

Undergraduate
Edition

**LIBERTY
UNIVERSITY
NURSING STUDENT
HANDBOOK
2012-2013**

THIS HANDBOOK SETS FORTH THE GENERAL GUIDELINES OF LIBERTY UNIVERSITY'S UNDERGRADUATE NURSING PROGRAM. IT IS NOT AN EXHAUSTIVE, ALL-INCLUSIVE SET OF LIBERTY UNIVERSITY'S POLICIES AND REQUIREMENTS FOR THE PROGRAM. OTHER DOCUMENTS AND POLICIES MAY APPLY TO STUDENTS IN THE PROGRAM AND SUCH POLICIES ARE SUBJECT TO CHANGE AT ANY TIME, WITHOUT NOTICE. THIS HANDBOOK DOES NOT CONVEY ANY CONTRACTUAL RIGHTS IN, TO, OR UPON ANY STUDENT. IF YOU HAVE SPECIFIC QUESTIONS ABOUT THIS HANDBOOK OR ANY REQUIREMENTS OF YOU, YOU ARE INSTRUCTED TO RESOLVE SUCH QUESTIONS BEFORE ENROLLING IN THE PROGRAM.

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OVERVIEW OF BACCLAUREATE PROGRAM

The Department of Nursing offers a four-year curriculum designed to lead 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 should be able to:

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/evidence based practice 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.
7. Foster professional level competencies in writing, oral communication, and computer literacy.

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 (Gate 1) 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 upon the student's completion of BIOL 213, BIOL 214, BIOL 215, BIOL 216, CHEM 107, NURS 101, NURS 105 and NURS 115 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 (Gate 2) 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. Students will not gain full acceptance into the program until they have completed Gate 3 – submitting documentation for criminal background checks and immunizations.

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.

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. Students must also have a SAT Math score of 450 or ACT Math score of 18 or Placement Math score of 70 or Assessment Math score of 23.

Freshman and transfer students may apply to the nursing program as soon as the fall semester ends. The application is available for download on the Department of Nursing website (liberty.edu/nursing) after Thanksgiving Break. **Submit application any time after January 1, 2013 to Mrs. Laughlin. The FINAL day to submit a completed application is Friday, February 13, 2013 before 4:00 p.m. SUBMIT APPLICATION TO NURSING OFFICE.**

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

Entrance requirements include the following:

- A. A minimum, cumulative GPA of 3.0
- B. Completion of BIOL 213, BIOL 214, BIOL 215, BIOL 216, CHEM 107, NURS 101, NURS 105, and NURS 115.
- C. Two written recommendations from employers or faculty outside of nursing.
- D. An essay stating career goals (maximum 300 words).
- E. A personal interview with nursing faculty may be required.
- F. Successful completion of the TEAS test.
- G. Satisfactory 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. International 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.
- J. Admission decisions are guided by the four tiered grid found on pages **10-11**.

The competitive applicant will have:

- A. A cumulative college GPA above 3.5
- 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.
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 (Gate 3) to the immunization tracker service, (found online at www.libertybackgroundcheck.com) by July 1st in order to be fully accepted into the program:

- A. Current proof of required immunizations
- B. Agency required in-services, such as online orientation/ or Centra Clinicals.
- C. Criminal background check

Students are required to complete CPR training as scheduled soon after the semester begins and will not be allowed to begin clinical experiences without meeting this requirement.

Admission Gate System

Gate I – Tentative acceptance. Requires completion of application packet (see application for listing of requirements) and evaluation by Admission & Progression Committee

- Passage occurs mid-spring semester, after spring break.
- Applicants on the waiting list may progress through Gate I after June 1 evaluation of spring grades.
- Applicants are notified by email of their progression.

Gate II – Submission of spring grades – due date: June 1 of application year

- Confirmation of acceptance requires successful completion of all prerequisite coursework with “C” or better.
- Grade submission may be unofficial – copy/paste from University grade page (ASIST for Liberty University students or similar source for transfer students). Official transcripts from other institutions must be supplied to both the registrar’s office and the Department of Nursing.

Gate III – Completion of required clinical documentation is required for final acceptance into the program. Due date: July 1 of application year

- Set up an account with American Data Bank (ADB – contact information supplied in the acceptance packet)
- Initiate required Background Check via ADB
- Complete Immunization form online through ADB
- Supply supporting documentation to ADB via email or fax
- “Compliance” with ADB results when all requirements are complete. Any holds on this account must be cleared before full acceptance is extended. This is the student’s responsibility. Currently, only pending CPR and the third Hepatitis B vaccination are acceptable holds. These should be cleared within the first weeks of the first semester in the program.

Final acceptance into the Liberty University Nursing program is not extended until the student has passed through all gates. Prospective students must meet set deadlines. Failure to meet deadlines may result in having the tentative acceptance rescinded. **Students who fail to progress through Gate III will not be allowed to attend any nursing classes, as they have not been fully accepted into the program.**

Four Tiered Admissions Grid – Regular Program

Early admissions

- Students who have completed **all previous college coursework**** at Liberty University*
 - Including having Completed all the sciences at LU*
 - Have a cumulative college GPA of 3.5 or better, good essay and recommendations
 - Earned an A or B in BIOL 213/214 (and BIOL 215/216, if already completed)
- Student will complete an application with early submission, due by January 15, for consideration/acceptance confirmation on/about February 1 each year.

Tier One

- Students who have taken **some or all** course work at Liberty University*
 - Have a cumulative college GPA*** of 3.0 or better, good essay and recommendations
 - Earned a C or better in BIOL 213/214 (and BIOL 215/216, if already completed)
- Student will complete an application and submit it on/before February 15th
- Admission opportunities include remaining positions after Early Admission acceptance

Tier Two

- Transfer students, having **never** taken any residential course work at Liberty University*
 - Have a cumulative college GPA*** of 3.0 or better, good essay and recommendations
 - Earned an A or B in BIOL 213/214 (and BIOL 215/216, if already completed)
- Student will complete an application and submit it on/before February 15th
- Admission opportunities include remaining positions after Early Admission and Tier One acceptance

Tier Three

- Students who have a cumulative college GPA*** between 2.75 and 3.0
 - Have taken at least **some** coursework residentially at Liberty University*
 - Completed all the pre-requisite courses by the end of the spring semester
- Student will complete an application and submit it on/before February 15th
- Admission opportunities include remaining positions after Early admission through Tier Two acceptance

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

** “Previous college coursework” does not include dual enrollment/AP coursework – please specify this when applying

*** Cumulative college GPA combines the GPA’s from all colleges attended

- **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)

Early admissions

- Students who have completed all previous residential coursework** at Liberty University*
 - Completed all the sciences at Liberty University*
 - Have a cumulative college GPA*** of 3.5 or better, good essay and recommendations
 - Earned an A or B in BIOL 213/214 (and BIOL 215/216, if already completed)
 - 55 credits, completed or in progress, applicable to the Nursing Degree Completion Plan (DCP)
- Student will complete an application with early submission, due by January 15, for consideration/acceptance confirmation on/about February 1 each year.
- ***Early admission guarantees acceptance through Gate 1 unless the total number of early admission applicants exceeds the available positions for the program.***

Tier One

- Students who Have taken **some or all** residential course work at Liberty University*
 - have cumulative college GPA*** of 3.25 or better, good essay and recommendations
 - Earned a C or better in BIOL 213/214 (and BIOL 215/216, if already completed)
 - 55 credits, completed or in progress, applicable to the Nursing Degree Completion Plan (DCP)
- Student will complete an application and submit it on/before February 15th
- Admission opportunities include remaining positions after all from Early Admission are accepted

Tier Two

- Transfer students, **never** having taken any residential course work at Liberty University
 - Have a cumulative college GPA*** of 3.25 or better, good essay and recommendations
 - Earned an A or B in BIOL 213/214 (and BIOL 215/216, if already completed)
 - 55 credits, completed or in progress, applicable to the Nursing Degree Completion Plan (DCP)
- Student will complete an application and submit it on/before February 15th
- Admission opportunities include remaining positions after all from Early Admission and Tier One are accepted

Tier Three

- Students who have a cumulative GPA between 2.9 and 3.25
 - Have taken at least **some** coursework residentially at Liberty University*
 - Completed all the pre-requisite courses by the end of spring semester
 - 55 credits, completed or in progress, applicable to the Nursing Degree Completion Plan (DCP)
- Student will complete an application and submit it on/before February 15th
- Admission opportunities include remaining positions after all from Early Admission through Tier Two are accepted

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

** “Previous college coursework” does not include dual enrollment – please specify this when applying

*** Cumulative college GPA combines the GPA’s from all colleges attended

- ***Position within tiers is based on cumulative GPA and date of application.***
- ***The decision of the admissions committee is final and without appeal.***

PROGRESSION, RETENTION, DISMISSAL

To maintain enrollment in the program, students must continue to meet the criteria set forth below:

- A. Maintain 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, (failure means not earning at least a grade of “C” or withdrawing from a 300 or 400 level course with a failing test average at the time of withdrawal) 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 behavior must be maintained. Students suspended from the university will be subject to faculty review as to readmission to 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 200, 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.
- 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 445, NURS 451 and NURS 490. Successful completion of NURS 301 is required before enrolling in NURS 302. Successful completion of NURS 305 is required before enrolling in any junior level courses for the spring semester.
- 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 are required to 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 be required to complete the Focused Review for that test.
 - 4) The ATI level will serve as a test grade in the corresponding sophomore and junior level nursing courses. If the student scores at Level Three, the test average for the course plus 10 points will be added as a test grade. If the student scores at Level Two, the test average for the course plus 5 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. If the student scores below Level One, the test average for the course minus 10 points will be added as a test grade for the course.

- 5) Seniors taking the RN Predictor are given a percentage grade for the test based on their probability of passing NCLEX on the first attempt.
- 6) Seniors who pass the RN Predictor Test at 70% or better are excused from taking Community Health, Leadership and Mental Health exams. Seniors who do not pass the RN Predictor at 70% or better are required to retake the predictor.
- 7) 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.

- 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 with a failing test average 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 have been dismissed from the program or desire a waiver of normal course sequence may petition the Admission and Progression Committee (APC) for consideration of their requests.
 - 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 first day of the week when the APC will be meeting. The APC will meet during the second week of June, the second week of August and the second week of January. The committee will communicate a decision to the student within 10 days of their meeting.
 - The student may be required to 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, but does not have a right to speak in any such hearing.
 - The ruling of the APC is the final decision of the Nursing Department.

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.

Portfolio contents:

- Personal/Professional Mission Statement
- Resume and Cover Letter
- 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 115, 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 115, 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 ARE 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 are not 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 excused by the University for a University 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 120 hours. Other students are required to complete 96 hours.

NURS 445-Population Health

- Offered in Fall, Spring, and Summer.
- Non-Clinical course.

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 Spring.

NURS 420-Pain Management

- Offered in the Fall.

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 application

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

TRANSFER STUDENTS

Students transferring from other nursing programs are evaluated on an individual basis and 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 in the generic BSN program. 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 standard 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 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.
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 all aspects of the process to 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.

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 duty to treat each participant in the hearing fairly.
2. A duty 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.
 - 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
 - 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: CONDUCT OF A HEARING

- 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: Three faculty members, one chief justice, and two 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 for the new hearing within ten working days from the date of receipt of the student's appeal, the new hearing need not occur within such 10 day period.

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 the junior and senior levels of the Bachelor of Science Nursing classes. 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

Liberty University Attendance Policy

For the good of the Liberty University student body, a consistent attendance policy is needed so that all students in all majors will understand the expectations of faculty in all their courses. **In general, regular and punctual attendance in all classes is expected of all students.** At times, students will miss classes. These absences will be identified as either excused or unexcused and will be handled per the policy below.

Excused Absences

- Excused absences include all Liberty University sponsored events, to include athletic competition or other provost-approved event.
- Absences due to medical illness that are accompanied by a doctor's note will be excused.
- Absences due to family situations such as a death in the family or a severe medical condition will be excused
- Students will **not** be penalized for excused absences and will be permitted to make arrangements to complete missed work.

Unexcused Class Absences

- Clinical courses will permit two unexcused absences per semester.
- Non-clinical courses will permit one unexcused absence per semester.
- Any student who has more than 3 excused absences is not allowed any unexcused absences.
- Questions regarding unexcused absences must be resolved by the student with the faculty member within one week of the absence.
- Extraordinary circumstances regarding excessive absences will be addressed by the student with the faculty member, department chair, and dean as required.
- Penalties for each unexcused absence over the permitted number per semester will be as follows:
 - 52 points for clinical course classes
 - 105 points for non-clinical course classes
- Students who are late for class 10 minutes or less are considered tardy but present for the class. If a student misses in-class work due to tardiness, the faculty member may choose not to allow the student to make up this work. Three class tardies will be counted as one unexcused absence.
- Students who are more than 10 minutes late for class are considered absent

All the above stated attendance requirements will be enforced at the discretion of the course instructor.

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

Notwithstanding the Honor Council provisions set forth above, a student may be placed on clinical probation at any point during the semester, without any right to appeal such probation to the Honor Council. Unsatisfactory (or unsafe) clinical performance, inadequate patient profiles, grades, failure to complete lab assignments, tardies or unprofessional behavior/appearance, as determined by the faculty member, may result in clinical probation. Additional course specific guidelines will be covered in course syllabi. 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. If the clinical probation involves a blatant safety issue, the student will go to Faculty Review immediately after the first instance.**

Grading Scale

- A = 930-1000 points
- B = 850- 920 points
- C = 770- 840 points
- D = 660- 760
- F = Less than 660 points

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 a navy blue polo shirt. During hospital clinicals the white and blue Liberty University uniform will be worn. When representing the Liberty University Nursing Dept. in the

community during independent clinicals or when getting patient assignments students will wear the khaki pants and navy blue polo shirt with name tag. While in uniform at the hospital, 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 a natural color, arranged and secured to present a neat appearance that it is off the collar of the uniform and away from the face. Loose multiple braids, oversized bows, flowers, bands and clips are not acceptable.

Fingernails and Perfume: Short fingernails (1/4 inch or less) 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 not allowed as it is offensive to many persons who are ill or convalescing.

Uniform: Regulation LU uniform with approved name tag or khaki slacks and navy blue shirt. If wearing a dress, the hemline must be below the knee. Uniforms must be modest, not tight fitting. Proper undergarments must be worn. T-shirts or camisoles, if worn under the uniform top, may be short or long sleeved and must be white with no printing.

Name Tags: Name tags are to be worn on uniforms and lab coats at all times (Centra name tags while in the hospital or LU name tags during community clinicals).

Lab Coat: White lab coat. Laboratory coat with LU nametag will be worn in the simulation lab in the DeMoss building at specified times. Professional appearance requires that the lab coat be neatly pressed.

Hose/socks: White socks must be worn with the uniform. If wearing a dress uniform, white hose are required.

Shoes: Hospital – clean, white leather nursing shoes or leather tennis shoes with no markings. Shoes with open toes are forbidden. White, open back, 'clog' type shoes with closed toes are allowed. Sensible brown shoes are to be worn with community uniform.

Jewelry: Wedding rings or engagement rings may be worn with the uniform (one per hand). Neither LU nor the agency assumes responsibility if a ring or setting is lost, and the student waives any claims against the University arising from the loss of any jewelry. One pair of pierced earrings is allowed if they are very small (one stud per ear lobe). Other body piercings are not allowed. Professional association pins may be worn with the uniforms. No other jewelry is permitted with uniform. Plastic plugs may be worn in other piercings during clinical experiences. These should be flesh toned and inconspicuous.

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 not allowed as it is offensive to many persons who are ill or convalescing.

Uniform: Hospital – Regulation uniform and school patch.

Community: Khaki slacks and navy 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. Plastic plugs may be worn in other piercings during clinical experiences. These should be flesh toned and inconspicuous.

Tattoos: Must be covered during clinical experience

NOTE:

******Students MUST wear either an LU nursing uniform or navy polo shirt and khaki pants with a Centra 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 is 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
- LU Student Nurse Uniform w/ patch
- Penlight
- Bandage Scissors
- White Nursing Shoes

FOOD SERVICES

Students are eligible for the employee discount on meals at Virginia Baptist Hospital and Lynchburg General Hospital. Dorm students with a meal plan 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.

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 Laboratories are located in De Moss Hall Room 2074, 2059, and 2056. The labs are staffed with work-study nursing students and are open in the evening and some weekends for skills practice. The schedule is posted on the doors each semester. Students are expected to wear their white lab coat while in the lab.

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 55 hours of general education courses (from the Nursing status sheet) including: BIOL 203, BIOL 213, BIOL 214, BIOL 215, BIOL 216, CHEM 107, NURS 101 & NURS 105 and NURS 115.

SENIOR ELECTIVE TRACTS

CRITICAL CARE CERTIFICATE PROGRAM

Purposes:

To gain regional recognition for offering outstanding undergraduate nursing education that offers a concentration in critical care nursing.

1. Train qualified undergraduate students for easy transition into the practice of critical care nursing.
2. Enhance recruitment efforts specifically targeted to above average students with an interest in critical care nursing.
3. Meet increasing demand in the health care community for qualified critical care nurses.

Admission Criteria:

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

Program:

1. Preceptorship in first semester of senior year with assignment to a critical care unit (90 hours)
2. NURS 460 (Critical Care) during the first semester of the senior year (48 hours)
3. Leadership clinical hours (expanded to 112 hours) in a critical care unit
4. One observation day in the critical care unit of a major medical center or local EMS (optional)
5. Completion of NURS 460 and the following seminars
6. Completion of NURS 465 (Advanced Critical Care).
7. Completion of AHA ACLS course through Centra Health.

***Questions regarding the Critical Care Certificate Program should be directed to the CCCP Coordinator, Dr. Tonia Kennedy at 434-582-2774.

CROSS CULTURAL NURSE CERTIFICATE PROGRAM

Purposes:

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. Missionary Nurses Association
4. 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), MCCA 200 (Intro to Missions) or MCCA 483 (Women's Roles in Missions)

***Questions regarding the Cross Cultural Certificate Program should be directed to Mr. Kail at 434-582-2522.

FACULTY OFFICE HOURS

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.

Expectations for Faculty, Staff, and Students

Virtues	Faculty/ Staff/ Students Expectation/Manifestations
<p>LOVE I sacrificially and unconditionally love and forgive others (John 15: 12-13)</p> <p>JOY I have inner contentment and purpose in spite of my circumstance (Psalm 100: 1-2, James 1:2-3)</p>	<ul style="list-style-type: none"> • Demonstrate the love of God by exhibiting compassion and a positive spirit in all interactions.
<p>PEACE I am free from anxiety because things are right between God, myself and others. (Hebrews 12:14, Romans 12:18, Romans 14:19)</p>	<ul style="list-style-type: none"> • Foster an environment of peace, walking with the Holy Spirit and upholding others in prayer.
<p>RESPECT I understand that each person I interact with is someone who is so precious in God's sight that he gave his only son to die for him/her. (1 Thess. 4:11-12)</p> <p>INTEGRITY I do the right thing, even when no one is watching. (Proverbs 4:23-27, 1 Chronicles 29:17a)</p>	<ul style="list-style-type: none"> • Demonstrate respect and a positive spirit when interacting with others in written and oral communication. • Support the mission and leadership of the school and the department by submitting to leadership decisions and following the chain of command. • Acting in an ethical and moral manner. • Respond to email communications within 24 hours. • Turn off cell phones and other electronic devices in classes and meetings except in emergency situations • Use computers in the classroom and meetings for note taking and other class activities only. • Demonstrate integrity by holding each other accountable in loving and Christ centered ways as evidenced by: <ul style="list-style-type: none"> - Maintaining confidentiality, professionalism, and discretion - Choosing honesty inside and outside the classroom - Displaying promptness and responsibility in attendance for class, clinical, and meetings - Showing the self-discipline and work ethic essential for being prepared and organized for successfully completing assigned responsibilities.
<p>CONTENTMENT I am confident that God has good plans for me regardless of how my circumstances may look at the present time. (Phil 4: 11-13 1 Timothy 6:6)</p>	<ul style="list-style-type: none"> • Effectively manage personal emotions and feelings and react reasonably to situations.

<p>PATIENCE I take a long time to overheat, and I endure patiently the unavoidable pressures of life. (Ephesians 4:2)</p> <p>COMPASSION I am filled with the love of Christ and want others to know his love like me.</p>	<ul style="list-style-type: none"> • Demonstrate the belief that everyone can learn. • Provide opportunities and motivation for everyone to learn. • Demonstrate empathy and sensitivity to human needs as evidenced by: <ul style="list-style-type: none"> - Discernment in clinical, classroom and office situations. - Supporting colleagues - Recognizing the value we have in Christ, realizing that others may be dealing with individual life circumstances that are difficult to handle.
<p>FAITHFULNESS I have established a good name with God and with others based on my long-term loyalty to that relationship. (Hebrew 11:6; 1 Corinthians 4:2; 2 Corinthians 5:7)</p>	<ul style="list-style-type: none"> • Demonstrate faithfulness to the Lord and the university and support the virtues of the department as evidenced by: <ul style="list-style-type: none"> - Taking responsibilities seriously - Completing assigned tasks on time - Following through on commitments - Attending convocation, meetings and assigned tasks.
<p>PERSEVERANCE I do not give up on people or projects. (Hebrew 12:1b – 2a)</p> <p>HOPE I can cope with the hardships of life and death because of the hope I have in Jesus Christ. (Romans 12:12)</p>	<ul style="list-style-type: none"> • Demonstrate a commitment to others success. • Encourages others. • Demonstrate a commitment to excellence.
<p>KINDNESS/GOODNESS/GENTLENESS I choose to do the right things in my relationships with others. (Col. 3:12; Ephesians 4:32)</p>	<ul style="list-style-type: none"> • Demonstrate a hospitable attitude in word and action. • Display positive tone and attitude in verbal and written communication.
<p>SELF-CONTROL I have power through Christ to control myself. (1 Cor. 6:12)</p> <p>HUMILITY I choose to esteem others above myself. (Proverbs 15:33)</p>	<ul style="list-style-type: none"> • Effectively manage personal emotions and feelings and react reasonably to situations. • Act confidently and maturely. • Accept constructive feedback in a respectful, appropriate manner. • Speak to others in an edifying way in an effort to lift them up.

MISCELLANEOUS

Contact by Liberty University By enrolling in the nursing program, students provide their consent to be contacted by Liberty University by telephone and email regarding the nursing program and other programs and services offered by Liberty University.

Release of Confidential Information Student hereby authorize Liberty University to release information about him or her to his or her clinical study site, and student waives any right of confidentiality afforded him or her by the Family Education Rights and privacy Act regarding such information.

Indemnity Student hereby releases, waives his or her right to recover against, and agrees to indemnify, defend, and hold harmless Liberty University, and all of its operators, and parent, subsidiary and related entities, and its and their respective officers, directors, employees, agents, servants and insurers (hereinafter jointly referred to as the "Indemnatee") from and for any and all claims or causes of action for any losses, damages, property damage, property loss or theft, costs, expenses (including attorney's fees and opinion witness fees) , complaints, personal injury , death or other loss arising from or relating in any way to student's participation in practicum study, including, without limitation, his or her travel to, from and during the practicum study, and wrongful acts of others that are harmful to student.

Waiver Student hereby waives any and all claims that may arise against Liberty University , and all of its operators, and parent, subsidiary and related entities, and its and their respective officers, directors, employees, agents, servants and insurers as a result of or in any way related to student's participation in the nursing program, including, without limitation, students travel to, from and during the clinical study, and wrongful acts of others that are harmful to student, including but not limited to claims alleging negligence, gross negligence, and/or willful and wanton bad acts.

Covenant Not To Sue Student promises and agrees that he or she will not sue Liberty University, or any of its operators, or parent, subsidiary and related entities, or its or their respective officers, directors, employees, agents, servants, and insurers for any damages, losses, claims, causes of action, suits, demands, costs, complaints, including those resulting from my illness, injury, and /or death, released and waived in the two preceding paragraphs. The undersigned student further agrees that Liberty University may plead this agreement as a full and complete defense to any suit brought in violation of this promise.

Agreements Not Limited by Actions of Liberty University The agreements and obligations under the three preceding paragraphs shall not be limited or reduced in any way because any of the losses, damages, property damage, property loss or theft, costs, complaints, personal injury, death or other loss, including those resulting from the undersigned's illness, injury, and/or death, arise or result, in whole or in part, from the negligence of , or breach of any express or implied warranty or duty by Liberty University , or any of its operators, or parent, subsidiary and related entities, or its or their respective officers, directors, employees, agents, servants, and insurers.

NURSING FACULTY DIRECTORY 2010-2011

Faculty	Email	Phone	Room #
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LUO NURSING

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Mrs. Tara Miller	RN-BSN	twmiller3@liberty.edu	592-5894	2043
Mrs. Laura Hudson	MSN practicum	lhudson@liberty.edu	592-5479	2043
Mr. Eric Raspberry	RN-BSN	jeraspberry@liberty.edu	592-3964	2043

Department of Nursing
2012 – 2013 Student Handbook Agreement

*I have read the **2012 – 2013 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 carefully read and understand the following policies:*

- Progression, Retention, Dismissal Policies - Page 12-13
- Dress Code - Pages 26-28
- Professional Behavior Expectations - Page 33
- Expectations of Faculty, Staff, and Students - Page 34-35
- Attendance Policy - Page 25

Student Signature: _____

Student Name (Print): _____

Student ID Number: _____

Date: _____

Please print out, sign and return this form to the Nursing Office no later than Friday, October 26, 2012.