documentation software during regularly scheduled times.
- D. Students must satisfactorily complete sophomore level courses: NURS 210, NURS 221 and NURS 225 before enrolling in junior level courses: NURS 301, , NURS 302, NURS 305, NURS 306, NURS 352 and NURS 353.

*Students in the Summer Accelerated Program will take NURS 225 in their junior year.

- E. Students must satisfactorily complete junior level courses: NURS 301, NURS 302, NURS 305, NURS 306, NURS 352 and NURS 353 before enrolling in senior level courses: NURS 440, NURS 460, NURS 451, and NURS 490. Successful completion of NURS 301 and NURS 305 is required before enrolling in second semester junior level courses.
- F. Seniors must take NURS 490 in their last semester of the nursing major.
- G. Students must satisfactorily complete a drug calculation test as part of the course requirements in NURS 221. Failure to pass this test with a grade of 100% after three attempts will result in failure of the class.
- H. A test/exam (does not include quizzes) average of 77% or better is required to pass any NURS course. This will be expressed in points. The student must earn 77% of the total test/exam points in the course. There will be no rounding of grades.
- I. Students should pass BIOL 203 (Microbiology) prior to taking junior level courses.
- J. Students will be required to take nationally normed tests throughout the curriculum and to make a satisfactory score on such tests in preparation for successful completion of the NCLEX (State Board Exam). In the last semester of the progression, students will be required to take a comprehensive predictor exam and make a satisfactory score on it prior to graduation.
 - 1. Students will be tested at each level (sophomore, junior, senior).
 - 2. Students who earn an ATI Level Two or better have completed the testing requirements for that exam.
 - 3. Sophomores and juniors who do not earn an ATI Level Two or better will require remediation with the Test Proctor.
 - 4. The ATI level will serve as a test grade in the corresponding junior level nursing course. If the student scores at Level Three, the test average for the course plus 5 points will be added as a test grade. If the student scores at Level Two, the test average for the course will be added as a test grade. If the student scores at Level One, the test average for the course minus 5

points will be added as a test grade for the course. A score of below Level one will equate a test score of the test average for the course minus 10 points.

5. Students must present a print-out of the non-proctored test corresponding to the test being taken showing a grade of 90% or better in order to enter the test taking room on the day of the test. The non-proctored tests can be found on the ATI website at www.atitesting.com. The tests can be taken as many times as necessary to earn the necessary score.
 6. Seniors MUST earn a predictor score of 70% or higher. This places the senior level student above the 95% probability of passing the NCLEX on the first attempt.
 7. Seniors who pass the RN Predictor are excused from taking Community Health, Leadership, Critical Care, and Mental Health ATTI exams during their semester of graduation.
- K. Each student is encouraged to compile a portfolio of academic work, seminar certificates and other evidence of meeting curriculum objectives. See next page for guidelines.
- L. Any student who fails or withdraws from a sophomore level course will be required to re-apply to the Nursing major and re-admission will be determined by the Admission & Progression Committee.
- M. Students who fail or withdraw from one or more upper level nursing courses, (300-400 level) may be allowed to repeat the course one time based on the decision of the Admission & Progression Committee and available space.
- N. Students who have been dismissed from the program or desire a waiver of normal course sequence have a right to due process.

Student petitions may be submitted to the Admissions & Progression Committee, (APC), for consideration.

Petitions should include a brief summary of the reason for the petition and outline a plan that justifies readmission or changes in normal course sequencing.

Students must submit the petition as an e-mail attachment to Dr. Britt at least 3 days before the meeting with the APC. The committee will communicate a decision to the student in 10 days.

The student must be available to the committee at the time of the meeting in case there are questions.

The student may or may not be asked to speak.

The ruling of the APC is the final decision of the Nursing Department.

A decision will be made and communicated with the student within 10 days.

PORTFOLIO:

Purpose:

- To enhance the development of leadership skills.
- To develop self –evaluation skills.
- To provide outcome data for student attainment of curriculum objectives.
- For use during job interviews.

Process:

All students are encouraged to complete a comprehensive portfolio prior to graduation. Evidence for the portfolio will be gathered throughout the student's time in the program and handed in at the end of each school year. Seminars providing instruction in portfolio development will be offered each fall semester.

Portfolio contents:

1. Personal/Professional Mission Statement
2. Resume and cover letter
3. Evidence of meeting each curriculum objective. Suggested pieces of evidence as follows:
 - a. View nursing as a ministry
 - Journal entries (NURS 440, 490 and nursing electives)
 - Service activities
 - CSER Evaluations
 - b. Providing and coordinating care
 - Clinical evaluations (NURS 221, 301, 302, 352, 353, 440, 451, 460, 490)
 - Teaching projects (NURS 215, 440, 460)
 - c. Critical thinking skills
 - Skills list (NURS 301, 302)
 - Research proposal (NURS 225)
 - Honors Thesis
 - Standardized test scores (ATI tests)
 - Sample profiles (NURS 301, 302, 352, 353, 460)
 - d. Demonstrate leadership skills
 - LSNA activity
 - Leadership evaluations (NURS 490)
 - Presentations (NURS 215, 440)
 - e. Personal and Professional values
 - Ethics paper (PHIL 380)
 - Journal entries (NURS 440, 490, Nursing electives)
 - f. Ongoing development
 - Seminar certificates
 - Professional membership
 - g. Journal subscriptions

Seniors are encouraged to complete their portfolios during the semester prior to the graduating semester for use during job interviews.

JUNIOR YEAR

FALL COURSES

- NURS 301
- NURS 352 OR NURS 353
- NURS 305

SPRING COURSES

- NURS 302
- NURS 352 OR 353
- NURS 306

CLINICAL EXPERIENCES WILL BE ON MONDAYS AND FRIDAYS. CLINICALS MAY BE ON DAYS OR EVENINGS. OB AND PEDS MAY HAVE WEEKEND CLINICALS.

Do not schedule Thursday evening classes. You will be preparing a profile on Thursdays. Plan to arrive at the hospital to collect data in the early afternoon.

Nursing classes will be scheduled on Tuesday, Wednesday and Thursday.

Do not schedule a weekend intensive during the regular school year. They often conflict with clinical.

Do not schedule to leave for any break until after your clinical is completed for that day!!!

You will not be excused from clinicals for any reason except:

- You are communicably ill
- You have experienced the illness or death of a close family member
- You are representing the University in an athletic event, etc.
- Medical missions trip

Nursing majors **are not allowed** to serve in the role of RA during the junior level in the nursing program, Juniors are counseled to consider carefully before taking on the role of Prayer Leader or SLD.

SENIOR COURSE SEQUENCE

NURS 460-Critical Care Nursing

- Offered Fall, Spring and Summer.
- Clinical is Monday or Friday for half of the semester.

NURS 451-Psyc Nursing

- Offered Fall, Spring, and Summer.
- Clinical is Monday or Friday for half of the semester.
- Must be taken the same semester as Critical Care.

NURS 440-Community Health

- Offered Fall, Spring and Summer.
- Clinical is Monday all semester.

- Must be taken the opposite semester NURS 460 and NURS 451

NURS 490-Leadership

- Offered in Fall and Spring (Must be taken the semester you are to graduate.)
- Clinical is scheduled on weekends in the area of the student's choice. CCCP students are required to complete 112 hours. Other students are required to complete 90 hours.

PHIL 380-Biomedical Ethics

- Offered in Fall and Spring.
- Must take to meet graduation requirements
- Class on Tuesday and Thursday

Nursing Electives-(Choose one)

NURS 415- Cross Cultural Nursing

- Offered in the Fall.
- Cross Cultural Nurse Certificate students must take this elective.

NURS 416-Preceptorship

- Offered in the Fall and Summer.
- Available to all students but there is an application procedure.
- Selection on the basis of GPA and Clinical Competence.
- Required of CCCP students.

NURS 417-Crisis Nursing

- Offered in the Fall.

NURS 419-End of Life Care

- Offered in the Fall and Spring.

NURS 420-Pain Management

- Offered in the Spring .

NURS 465-Advanced Critical Care

- Offered in the Fall and Spring.
- Required of CCCP students.

Senior Expenses

Senior pictures

- Sitting fee of about \$35.

Senior pins

- \$35 and up, depending on which one you choose to order

NCLEX Kaplan Review

- \$400 to prepare you for boards success. It will be offered at LU each semester.

NCLEX application

- \$350-\$500 depending on what state you are licensed through.

TRANSFER STUDENTS

Students transferring from other nursing programs will be evaluated on an individual basis and will be admitted only if there is sufficient space in the program. Transferring students must be in good academic standing at the time of transfer and receive positive faculty recommendation from the transferring institution.

HONOR COUNCIL

This document is not intended and shall not be used to limit the authority of Liberty University or any disciplinary body therein.

SECTION 1: Background

SECTION 1.1: Statement of Purpose

The Honor Code is based upon the premise that a Christ centered University must be dedicated to the formation of Champions for Christ; individuals that are dedicated to conducting their life in a way that honors the Lord. In partnership with the University, the Mission of the Department of Nursing is to prepare professional nurses to be the hands and feet of Christ to a lost and hurting world. In order to achieve these goals, and mission, the Department of Nursing has instituted an Honor Council that will serve to hold the student accountable to their faculty and peers. The “Honor Council” means any person or persons authorized by the department of nursing to determine whether a student has violated the Honor Code and to recommend sanctions that may be imposed when a rules violation has been committed.

Under the Honor Code of the Department of nursing, it is expected that the students will conduct themselves in such a manner as to bring honor to the Lord, to the Department of Nursing and to the individual. Acts of cheating, stealing, furnishing false information, and unprofessional conduct will not be tolerated. A person who has violated the Honor Code must be sanctioned for compromising the integrity of the nursing student body.

Each member of the nursing student body, faculty and staff are responsible for upholding and enforcing the Honor Code. Knowledge of an offense and willful disregard of said offense will constitute an Honor Code violation.

SECTION 1.2: Agreement of Students

The Honor Code applies to all nursing students, be they MSN, RN to BSN, generic, resident or distant learning. The Honor Code is an agreement among all nursing students and applies to their conduct in the classroom and in the clinical area as well as personal conduct on or off the University campus.

SECTION 2: HONOR CODE

Liberty University has always sought to impact the world by producing champions for Christ. Honor, integrity, positive testimony and professionalism are viewed by the Department of Nursing as essential elements to successful completion of the mission of serving the Lord as His hands and feet. Without any of these, not only will the student be unsuccessful, the student will bring dishonor to the school and to our Savior. Liberty graduates, who practice in the profession of nursing, are recognized as demonstrating excellence in clinical skills, work ethic and leadership. In recognition of this rich heritage and in order to assure that current students will continue to benefit from this legacy, the Honor Code has been formed and the Honor Council has been established consisting of nursing students and faculty.

Christians are called to be “in the world but not of it” which calls them to a higher stand of conduct than the rest of the world. Although it may be that some students may not have the saving knowledge of Jesus Christ, students who choose to apply to and be accepted into the Department of Nursing will be held to that higher standard. The student community will assume that a student is honorable unless proven otherwise. The Honor Code outlines behaviors that will give cause for placing the student’s honor in question. It is the responsibility of all students, faculty and support staff to hold all members of the community to the standards set by the Honor Code. By so doing, the individual will avoid all stumbling blocks to personal and professional development and the community of students will maintain the legacy of excellence that so blesses the current graduates of the Liberty University Department of Nursing. Above all, the Lord will be glorified.

SECTION 3: STANDARDS OF CONDUCT

The following constitute the standards of conduct expected by the Department of Nursing Faculty, the University and the Lord Jesus Christ. The nursing student body will adhere to these standards, for one who has been called into the service of the King will be held to a higher standard (Ephesians 4:11-13). Failure to do so will result in an infraction with subsequent review by their peers on the Honor Council.

1. Truthfulness will permeate each written and spoken word. (Proverbs 3:3). Honesty and trustworthiness in all transactions and acts will be a hallmark of the student and will contribute to a community characterized by mutual trust (Hebrews 13:8). By doing so, the student will not knowingly become a stumbling block to fellow believers or squelch the work of the Holy Spirit with nonbelievers (Luke 17:2).
2. Encourage one another to achieve excellence without compromising one’s integrity or assisting another student in compromising their integrity to achieve a higher grade. Plagiarism, in any form, will not be tolerated. Plagiarism occurs when one uses the words of another, rephrasing of another’s work, or the work is inappropriately cited so that the implication is that the words are the student’s original work. Knowledge of appropriate APA formatting is the responsibility of each student. Work will be conducted independently, unless otherwise specified by the faculty.
3. Respect of all persons and honor their ownership of work and possessions in such a way as to not compromise one’s testimony (1 Peter 3:1-2). Knowing that to take anything without permission is a violation of trust and an affront to the owner’s personhood. The act devalues the owner and steals their joy.
4. The student will guard their words and deeds and uphold professional conduct. Professionalism is an aspect of the education process that will develop throughout the educational experience. The student will take instruction and correction in a respectful and Christian spirit. The student must realize that the world will watch closely to observe for any minor infraction and will be quick to make that infraction known. At that point, the dishonor falls not only on the student, but also upon the University, the Department, fellow students, and graduates of this program. Therefore, such indiscretions will not be tolerated.

In summary, let the student be aware that the Department of Nursing wishes to assist the student to utilize educational experience to grow in favor with God and with man and to have God’s blessings on their life. (1 Peter 3:10-12).

SECTION 4: INFRACTIONS

Infractions of the Honor Code include (1) furnishing false information, (2) cheating, (3) stealing, and (4) unprofessional behavior as described below. Nursing students are responsible for learning the Honor Code and ignorance of its provisions is not an excuse for violations.

1. Furnishing false information is the intentional misstatement of facts with the purpose of misleading another. Furnishing false information is a violation of the Honor Code when it is a verbal transaction, electronic or in written form. Some areas of furnishing false information that violate the Honor Code include, but are not limited to: (1) furnishing false information to fellow students, (2) furnishing false information in the classroom in regard to ownership of work, circumstances for extensions, completion of clinical preparation in or out of the lab, (3) furnishing false information in the clinical area in regard to documentation, completion of work and taking ownership of errors of omission or commission, (4) furnishing false information on campus in regard to your student status such as failure to register your vehicle with campus security.
2. Cheating is the act of taking the work or ideas of another, sharing information, or the preparation of work in a compromising fashion in order to gain an unfair advantage. It includes, but is not limited to the following: (1) the act of plagiarism, (2) the giving or receiving of unauthorized assistance on a paper, project, quiz or test, (3) collaboration with another student on any work for a grade that is not designated by the professor/instructor as a group project, (4) the use of unauthorized materials, tools, or devices to complete an assignment or a test, (5) disclosing test content, either in the form of specific test questions or areas of information to study in preparation for a test, or (6) the act of manipulation of the timetable for a test, project, or assignment in order to obtain additional time for completion.
3. Attempted or actual theft and or damage to property of a member of the Liberty University community, Liberty University, or other personal or public property on or off campus. Theft is the act of taking or appropriating the property of another without consent or permission of the rightful owner or possessor. Theft includes, but is not limited to the following: (1) the removal of materials, supplies, or equipment from the lab, nursing office, faculty office or classroom, (2) the taking of material possessions, ideas, or works of another, or (3) the failure to park in an area that is clearly designated for the individual student status.
4. Unprofessional behavior is the act of verbal, nonverbal, or written communication that would demean the faculty, student(s), the University, the Department of Nursing, or the profession of nursing, while in or out of the clinical area. Such behavior includes, but is not limited to the following: (1) addressing one in a position of authority, a patient, or a family member without using the appropriate title (i.e. Dr., Mrs., Ms, Mr.), (2) participating in a conversation or activity that would bring one's integrity into question, that would compromise one's witness, or failing to remove oneself from an area of such conversation or activity, (3) failure to dress according to the Liberty Way while on campus or according to the Student Handbook/Course syllabus in the clinical area, (4) insubordination, or (5) failure to document accurately in an effort to minimize or to cover up an error or omission of professional duty in the clinical area.

SECTION 5.1: RIGHTS OF THE ACCUSED

1. A right to be fully apprised in writing of the charges within one week of the relative particulars of the accusation.
2. A right to ask for, and have appointed to them, a member of the Council as a procedural advisor prior to the hearing.
3. A right to have all aspects of the process remain confidential.
4. A right to a fair and impartial Honor Council hearing.

5. A right to have at least seventy-two hours to prepare their defense.
6. A right to a separate hearing if more than one individual is accused.
7. A right to continue to attend classes until the hearing and proceedings are completed.
8. A right to a private reading of the results without the complainant or witnesses present.
9. A right to summon character witnesses on their behalf.
10. A right to confront and question witnesses.
11. A right to present evidence on his or her behalf.
12. A right to make an opening and closing remarks.
13. A right to be presumed innocent until factual evidence proves otherwise.
14. A right to a closed hearing.
15. A right to an appeal through the University process as outlined in the Student Handbook.

SECTION 5.2: DUTIES OF THE ACCUSED

1. To cooperate fully in all aspects of the hearing.
2. To answer fully and honestly all relevant questions.

SECTION 5.3: RIGHTS AND DUTIES OF THE COMPLAINANT

1. A right and duty to keep all aspects of the charge(s) and hearing in confidence.
2. A right and duty to attend the meeting.
3. A right and duty to testify fully and honestly.
4. A right to not receive repercussions from the accused or their representative.

SECTION 5.4: RIGHTS AND DUTIES OF WITNESSES

1. A duty to keep all aspects of the charge(s) and hearing in confidence.
2. A duty to attend the hearing.
3. A duty to testify fully and honestly.
4. A right to not receive repercussions from the accused or their representatives for bearing witness.

SECTION 5.5 RIGHTS AND DUTIES OF THE COUNCIL

1. A right and duty to treat each participant in the hearing fairly.
2. A right to maintain confidentiality.

SECTION 6: POLICIES AND PROCEDURES FOR CODE ENFORCEMENT

Psalm 119:66 Teach me good judgment and knowledge.....

The Honor Council may develop procedures and policies based on Biblical and professional standards of conduct to handle matters in violation of the Honor Code. Such policies and procedures apply in matters of reporting, investigating incidents, sanctions and appeals.

SECTION 7: REPORTING AND INVESTIGATING WITH TIME FRAMES

In recognition of the high standards of a Christ-centered University community, it is the responsibility of each member of the nursing student body, faculty and staff to report any offense or violation of the Honor Code. Failure to report a violation of the Honor Code compromises the integrity of the nursing program and will constitute a violation of the Honor Code.

SECTION 7.1: REPORTING A VIOLATION OF THE HONOR CODE

1. If a student believes a fellow student has violated the Honor Code, he/she has a duty to confront the student personally in a Biblical and professional manner. Further, it is recognized if a student files a self report to the Honor Council, it does not infer a breach of the Honor Code, simply an act to cooperate with the Honor Council.
 - a. The student shall report the incident immediately to the classroom professor. The professor and the complainant will speak with the accused regarding the alleged violation.
 - b. The professor shall further request an explanation from the student regarding the alleged violation.
 - c. The accused student has the right to discuss the matter providing an explanation or refuse.
 - d. If the explanation is adequate, the professor may drop the matter. If the student refuses to discuss the matter or provides insufficient explanation, a written report must be submitted by the professor to the Honor Council within 24 hours or in the event of a weekend or break, the following Monday classes are in session.
 - e. The accused student has the right to report himself or herself to the Honor Council within 24 hours or in the event of a weekend or break, the following Monday classes are in session.

2. If a faculty member believes a student has violated the Honor Code, he/she has a duty to confront the student personally in a Biblical and professional manner.

2. a. The faculty member shall approach the student and confront the student with the alleged violation, providing evidence of behaviors in question or breach of the Honor Code.

b. The faculty member shall further request an explanation from the student regarding the alleged violation.

c. The accused student has the right to discuss the matter providing an explanation or refuse.

d. If the explanation is adequate, the matter may be dropped, if the student refuses to discuss the matter or provides insufficient explanation, a written report must be submitted to the Honor Council by the faculty member within 48 hours or in the event of a weekend or break, the following Monday.

e. The accused student has the right to report himself or herself to the Honor Council within 24 hours or in the event of a weekend or break, the following Monday.

3. Investigating a report

3. a. The written report: The written report must contain the date, time of suspected breach of the Honor Code, the names of complainant(s) and accused, names of any witnesses, location and a description of the suspected Honor Code violation. The report is to state only the facts, not opinions.

b. Honor Council Response:

- After a written report is received, the Chief Justice shall call the council together within one week to review the report and meet with the complainant, and Accused. The Complainant and Accused have the right to submit statements at this time, which will become part of the investigative report. Further, any supporting evidence provided by faculty, students, or staff will be reviewed at this time.
- An investigative report, which may combine all documents, evidence, and written statements submitted by the accused and the accuser, shall be generated by the Honor Council within one working week (5 days) following the initial investigative meeting.
- The Honor Council will meet with the Accused and present the investigative report detailing information and facts.

SECTION 8: CONDUCTION OF A HEARING

1. a. Upon review of the investigative report and all supporting evidence, it will be the duty of the Honor Council to determine if enough evidence is present to warrant proceeding to a hearing.

b. If the report does not support proceeding to a hearing, the charges will be dropped and no report will be placed in the student's file. The Honor Council shall maintain the investigative report as a matter of record in the Honor Council's files.

c. If sufficient evidence is present to support proceeding to a hearing, the Accused will be notified of the date and time of the hearing.

d. The Accused will be provided with a copy of the investigative report, a copy of all evidence, and a copy of the Liberty University Department of Nursing's Honor Code.

e. The Chief Justice will call together the Honor Council and conduct the hearing. The hearing will be conducted within two weeks of completion of the investigative report, unless good cause may be determined to warrant a delay.

f. Hearings shall be conducted by the Chief Justice (a member of the nursing faculty) and the Honor Council, which will consist of service justices: Four faculty members, one chief justice, three faculty justice members and three nursing student justices.

g. One member of the justices will act as secretary and record all proceedings.

h. The Honor Council hearings are closed to outside parties, unless the Accused gives up their right to a private Honor Council Hearing and agrees to an open forum.

- i. The Accused student and the Complainant may challenge any member of the Honor Councils for bias if they believe he or she cannot be fair in the Honor Council Hearing.
- j. Honor Council hearings are confidential and all justices of the Honor Council must respect and abide by this ruling. Any breach of confidentiality will warrant conditions for expulsion from the Honor Council and may include other sanctions.
- k. The Chief Justice may ask the Accused and all parties, witnesses to truthfully and fully present their case. Upon completion of the presentations by all parties, a decision will be made.
- l. To secure a decision which finds the Accused responsible for charges, the Accused must be found responsible beyond reasonable doubt by five of the six justices. (The Chief Justice will vote in the event of a tie).
- m. If responsibility has been determined as above, The Honor Council will ask parties to leave the Honor Council Hearing room so that the members of the Honor Council may determine the sanctions to be recommended in the case. The Honor Council may defer this meeting to a later time, but must reconvene within 72 hours or the following Monday if over a weekend, to hold a sanction hearing to determine the appropriate sanction. The discussions will be private and the final decision of the Honor Council.
- n. The student will be informed of decision of the sanction. In addition, the Dean of Student Affairs office will receive a copy of the responsibility decision, sanction, and a document containing a report of evidence for the decision.

SECTION 9: SANCTIONS

If an Honor Code violation has occurred, the Honor Council shall deliberate concerning sanctions. Sanctions may range from a verbal or written warning, grade penalty for an assignment or course failure to dismissal from the nursing program. The Office of Student Affairs may also levy sanctions which may include reprimands, and other disciplinary actions including dismissal from Liberty University.

SECTION 10: POST VERDICT REVIEW AND APPEALS

A student may appeal the decision of the Honor Council within 5 working days to request a new hearing. Additional evidence or evidence of a breach of hearing proceedings must support any request for an appeal. The Honor Council will decide if a new hearing is advisable. If a new hearing is warranted, the Honor Council will establish a date within ten working days set forth from the date of receipt of the student's appeal.

SECTION 11: DEVELOPMENT OF THE HONOR COUNCIL

The Chair of the Department of Nursing will appoint the Honor Council Faculty Justices. The Honor Council will consist of a total of six justices, with one faculty member serving as the Chief Justice. In addition, the Chair of the Department of Nursing will serve on the Council in the Ex Officio role without voting privileges with the exception of a violation report submitted by a faculty justice. In that event, the Nursing Department Chair will vote in proxy of the involved faculty justice.

Student justices will be representative of each level of the Bachelor of Science Nursing classes, sophomore, junior and senior. Elections will take place each September, and the representatives will hold their position throughout the school year ending in May. Summer school students will serve for a term of one summer. In the event a nursing student cannot fulfill their obligations to the council, another election will be held as soon as possible.

Liberty University nursing faculty members will serve for a term of two years. Once a faculty member rotates off a two year term, they may serve a one year term as a Chief Justice. The first Chief Justice will serve for a two year term. In the event a faculty justice cannot fulfill their obligations and duties for the designated time period, a new faculty justice will be appointed as soon as possible.

ATTENDANCE

Classroom attendance

1. Class attendance is required.
2. Students not taking tests at scheduled times must contact the instructor on the day of the test to reschedule the test in order for full credit to be received.
3. Students taking tests later than scheduled times are not eligible for bonus questions.
4. Pre-class assignments will be checked and/or quizzes will be given at the beginning of the class period. No credit will be given for assignments/quizzes after this time.

Clinical attendance

1. Clinical attendance is required.
2. Make-ups are required for each clinical absence in accordance with instructor's guidelines. Make-up assignments must be completed within one week of the clinical absence.
3. More than one absence per semester will result in faculty review/recommendation as to status in the clinical rotation.
4. The student is responsible for calling the clinical unit prior to the beginning of the clinical session to report an absence.
5. A complete patient profile or care plan is required prior to each clinical day. Lack of such preparation, inappropriate attire (see dress policy) and/or tardy of 15 minutes or more will constitute an absence for that clinical day.
6. Clinical absence will be documented with the submission of a "Report of Absence" form.
7. If the absence is a result of being tardy or unprepared, it will be reported on the clinical probation form.

CLINICAL PROBATION

A student may be placed on clinical probation at any point during the semester. Unsatisfactory (or unsafe) clinical performance, inadequate patient profiles, grades, failure to complete lab assignments, tardies or unprofessional behavior/appearance, may result in clinical probation. Documentation of circumstances surrounding clinical probation will be written on the Clinical Probation form and signed by the instructor and student. Guidelines will be given concerning the reversal of probation and possible successful completion of the clinical experience. **Students who accumulate two clinical probations will be brought up for faculty review.**

Grading Scale

- A = 93-100%
- B = 85- 92%
- C = 77- 84%
- D = 66- 76%
- F = Less than 66%

Dress Code Policy for Nursing Students

Uniforms: Professional appearance is an important factor in the effective delivery of health care. Two uniforms are required; the uniform to be worn during community activities consists of khaki slacks and the royal blue community outreach polo shirt. During hospital clinicals the white Liberty University uniform will be worn. When representing the Liberty University Nursing Dept in the community during independent clinicals students will wear the khaki pants and royal blue polo shirt. While in uniform, the following guidelines will be followed:

Female

Hair: Hair should be styled in a manner that will maintain asepsis in client care, and permit students to work without violating aseptic principles. Hair should be so arranged that it is off the collar of the uniform and away from the face. Loose multiple braids; oversized bows and clips are not acceptable.

Fingernails and Perfume: Short fingernails are required to insure client safety. Artificial nails are forbidden. Clear or flesh-toned nail polish will be accepted. The use of strong colognes is inadvisable as it is offensive to many persons who are ill or convalescing.

Uniform: Regulation LU uniform with patch and ribbon or khaki slacks and royal blue shirt. Dress hemline must be below the knee. Uniforms must be modest, not tight fitting. Proper undergarments must be worn.

Name Tags: Name tags are to be worn on uniforms and lab coats at all times.

Lab Coat: White lab coat. Laboratory coat with LU nametag will be worn in selected clinical areas and the simulation lab in the DeMoss building at specified times. Directions will be given by the instructor.

Hose: Hospital - white. Bobby socks, slouch socks and knee high hose may not be worn with dress uniforms.

Shoes: Hospital – clean, white leather nursing shoes or leather tennis shoes with no markings. Shoes with open toes are forbidden. Sensible brown shoes are to be worn with community uniform.

Jewelry: Wedding rings or engagement rings may be worn with the uniform. Neither LU nor the agency assumes responsibility if a ring or setting is lost. One pair of pierced earrings is allowed if they are very small. Other body piercings are forbidden. Professional association pins may be worn with the uniforms. No other jewelry is permitted with uniform.

Tattoos: Must be covered during clinical experience.

Male

Hair: Hair should be styled in a manner that will maintain asepsis in client care, and permit students to work without violating aseptic principles. Mustache and side burns must be clean and neatly trimmed.

Fingernails and Cologne: Short fingernails are required to insure client safety. The use of strong cologne is inadvisable as it is offensive to many persons who are ill or convalescing.

Uniform: Hospital – Regulation uniform, school patch, and class ribbon.

Community – khaki slacks and Liberty University royal blue polo shirt.

Name tags: Same as female.

Lab Coat: Same as female.

Socks: Hospital - White

Shoes: White leather shoes with no markings. Brown shoes with community uniform. Shoes with open toes are forbidden.

Jewelry: Wedding rings may be worn with the uniform. Neither LU nor the agency assumes responsibility if a ring or setting is lost. Professional Association pins may be worn with the uniform. No other jewelry is permitted with the uniform. Ear and body piercings are forbidden.

Tattoos: Must be covered during clinical experience

NOTE: ****Students MUST wear either an LU nursing uniform or a lab coat with an LU name tag when reviewing charts to prepare for clinical. Hospital policy does not permit jeans or sandals while students are in the hospital.
****Students may not leave the clinical area wearing hospital provided scrubs.
Any removal of hospital scrubs from the hospital will be considered stealing.

Supplies Required for Clinical Nursing Courses

Stethoscope (dual head recommended)

Dependable alarm clock--May want to consider battery back-up

White lab coat with LU patch

Watch with second hand

Penlight

Bandage Scissors

White Nursing Shoes

LU Student Nurse Uniform w/ patch

FOOD SERVICES

Students are eligible for the employee discount on meals at Virginia Baptist Hospital and Lynchburg General Hospital. Dorm students have the option of requesting a box lunch or breakfast to be prepared by the University food services and picked up by the student preceding the clinical experience. These meals will be ordered by individual course faculty.

CLINICAL AFFILIATIONS

Lynchburg General Hospital is a 270 bed private, non-profit hospital offering a full range of diagnostic and treatment services and facilities. The hospital has the city's only Emergency Department and is staffed 24 hours a day by Emergency Room physicians. Special treatment areas offered include: Coronary Care, Intensive Care, Neurological Intensive Care, Orthopedic Unit, Diabetic Unit, Post-Surgical and Surgi-Care Units, Radiation, Oncology and Cardiac Treatment Center. (See last pages for parking rules and map of LGH)

Virginia Baptist Hospital is a private, non-profit hospital with 329 beds and 39 bassinets. Special Care Units offered include: Intensive Care, Maternity Services, Neonatal Intensive Care, and Adult and Adolescent Psychiatric Units.

Also serving Lynchburg and the surrounding area are:

The Lynchburg City Health Department is located adjacent to Lynchburg General Hospital and provides a multitude of health services including environmental sanitation, public health nursing, public health information and a variety of clinics including family planning and well-child services. The Health Department is supported by state and public funds.

Seven major nursing homes in the area provide skilled, intermediate and long term nursing care.

LIBERTY NURSING STUDENT ASSOCIATION

The Liberty Nursing Student Association (LNSA) is an active organization meeting monthly throughout the academic year. Membership is open to all Liberty nursing students.

The organization provides nursing students with the opportunity to become actively involved in the local chapter, in the state chapter and at the national level. Programs are developed to provide professional development as well as fun and fellowship. Attendance to state and national conventions is encouraged and supported by the Department of Nursing. LNSA provides a Christian voice through community involvement/activities, through voting on policies at the state and national level, and through group fellowship opportunities at the local level. Membership is highly encouraged.

NURSING SIMULATION LABORATORY

The Nursing Simulation Laboratories are located on the second floor of the DeMoss building. The Lab Coordinator's office is located in 2058. Staffed by work-study nursing students, the labs offer additional evening and weekend hours for skill practice and check off. Availability of check off times is posted on the Main Lab bulletin board as well as on the Mother/Baby Lab door each Sunday at 2:00.

Simulation Clinicals are held in the laboratories on assigned days. During formal clinical events, some lab areas will be closed. All students are to abide by Lab rules as posted in the lab. Students entering the lab areas must be in lab coat and closed toe shoes.

SPECIAL PROGRAMS

ADVANCED PLACEMENT FOR LPN's

Transfer credit and credit by examination is available through the Registrar's office and is described in detail in the Liberty University Catalog.

Students transferring from other nursing programs are considered and evaluated on an individual basis. Students transferring from institutions that are not nationally accredited may not be given direct transfer credit. However, they may take Challenge exams to gain credit.

LPNs who have graduated from National League for Nursing accredited programs may receive credit for NURS 101, Introduction in Nursing; Nursing 105, Medical Terminology; and NURS 221, Fundamentals in Nursing.

The following criteria have been established to determine if an LPN is eligible for exclusion from portions of the clinical experience in designated courses. Students must petition for permission for the exemption with the lead instructor. Petitions must be in writing and submitted within the first two weeks of the course in question.

A. The LPN must have completed 3 years of full time work within the last 5 years in the related health care setting. Written documentation must be provided from the institution of employment.

B. The LPN must submit written documentation of related clinical skills and competencies from employer.

C. The LPN will be required to attend clinical experiences and be evaluated by the instructor as to clinical skills and competency as relate to the course. Exclusion from the clinical portion of the course will ultimately be at the discretion of the instructor of the course.

D. The LPN must complete at least half the clinical experiences for each course.

ACCELERATED SUMMER PROGRAM

Students with excellent academic records may qualify for the Accelerated Summer School Program. Students in this program complete sophomore level courses during the summer and then proceed to junior level courses in the fall, allowing them to graduate a year early.

Admission criteria for the accelerated program are:

1. GPA of 3.25 or better
2. Completion of more than 50 hours of general education courses (from the Nursing status sheet) including: BIOL 211, BIOL 212, CHEM 107, NURS 101 & NURS 105 and NURS 215.

SENIOR ELECTIVE TRACTS

CRITICAL CARE CERTIFICATE PROGRAM

Purposes:

- To gain regional recognition for offering outstanding undergraduate nursing education which offers a concentration in critical care nursing.
- To equip qualified undergraduate students for easy transition into the practice of critical care nursing.
- To enhance recruitment efforts specifically targeted to above average students with an interest in critical care nursing.
- To meet increasing demand in the health care community for qualified critical care nurses.

Admission Criteria:

- Cumulative GPA of 3.0 or higher at the end of the first semester of the junior year.
- Demonstration of superior performance in junior level clinical experiences as evidenced by clinical evaluations and faculty recommendation.
- Completion of a 2 page essay describing student's interest in and commitment to critical care nursing.

Program:

- Preceptorship in first semester of senior year with assignment to a critical care unit (90 hours)

- NURS 460 (Critical Care) during the first semester of the senior year (48 hours)
- Leadership clinical hours (expanded to 112 hours) in a critical care unit
- One observation day in the critical care unit of a major medical center or local EMS (optional)
- Completion of NURS 460 and the following seminars: IV Insertion, Lifenet orientation
- Completion of NURS 465 (Advanced Critical Care- second semester of senior year).
- Completion of AHA ACLS course through Centra Health –second semester of senior year.

***Questions regarding the Critical Care Certificate Program should be directed to the CCCP Coordinator, Mrs. Shanna Akers at 592-3618, or sakers@liberty.edu.

CROSS CULTURAL NURSE CERTIFICATE PROGRAM

Purpose:

1. To prepare nurses for service on the mission field
2. To enhance recruiting efforts by offering special course work for students who are called to missions
3. To carry out the mission of the university “To produce Christ centered men and women with the skills required to impact tomorrow’s world.”

Admission Criteria

1. Cumulative GPA of 2.75 or higher at the end of the sophomore year
2. Demonstration of commitment to missions through active membership in the Future Missionary Nurses Association
3. Completion of a 2 page essay describing student’s interest in and commitment to missionary nursing.

Program:

1. Complete NURS 415
2. Participate in an overseas mission trip and Jungle Camp
3. Complete one of the following courses: HLTH 488 (Infectious Disease), MCCS 200 (Intro to Missions) or MCCS 483 (Women’s Roles in Missions)

***Questions regarding the Cross Cultural Certificate Program should be directed to Mr. Kail at ext. #582-2522.

FACULTY OFFICE HOURS

All faculty will post weekly office hours on their office doors. A student who wishes to meet with a faculty member should check the schedule on the door and either come to the office during posted times or schedule an appointment during these hours.

PROFESSIONAL BEHAVIOR

Nursing students are expected to conduct themselves in a professional manner in all clinical settings. Professionalism includes:

Appearance- Competence is often determined by appearance.

Uniforms must be clean and well pressed, shoes polished and hair must be styled in conservative fashion.

Behavior- While on clinicals, students should maintain caring, respectful attitudes towards patients, families and members of the health care team. Chewing gum, loud talking, eating in the hospital hallway, discussing personal problems, and other unprofessional behaviors are strongly discouraged. Do not behave in ways that make patients feel you are unsure of yourself or your abilities.

Integrity- Honesty, dependability and hard work define the concept of integrity for nursing students. Faculty expect that students will make mistakes, ask for help when needed, and arrive on clinicals on time and well prepared. Tardiness and absences will place the student in danger of failing.

Confidentiality- All patient information must be held in strictest confidence. Students may not discuss patients with other students outside the clinical area. Even within the hospital setting, caution must be taken when talking about patients in public areas such as hospital elevators or in the cafeteria. When referring to a patient in class or in papers, only the initials may be used. Do not discuss patients in any way on Facebook or other internet sites. Students are permitted to read only the charts and computer files of patients they are assigned to. No portions of the patient chart or computer record may be photo copied or taken from the clinical area.

Team Worker- Students are expected to function as team members, helping others on clinical. Once a student's work is completed, the student is expected to ask other students or nurses if she/he can help.

Code of Conduct For A Culture of Mutual Respect

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves in compassion, kindness, humility, gentleness and patience. Bear with each other, forgiving whatever grievances you have against one another, just as God has forgiven you. And over all these virtues, put on love, which binds them all together in perfect unity.” Col. 3:12 -14

Out of respect and consideration for God and each other, the following has been adopted as the expected Code of Conduct for Liberty University nursing students. It is expected that this behavior will be practiced in the classroom, in the department and in interactions with faculty, preceptors and all others in authority. In return, faculty remain committed to continued relationships of caring and respect for all students.

- 1. When someone is speaking, listen quietly.**

2. Cell phones and other electronic devices will be turned off in class and kept in the book bag except in emergency situations which will be explained to the faculty member prior to the beginning of class.
3. Computers may be used in the classroom for note taking and other class activities only.
4. Come to class rested and prepared to participate. Students who fall asleep will be dismissed from class.
5. Students who arrive late to class will sign in and then remain standing near the door until the faculty member indicates that they may be seated.
 - The hallway clock nearest the classroom will be the official clock.
 - Three episodes of tardiness will result in faculty intervention.
6. “Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves” Phil. 2:3 For example:
 - Knock before entering faculty offices and wait to be invited in
 - Do not interrupt the conversations of others
 - Speak with respect to people in authority over you
 - Address faculty by their proper titles
7. Take responsibility for your own actions rather than blaming others.
8. Failure to follow the chain of command (Professor, chair, dean, etc) when an issue arises is unprofessional and unacceptable behavior.

Four Tiered Admissions Grid – Fall semester

Tier One – Early admissions

- Students who have completed all previous residential college coursework at LU*
 - Completed all the sciences at LU*
 - Have a GPA of 3.0 or better, good essay and recommendations
 - Earned an A or B in Biol 211 (and BIOL 212, if already completed)
- Student will complete a full application with early submission, due by January 15, for consideration/acceptance confirmation on/about February 1 each year.

Tier one criteria guarantees admission unless the total number of Tier One applicants exceeds the available positions for the program.

Tier Two – Full applications

- Students who have taken **some or all** residential course work at LU*
 - Have a cumulative GPA of 3.0 or better, good essay and recommendations

- Earned a C or better in BIOL 211 (and BIOL 212, if already completed)
- Student will complete a full application and submit it on/before February 14th
- Admission opportunities = remaining positions after all from Tier One are accepted

Tier Three – Full applications

- Transfer students, having **never** taken any residential course work at LU*
 - Have a cumulative GPA of 3.0 or better, good essay and recommendations
 - Earned C or better in BIOL 211 (and BIOL 212, if already completed)
- Student will complete a full application and submit it on/before February 14th
- Admission opportunities = remaining positions after all from Tier One and Two are accepted

Tier Four – Full applications

- Students who have a cumulative GPA below 3.0
 - Have taken at least **some** coursework residentially at LU*
 - Completed all the pre-requisite courses by the end of spring semester
- Student will complete a full application and submit it on/before February 14th
- Admission opportunities = remaining positions after all from Tier One - Three are accepted

*** Refer to application for all prerequisite coursework, science requirements.**

Position within tiers will be based on cumulative GPA and date of application.

The decision of the admissions committee is final and without appeal.

Four Tiered Admissions Grid – Summer Program

(For second degree students or those with two years or more of college credit.)

Tier One – Early admissions

- Students who have completed **all** previous residential coursework at LU*
 - Completed all the sciences at LU*
 - Have a GPA of 3.25 or better, good essay and recommendations
 - Earned an A or B in BIOL 211 (and BIOL 212, if already completed)
 - 50 credits, completed or in progress, applicable to the Nursing Degree Completion Plan (DCP)
 - completion of BIOL 203 strongly recommended, either prior to or during the summer intensive.
- Student will complete a full application with early submission, due by January 15, for consideration/acceptance confirmation on/about February 1 each year.

Tier one criteria guarantees admission unless the total number of Tier One applicants exceeds the available positions for the program.

Tier Two – Full applications

- Students who Have taken **some or all** residential course work at LU*
 - have cumulative GPA of 3.25 or better, good essay and recommendations
 - Earned a C or better in BIOL 211 (and BIOL 212, if already completed)
 - 50 credits, completed or in progress, applicable to the Nursing Degree Completion Plan (DCP)
 - completion of BIOL 203 strongly recommended, either prior to or during the summer intensive.
- Student will complete a full application and submit it on/before February 14th

- Admission opportunities = remaining positions after all from Tier One are accepted

Tier Three – Full applications

- Transfer students, **never** having taken any residential course work at LU
 - Have a cumulative GPA of 3.25 or better, good essay and recommendations
 - Earned an A or B in BIOL 211 (and BIOL 212, if already completed)
 - 50 credits, completed or in progress, applicable to the Nursing Degree Completion Plan (DCP)
 - completion of BIOL 203 strongly recommended, either prior to or during the summer intensive.
- Student will complete a full application and submit it on/before February 14th
- Admission opportunities = remaining positions after all from Tier One and Two are accepted

Tier Four – Full applications

- Students who have a cumulative GPA below 3.25
 - Have taken at least **some** coursework residentially at LU*
 - Completed all the pre-requisite courses by the end of spring semester
 - 50 credits, completed or in progress, applicable to the Nursing Degree Completion Plan (DCP)
 - completion of BIOL 203 strongly recommended, either prior to or during the summer intensive.
- Student will complete a full application and submit it on/before February 14th
- Admission opportunities = remaining positions after all from Tiers 1-3 are accepted

*** Refer to application for all prerequisite coursework, science requirements.**

Position within tiers will be based on cumulative GPA and date of application.

The decision of the admissions committee is final and without appeal.

NURSING FACULTY DIRECTORY 2009-2010

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Department of Nursing
2009 – 2010
Student Handbook Agreement

I have read the 2009 – 2010 Nursing Student Handbook and understand how the policies will affect my educational standing here at Liberty University. I pledge to abide by all the policies stated herein. I have looked carefully at the following policies:

- Progression, Retention, Dismissal Policies – Pages 5-7
- Dress Code – Pages 18-19
- Professional Behavior Expectations – Page 23
- Code of Conduct – Page 24

Student Signature

Student Name (Print)

Student ID Number

Date _____

Please sign and return this form to the Nursing Office no later than 9/24/2009.