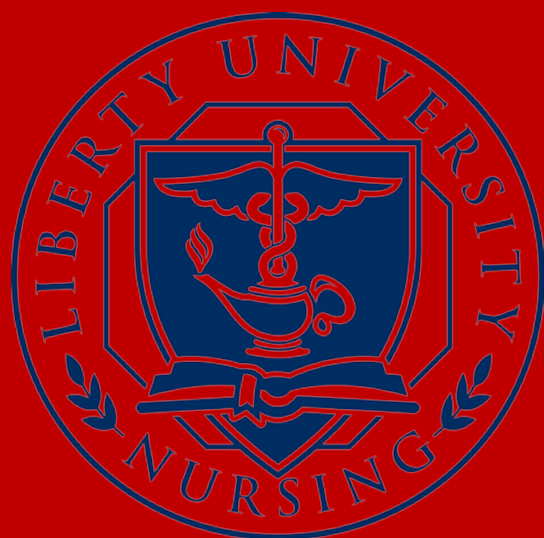


LIBERTY
UNIVERSITY | SCHOOL *of*
NURSING

2017-2018

Undergraduate Student Handbook



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.

Table of Contents

OVERVIEW OF BACCALAUREATE PROGRAM	1
<i>PURPOSE STATEMENT</i>	1
<i>PHILOSOPHY OF THE SCHOOL OF NURSING</i>	1
<i>CURRICULUM OBJECTIVES</i>	4
<i>MAJOR CURRICULAR CONCEPTS</i>	4
SCHOOL OF NURSING ADMISSION POLICIES	5
<i>ACCEPTANCE INTO GATE 1 (CONTINUANCE IN THE SCHOOL OF NURSING CURRICULUM) CHECKLIST</i>	8
<i>TRANSFER STUDENTS</i>	9
<i>PROGRESSION, RETENTION, DISMISSAL</i>	9
NURSING HONOR CODE AND HONOR COUNCIL	13
<i>SECTION 1: BACKGROUND</i>	13
Section 1.1: <i>Statement of Purpose</i>	13
Section 1.2: <i>Scope of Application</i>	13
<i>SECTION 2: HONOR CODE</i>	13
<i>SECTION 3: STANDARDS OF CONDUCT</i>	13
<i>SECTION 4: INFRACTIONS</i>	14
<i>SECTION 5: RIGHTS AND DUTIES</i>	16
Section 5.1: <i>Rights of the accused</i>	16
Section 5.2: <i>Duties of the accused</i>	16
Section 5.3 <i>Rights and duties of the complainant</i>	16
Section 5.4: <i>Rights and duties of witnesses</i>	16
Section 5.5: <i>Rights and duties of the Honor Council</i>	16
<i>SECTION 6: OPERATIONAL PROCEDURES AND PROTOCOLS FOR CODE ENFORCEMENT</i>	17
<i>SECTION 7: REPORTING AND INVESTIGATING HONOR CODE VIOLATIONS</i>	17
Section 7.1: <i>Reporting a violation of the Honor Code</i>	17
<i>SECTION 8: CONDUCT OF A HEARING</i>	19
<i>SECTION 9: SANCTIONS</i>	20
<i>SECTION 10: POST DECISION REVIEW AND APPEALS</i>	20
<i>SECTION 11: APPOINTMENT OF THE HONOR COUNCIL</i>	20
CLINICAL PROBATION	21
REMEDATION	21
CASTLE BRANCH ANNUAL REQUIREMENTS FOR COMPLIANCE	22
CPR AND IMMUNIZATION ANNUAL REQUIREMENTS FOR COMPLIANCE	23
IMMUNIZATION COMPLIANCE	23
CPR COMPLIANCE	24
NURSING COURSE INFORMATION	25
SUPPLIES REQUIRED FOR CLINICAL NURSING COURSES.....	25
SOPHOMORE COURSE INFORMATION	25
JUNIOR COURSE INFORMATION	26
SENIOR COURSE INFORMATION	27
NURSING ELECTIVES.....	27
PORTFOLIO REQUIREMENT	28
<i>Purpose</i>	28
<i>Process</i>	28
<i>Portfolio contents</i>	28
SPECIAL PROGRAMS	29
<i>ADVANCED PLACEMENT FOR LPN'S</i>	29
<i>ACCELERATED SUMMER PROGRAM</i>	29

SENIOR ELECTIVE TRACTS	30
<i>Critical Care Certificate Program</i>	30
<i>Cross Cultural Nurse Certificate Program</i>	30
ATTENDANCE	32
LIBERTY UNIVERSITY ATTENDANCE POLICY.....	32
<i>Excused Absences</i>	32
<i>Unexcused Absences</i>	32
CLASSROOM ATTENDANCE	32
CLINICAL ATTENDANCE	33
INCLEMENT WEATHER POLICY	33
LUSON LATE ASSIGNMENT POLICY	33
TESTING	33
LATE CLASSROOM ASSIGNMENTS	34
LATE CLINICAL ASSIGNMENTS.....	34
GRADING SCALE	35
UNDERGRADUATE DRESS CODE POLICY	35
CLASSROOM DRESS CODE POLICY	35
CLINICAL DRESS CODE POLICY	36
<i>Female</i>	36
<i>Male</i>	37
STATEMENT OF ESSENTIAL ATTRIBUTES	39
PHYSICAL ATTRIBUTES	39
COGNITIVE ATTRIBUTES	39
INTERPERSONAL ATTRIBUTES	40
PERFORMANCE ATTRIBUTES	40
EXPECTATIONS FOR FACULTY, STAFF, AND STUDENTS	42
COMMUNICATION	44
FACULTY OFFICE HOURS	44
LIBERTY NURSING STUDENT ASSOCIATION	44
FOOD SERVICES	44
NURSING SIMULATION CENTER	44
BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN	45
SCOPE AND APPLICATION	45
PROCEDURE	45
1.0 Exposure Control Plan (ECP) and Training.....	45
2.0 Post Exposure Follow Up	46
3.0 Record keeping requires both training and medical records are maintained:.....	47
4.0 Universal Precautions.....	48
5.0 Personal Protective Equipment (PPE).....	50
6.0 Bloodborne Pathogens Exposure Control Plan Release and Waiver	52
APPENDIX A: ILLNESSES	53
1.0 Hepatitis B Virus.....	53
2.0 Hepatitis C Virus (HCV).....	53
3.0 Human Immunodeficiency Virus (HIV)	54
4.0 Severe Acute Respiratory Syndrome (SARS).....	54
MISCELLANEOUS	55
Contact by Liberty University	55
Release of Confidential Information	55
Indemnity	55

<i>Waiver</i>	55
<i>Covenant Not to Sue</i>	55
<i>Agreements Not Limited by Actions of Liberty University</i>	55
NURSING FACULTY/STAFF DIRECTORY 2017-2018	56
<i>Faculty</i>	56
<i>Curriculum Development</i>	57
<i>Graduate Studies</i>	57
<i>Nursing Advisors</i>	57
<i>Simulation Center Directors/Coordinators</i>	57
<i>Student Accounts</i>	57

Overview of Baccalaureate Program

The School of Nursing offers a four-year curriculum designed to lead to a Bachelor of Science degree in Nursing. The curriculum consists of 131 credits of which 51 credits are general education requirements, 16 are natural science support courses, 3 are elective, and 61 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 School 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 School 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 School of Nursing

The primary goal of the Liberty University School of Nursing is to educate Christian students to minister to others through nursing. The School of Nursing 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 School 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, P. (1984). *From novice to expert: Excellence and power in clinical nursing practice.*

Menlo Park, CA: Addison-Wesley Publishing Company.

Benner, P. (1989). *The primacy of caring: Stress and coping in health and illness.* Menlo Park

CA: 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
 - Patient centered care
2. Critical thinking/problem solving skills
 - Nursing process
 - Evidenced-based practice
 - Safety
 - Informatics
3. Leadership skills
 - Teamwork and Collaboration
 - Quality improvement
 - Emotional intelligence

School of Nursing Admission Policies

Admission into Gate 1 (continuance in the School of Nursing curriculum)

In accordance with University policy, the School of Nursing does not discriminate against 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 semester when all prerequisites will be successfully completed. **Gate 1 is defined as continuance in the School of Nursing curriculum.** This is consistent with University policy for new students.

- Acceptance into Gate 1 (continuance in the School of Nursing curriculum) 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 prerequisite courses. Admission is based upon cumulative college GPA (minimum 3.0) and any other college coursework (including dual enrollment courses). 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 Gate 1 (continuance in the School of Nursing curriculum). Students will not gain acceptance into Gate 1 (continuance in the School of Nursing curriculum) until they have completed the acceptance into Gate 1 (continuance in the School of Nursing curriculum) checklist.

Nursing students, consistent with university policy, generally declare nursing as their major upon acceptance to Liberty University. A separate application is required of students in order to be accepted to Gate 1 (continuance in the School of Nursing curriculum). **Gate 1 is defined as continuance in the School of Nursing curriculum.** Acceptance into Gate 1 requires that all students must have successfully completed the Foundational Studies component of the general education program and nursing prerequisite courses. Successful completion is defined as a grade of "C" or better.

Freshman and transfer students may apply for acceptance into Gate 1 (continuance in the School of Nursing curriculum) when all prerequisites for the program have been completed or are in progress. The electronic application is available on the School of Nursing website: www.liberty.edu/nursing.

Refer to the [School of Nursing website](#) for dates for application deadlines.

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 all completed college courses (including dual enrollment in high school) at the time of application to continue in the School of Nursing curriculum:
- a) **GPA 3.00 for Fall or Spring start**
 - b) **GPA 3.25 for Spring Accelerated or Summer Accelerated Program**

NOTE: In addition to the minimum, cumulative GPA requirement, *the student's Liberty University GPA must be at least 2.75 at the time of application to continue in the School of Nursing curriculum.* See item A under [Progression, Retention, Dismissal](#) – page 9, Student Handbook.

- B. Successful completion of the following courses (“C” or better is required):
- a. BIOL 213/BIOL 214
 - b. BIOL 215/BIOL 216
 - c. CHEM 107
 - d. NURS 101: Introduction to Nursing
 - i. Can be taken during your first semester in the School of Nursing for transfer students ONLY
 - e. NURS 105: Medical Terminology
 - ii. Can be taken during your first semester in the School of Nursing for transfer students ONLY
 - f. NURS 115: Sciences in Nursing (PATHO)
 - g. Summer Accelerated: Completion of more than 55 hours of general education courses and C or better in BIOL 203
- C. A completed Nursing application
- D. Two written recommendations
- a. Character recommendation (employer, family friend, youth pastor, etc.)
 - b. Anatomy & Physiology (A&P) lab instructor (transfer students can use a recent science lab instructor if A&P lab instructor isn't available).
 - c. The recommendation forms will be submitted per application instructions.
- E. An essay stating career goals (maximum 300 words).
- F. A personal interview with nursing faculty may be required.
- G. Successful completion of the TEAS test.
- H. 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.
- I. The nursing faculty reserves the right to dismiss from the major, students who exhibit unprofessional, immoral or unethical behavior.

- J. 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.
 - a. International students, for whom English is a second language, should have completed ENGL 101 and be registered for ENGL 102 at the time of application.
- K. Students transferring from another nursing program must supply a letter of "Good Standing" from their previous nursing program.

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 to the immunization tracker service, [Castle Branch](#), (see deadline dates and requirements for [Castle Branch](#) compliance chart) in order to be fully accepted into Gate 1 (continuance in the School of Nursing curriculum):

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

Students are required to complete CPR training through the American Heart Association Professional Basic Life Support certification. Students are not allowed to begin clinical experiences without meeting the CPR requirement. Classes are held in the nursing lab and require students to sign up with the lab coordinator. The CPR certification must be in effect the entire academic school year.

Acceptance into Gate 1 (Continuance in the School of Nursing Curriculum) Checklist

Acceptance into Gate 1 (continuance in the School of Nursing curriculum) checklist

- _____ Indicate your intentions to attend Liberty University School of Nursing on the application website according to your tentative acceptance letter
- _____ Supply a copy of your current semester grades by the deadline in your tentative acceptance letter. Unofficial transcripts or a copy from ASIST is adequate to meet this requirement
--Transfer students – Official transcripts from other institutions must still be supplied to the Registrar’s office.
- _____ Successful completion of all prerequisite coursework with a “C” or better
- _____ Set up account with [Castle Branch](#) (Compliance Tracker) and begin immunization requirements (MMR, Hep B, Varicella, Tetanus or Td/Tdap [less than 10 years old], PPD [annual] or clear chest x-ray [less than 10 years old])
- Initiate required Background Check via [Castle Branch](#)
 - Complete Immunization Form online through [Castle Branch](#)
 - Supply supporting documentation to [Castle Branch](#) via email or fax
 - “Compliance” with [Castle Branch](#) results when all requirements are complete. This is the responsibility of the student. Failure to be fully compliant will result in forfeiture of the student’s position in the program. *The only exceptions are CPR, influenza, and the third Hepatitis B vaccination.* These should be completed within the first weeks of the first semester in the program as outlined in the student handbook.
 - Completion of the 10 panel drug screen. Instructions for completion of the drug screen will be sent with the letter to continue in the School of Nursing curriculum. The drug screen must be completed by deadlines as stated in the Annual Requirements for [Castle Branch Compliance chart](#). Annual drug screening, once accepted into Gate 1 (continuance in the School of Nursing curriculum), is a maintenance requirement. Positive drug screens will be reviewed by the Executive Director of Clinical Affairs and the School of Nursing Chair on an individual basis and may result in loss of acceptance into Gate 1 (continuance in the School of Nursing curriculum), removal from clinical experience, referral to Honor Council and clinical failure.
 - All paperwork submitted to [Castle Branch](#) before deadlines as stated in the Annual Requirements for [Castle Branch Compliance chart](#).

NOTE: Final acceptance into Gate 1 (continuance in the School of Nursing curriculum) is not extended until the student has completed this checklist. Prospective students must meet set deadlines. Failure to meet deadlines may result in having the tentative acceptance into Gate 1 (continuance in the School of Nursing curriculum) rescinded. **Students who fail to complete this checklist will not be allowed to attend any nursing classes, as they have not been fully accepted into Gate 1 (continuance in the School of Nursing curriculum).**

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.

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. Failure means not earning at least a grade of “C” or withdrawing from a course with a failing test average at the time of withdrawal. 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.
 1. Any student, who fails or withdraws with a failing test and/or clinical grade 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.
 2. Students may repeat one nursing course while enrolled in the program. (Please see the sophomore exception to this in #1 above.)
 3. The second failure of any nursing course will make the student ineligible to continue in the nursing 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 354, NURS 355, NURS 356 and NURS 357.
- E. Students must satisfactorily complete junior level courses: NURS 301, NURS 302, NURS 305, NURS 306, NURS 354, NURS 355, NURS 356 and NURS 357 before enrolling in senior level courses: NURS 441, NURS 442, NURS 460, NURS 451, NURS 490, and NURS electives. Successful completion of NURS 301 is required before enrolling in NURS 302. Successful completion of NURS 305 is required before enrolling in any subsequent junior level courses.
- F. Seniors must take NURS 490 in their last semester of the nursing major.
- G. Students must demonstrate continued competence in medication math to be deemed safe to administer medications in the clinical environment. To insure students retain the ability to calculate safe dosage ranges as well as correct dosages for administration, a medication math competency will be administered in a clinical course at each level. ATI Dosage Calculation Modules will be used across the program to assist the students with achieving this competency.

1. The medication math competency will be administered at the following levels and in the following courses:
 - a. Freshman – NONE (no clinical courses)
 - b. Sophomore – Fundamentals (NURS 221)
 - c. Junior – Medical/Surgical I & II (NURS 301 & NURS 302)
 - d. Senior – Critical Care (NURS 460)
 2. The student will have 3 attempts to successfully pass the medication math competency at the following leveled percentages:
 - a. Sophomore: 88%
 - b. Junior: 92%
 - c. Senior: 100%
 3. The student may not administer medications in the clinical setting until medication math competency has been achieved.
 4. If the student is not able to achieve competency after 3 attempts, the student will be withdrawn from the course. Each competency will be a new version.
- H. A test/exam (does not include quizzes) average of 70% or better is required to pass any NURS course. This will be expressed in points. The student must earn 70% 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. If a student repeatedly demonstrates any behavior that is perceived as clinically unsafe or incompetent, the lead faculty or clinical instructor may request a simulated evaluation of that student. Once the request has been made, the student will be evaluated utilizing a simulated clinical experience called the Clinical Progress Review to measure their basic nursing competence and safety. If the student is found to not be performing at the level of competence required, the student will be referred to the Honor Council for possible clinical failure. If they are found to be clinically competent and safe during the simulated clinical progress review, then they will re-enter clinical rotations and complete any remediation that is recommended as a result of the simulation evaluation.
- K. In **ANY** nursing course containing a clinical component, students must successfully pass both the classroom and clinical portions to pass the class. Failing any portion of the course (lecture or clinical) requires repeating both components of the course.
- L. 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, juniors, and seniors 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, junior, and senior 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 are not required to retake the predictor. Students will be notified of the need to retake the RN Predictor Test.
 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.
- M. Each student is encouraged to compile a portfolio of academic work, seminar certificates and other evidence of meeting curriculum objectives. (See page 12 of Student Handbook for guidelines.)
- N. 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 (nursingadmissions@liberty.edu).
1. Petitions should include a brief summary of the reason for the petition and outline a detailed and realistic plan that justifies readmission or changes in normal course sequencing.
 2. Students must submit the petition as an e-mail attachment to the APC (nursingadmissions@liberty.edu). The committee will communicate a decision to the student within 14 days of reviewing the petition.
 3. 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 School of Nursing.**
- O. Students must complete the BSN Program within 5 years of their admission to the program. Any student who does not complete within their matriculation limit will be unable to progress and graduate.
- P. Students must maintain compliance with [Castle Branch](#) throughout the program. **Failure to do so will result in Clinical Probation. Incoming sophomore students who are not compliant with [Castle Branch](#) according to the Annual Requirements for [Castle Branch](#) Compliance Chart may have their tentative acceptance into Gate 1 (continuance in the School of Nursing curriculum) rescinded and cannot attend any nursing classes due to failure to complete the Acceptance into Gate 1 (continuance on the School of Nursing curriculum) checklist.** This account has no expiration date. Tuberculin skin tests must be compliant (see Annual Requirements for [Castle Branch](#) Compliance Chart). For students that are unable to have a PPD, a clear chest x-ray within the past 10 years is required. A ten panel drug screen is required for continuance in the School of Nursing program.

Annual drug screening, once accepted into Gate 1 (continuance in the School of Nursing curriculum), is a maintenance requirement. Positive drug screens will be reviewed by the Executive Director of Clinical Affairs and the School of Nursing Chair on an individual basis and may result in loss of acceptance into Gate 1 (continuance in the School of Nursing curriculum), removal from clinical experience, referral to Honor Council and clinical failure. The influenza immunization is to be placed after August 1st and be complete in [Castle Branch](#) by deadlines.

Nursing Honor Code and 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 of Christ. Such champions are, at least in part, individuals dedicated to conducting their lives in a way that honors the Lord. In partnership with Liberty University, the Mission of the School 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 this mission, the School of Nursing has instituted an Honor Council that will hold students accountable to their faculty, peers and colleagues. The Honor Council consists of those nursing students and faculty members authorized by the School of Nursing to determine whether a student has violated the Honor Code and to recommend sanctions that may be imposed if they determine a violation has occurred.

Under the Honor Code of the School of Nursing, it is expected that the students will conduct themselves in such a manner as to bring honor to the Lord, to Liberty University, to the School of Nursing and to themselves. Acts of cheating, stealing, furnishing false information, unprofessional conduct and compromise to patient safety are violations of the Honor Code and will not be tolerated.

Section 1.2: Scope of Application

The Honor Code applies to all nursing students in the residential BSN and DNP/FNP programs. It applies to conduct in the classroom and in clinical settings, as well as to personal conduct on and off the Liberty University campus.

Each member of the nursing student body, faculty and staff is responsible for upholding and enforcing the Honor Code. Knowledge of an offense and failure to timely and appropriately report it constitutes an Honor Code violation.

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 School of Nursing as essential elements to successful completion of nursing programs. Liberty University graduates, who practice in the profession of nursing, are widely 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.

Section 3: Standards of Conduct

The following constitute the standards of conduct expected by the School of Nursing and its faculty together with references to foundational value statements for such standards:

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 fellow students to achieve excellence without compromising 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 inappropriately citing work 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 all persons and honor their ownership of work and possessions so as to protect personal integrity (1 Peter 3:1-2). To take anything without permission is a violation of trust and an affront to the owner.
4. Guard all words and deeds and uphold professional conduct. Professionalism is an aspect of the education process and should be exhibited at increasing levels consistent with the student's present educational level throughout the educational experience. The student will take instruction and correction in a respectful, Christian spirit.
5. Protect the safety of all patients, peers and colleagues. This includes paying careful attention to the accepted medical standards and the protocols of each hospital or other clinical setting. Illegal actions, impaired performance or any other serious infraction of corporate compliance and institutional policies and procedures in the clinical setting is prohibited.

Section 4: Infractions

Infractions of the Honor Code include 1) furnishing false information, 2) cheating, 3) stealing, 4) unprofessional behavior, and 5) compromise of safety of others. Each of these is described as 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 mis-statement of facts with the purpose of misleading others. Furnishing false information is a violation of the Honor Code whether it is in verbal, electronic or written form. Some areas of furnishing false information that violate the Honor Code include, but are not limited to: a) furnishing false information to fellow students, b) furnishing false information in the classroom in regard to ownership of work, circumstances for extensions, completion of clinical preparation in or out of the learning laboratory, c) furnishing false information in a clinical setting in regard to documentation, completion of work or taking ownership of errors of omission or commission, and d) furnishing false information on campus in regard to student status.

2. Cheating is the act of taking the work or ideas of another, sharing content of evaluation materials, 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: a) the act of plagiarism, b) the giving or receiving unauthorized assistance on a paper, project, quiz or test, c) collaboration with another student on any graded work that is not designated by the professor as a group project, d) the use of unauthorized materials, tools, or devices to complete an assignment or a test (**“Smart” devices are prohibited during testing and are not allowed in the testing area**), e) disclosing test content, either in the form of specific test questions or areas of information to study in preparation for a test, or f) the act of manipulation of the timetable for a test, project, or assignment in order to obtain additional time for completion.
3. Stealing is the attempted or actual theft and/or damage to property of a member of the Liberty University community, of Liberty University, or of another person, government or entity 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: a) the unauthorized removal of materials, supplies, or equipment from the lab, nursing offices, faculty offices, or classrooms, or b) the unauthorized taking of material possessions, ideas, or works of another.
4. Unprofessional behavior is oral or written communication, whether personally delivered, posted or sent, including through email and social media, that would demean the faculty, student(s), the University, the School of Nursing, or the profession of nursing, whether in or out of the clinical setting. Such behavior includes, but is not limited to the following: a) addressing one in a position of authority, a patient, or a family member, without using the appropriate title (i.e. Dr., Mrs., Ms., Mr.), b) participating in a conversation or activity that would bring one’s integrity into question or compromise one’s good reputation, or failing to promptly remove oneself from the area of such conversation or activity, c) failing to dress according to the Liberty Way while on campus or according to the Student handbook/Course Syllabus in the clinical setting, d) insubordination, e) failing to document accurately in an effort to minimize or to cover up an error or omission of professional duty in the clinical area, f) publishing information that leads to identification of patient information on cellular devices, social media or other sources of media, g) making threatening, harassing, profane, obscene, sexually explicit, racially derogatory, comments condemning homosexuals or other seriously offensive comments directed at another person or persons, h) failure to consistently demonstrate any of the Essential Attributes for nursing as defined by the School of Nursing, or failure to timely report a known violation of the Honor Code appropriately.
5. Compromise of safety to others is a disregard for medical protocol, an illegal action, impaired performance or any other serious infraction of corporate compliance and/or institutional policies and procedures that may tend to compromise patient, peer and colleague safety. Such behaviors include but are not limited to a) medication errors, b) practicing while under the influence of alcohol, tobacco or any other drug that could compromise individual cognition or patient care, and c) being unprepared for clinical experiences.

Section 5: Rights and Duties

Section 5.1: Rights of the accused

1. A right to be sufficiently apprised in writing of the charges to be able to prepare a defense.
2. A right to ask for, and have appointed, a member of the Council as a procedural advisor prior to the hearing, which member shall not participate in Council deliberations regarding the accused.
3. A right to have all aspects of the process remain confidential, except where disclosures are required by law or University procedure.
4. A right to a fair and impartial hearing.
5. A right to have at least 48 hours to prepare a 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 one's behalf.
10. A right to confront and question witnesses.
11. A right to present evidence on one's behalf.
12. A right to make opening and closing remarks before and after presentation of evidence.
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. (There is no right of the accused to remain silent.)

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, except where disclosures are required by law or University procedure.
2. A right and duty to attend the hearing.
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, except where disclosures are required by law or University procedure.
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 his or her representatives for bearing witness.

Section 5.5: Rights and duties of the Honor Council

1. A duty to treat each participant in the hearing fairly.
2. A duty to maintain confidentiality, except where disclosures are required by law or University procedure.

Section 6: Operational procedures and protocols for code enforcement

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

The Honor Council will operate upon the ethical principles of veracity (truth), fidelity (loyalty to the duty of nursing), confidentiality and autonomy. The Honor Council may develop operating procedures and protocols based on Biblical principles and professional standards of conduct in carrying out its function. Such operating procedures and protocols will apply in matters of reporting, investigating incidents, determining sanctions and deciding appeals.

Section 7: Reporting and investigating Honor Code violations

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 as described below. Failure to timely report a known violation of the honor code to the appropriate party compromises the integrity of the nursing program and constitutes 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 believed to be in violation personally in a Biblical and professional manner as described below. If a student files a self-report to the Honor Council, it will be viewed as an act of cooperation with the Honor Council and will be taken into account in determining whether or not to sanction the student and the level of severity of any sanction, if the Honor Council determines the reported conduct actually constitutes a violation.
 - a. The student shall report the incident immediately to the classroom/clinical professor. If the conduct is not connected to any particular class, the student shall report the incident immediately to the Program Chair. The Dean of the School of Nursing, or her assigned representative, will further research the alleged violation, which may result in an interview with the complainant or the accused, providing evidence of the behaviors in question alleged to be a breach of the Honor Code.
 - b. They shall further request an explanation from the student regarding the alleged violation.
 - c. The accused student has the right to discuss the matter by providing an explanation or to decline to discuss the matter at that time.
 - d. If the explanation is sufficient to conclude no violation occurred, the faculty member may drop the matter. If the student declines to discuss the matter or provides insufficient explanation, a written report must be submitted by the faculty member or student to the Honor Council within 24 hours, or in the event that would involve a weekend or school break, on the next day classes are in session.
 - e. The accused student has the right to report himself or herself in writing to the Honor Council within 24 hours, or in the event that would involve a weekend or school break, on the next day classes are in session.
2. If a faculty member (whether instructor, professor or administrator) believes a student has violated the Honor Code, he/she has a duty to confront the student personally in a Biblical and professional manner as described below. The Honor Council recommends that the

confrontation of the accused involve the faculty member, the accused and a non-biased faculty member.

- a. The faculty member shall confront the student with the alleged violation, providing evidence of behaviors in question alleged to be a 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 by providing an explanation or to decline to discuss the matter at that time.
 - d. If the explanation is sufficient to conclude no violation occurred, the faculty members may agree to drop the matter. If the student declines to discuss the matter or provides insufficient explanation, a written report must be submitted by the accusing faculty member to the Honor Council within 24 hours, or in the event that would involve a weekend or school break, on the next day 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 that would involve a weekend or school break, the next day classes are in session.
3. Investigating a report.
- a. The written report (including any self-report) must contain the date, time of the alleged breach of the Honor Code, the names of the complainant(s) and the accused, the names of any witnesses, the location of the incident(s), and a description of the alleged Honor Code violation. The report must state the facts, not opinions or conclusions not supported by stated facts. The report may be supplemented with supporting documents or other tangible things.
 - b. After a written report is received, the Honor Council Chief Justice shall call the Honor Council together within 48 hours to review the report. If the evidence provided in the report indicates a need for an Honor Council meeting, the accused student will be notified of the meeting purpose, agenda, time and date.
 - c. The Honor Council will meet with the accused and present the report detailing information and facts on the assigned meeting day and time. The accused will be given an opportunity to admit to any Honor Code violations or to request a hearing to defend against any alleged violations or both. The Honor Council will then determine how to proceed and if a hearing is set for the presentation of additional evidence regarding whether a violation occurred, the appropriate sanction or both. If a hearing is set, the Chief Justice of the Honor Council shall ask the accused student if he or she desires to ask for a member of the Council to be appointed as a procedural advisor prior to the hearing. If the accused student so requests, the appointed Honor Council member shall not participate in Council deliberations regarding the accused. It is the duty of the Honor Council to determine if enough information has been presented to warrant proceeding to a hearing. If the report and any admissions by the accused do not support proceeding to a hearing, the Council may: 1.) drop the charges with no report being placed in the accused student's file but with the original report being maintained as a matter or record in the Honor Council's files together with a notation of the Council's determination on the matter; or 2.) accept an admission of violation by the accused student, determine there is no need for additional evidence to determine the appropriate

sanction, and convert the meeting to a the sanctions hearing described in Section 8, below. The Honor Council shall maintain the report as a matter of record in the Honor Council's files.

Section 8: Conduct of a hearing

If a hearing is set, the Honor Council will provide written notice via email of the date, time and location of the hearing to the complainant or reporting party, to the witnesses and to the accused student. The notices shall also reference the parties' rights and duties with regard to the hearing. The accused may desire witnesses who were not in the report to attend the hearing. If such witnesses are part of the School of Nursing, the accused may ask the Chief Justice to provide them a notice to appear. If such witnesses are not part of the School of Nursing, the accused may ask the Chief Justice to request their presence in writing but it is ultimately the responsibility of the accused to obtain the cooperation and appearance of any such non-affiliated witnesses.

- a. The Chief justice will call together the Honor Council and conduct the hearing. The hearings will be conducted on Tuesday, Wednesday or Thursday afternoons as needed.
- b. Hearings shall be conducted by the Chief Justice (a member of the nursing faculty) and the Honor Council justices, which will consist of two faculty members and two nursing students.
- c. One Honor Council justice will be appointed by the Chief Justice to act as secretary and record all proceedings.
- d. 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.
- e. The accused student and the complainant (or reporting party) may challenge any member of the honor Council for bias if they believe he or she cannot be fair in the Honor Council hearing. The Chief Justice will rule on all such challenges.
- f. 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 expulsion from the Honor Council and may result in other sanctions.
- g. The Chief justice will ask the accused and all parties/ witnesses to truthfully and fully present the case. The order of presentation will be an opening statement either from the report or by the complainant (or reporting party), if present, then an opening statement by the accused, then presentation of evidence against the accused, then evidence presented by the accused, then rebuttal witnesses (if necessary but not for repetition or emphasis of previously presented evidence), a closing statement by the accused, then a closing statement by the complainant (or reporting party), if present. Formal rules of evidence do not apply to Honor Council hearings. Upon completion of these presentations, a decision will be made.
- h. To secure a decision which finds the accused responsible for an Honor Code violation, the accused must be found responsible beyond reasonable doubt by four of the five justices (or in case any justices have recused themselves or been removed for bias and not replaced, found responsible by three of four justices, or by two of three justices). The Chief justice will vote in case of a tie if the Honor Council has an odd number of justices but will vote on all matters if the Honor Council has an even number of justices.
- i. If responsibility for an Honor Code violation has been determined as required above, the Honor Council will proceed to a sanction hearing. After giving the complainant (or reporting party), if present, and the accused an opportunity to make recommendations to the Council

on sanctions and present any additional evidence relating to sanctions, the Chief Justice will ask all parties other than the Honor Council to leave the Honor Council hearing room so that the members of the Honor Council may determine the sanction to be imposed in the case. The Honor Council may defer this private meeting to a later time, but must reconvene within 72 hours or the following day of classes if a weekend or school break is involved, to conclude the sanction hearing. The Honor Council sanction discussions will be private.

- j. If the accused is not determined to be responsible for an Honor Code violation, the Honor Council will render a decision for the accused without any report being placed in the accused student's file but with the original report being maintained as a matter or record in the Honor Council's files together with a notation of the verdict.
- k. After a sanction hearing has concluded, the Honor Council Chief Justice will complete a written report which included the decision against the accused student, the sanction imposed, and the evidence for the decision and sanction. A copy of the report will be placed in the accused student's file and furnished to the Dean of the School of Nursing and the Dean of Student Conduct. The student will be formally informed of decision and the sanction through email from the Honor Council Chief Justice.

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. Sanctions may also include obligations of the student for making apologies, making restitution, community service, and other measures tailored to the violation and/or making amends. The Office of Student Affairs may levy additional sanctions which may include reprimands, and other disciplinary actions including dismissal from Liberty University.

Section 10: Post decision review and appeals

A student may appeal the decision of the Honor Council to the Honor Council in writing within 5 working days and may request a new full hearing or a new sanctions 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 warranted. If a new hearing is warranted, the Honor Council will establish a date for the new hearing and provide written notice of it within ten working days from the date of receipt of the student's appeal. The new hearing need not occur within that 10-day period, however.

Section 11: Appointment of the Honor Council

The Chair of the School of Nursing will appoint the Honor Council Faculty Justices. The Honor Council will consist of a total of 4 justices, with one faculty member serving as the Chief Justice for a total of 5 members present. In addition, the Chair of the School of Nursing will serve on the Council in a non-voting Ex Officio role except in cases of a violation report submitted by a faculty justice or case in which any justices have recused themselves or been removed for bias. In that event, the nursing School of Nursing Chair will vote.

Student justices will be representatives of the junior and senior levels of the Bachelor of Science nursing classes. Faculty selections will take place each August, and the representatives will hold their position throughout the school year ending in May. Summer school students will be selected by the faculty in May to serve for a term of one summer. In the event a nursing student cannot fulfill his or her obligations to the Honor Council, the faculty will select another student as soon as possible.

Faculty Justices will serve for terms of 2 years. Once a faculty member completes a 2-year term, she or he is eligible for election as Chief Justice by vote of the Faculty Justices. The Chief Justice term is one year and the same faculty member may not serve consecutive terms as Chief Justice. The first Chief Justice however will be elected by the Faculty Justices to serve a 2-year term. In the event a Faculty Justice cannot fulfill his or her obligations and duties for the designated time period, a new faculty justice will be appointed as soon as possible by the School of Nursing Chair to replace that Justice and fulfill the remainder of that Justice's term.

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, being tardy 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 documented 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 Honor Council review. If the clinical probation involves a blatant safety issue, the student will go to Honor Council review immediately after the first instance.**

Remediation

Faculty identifying students in need of remediation are asked to fill out a digital 'Remediation Report' form while present with the student. The student must be aware of the rationale for remediation need. It is the responsibility of the student to schedule remediation on SignUp Genius with the Lab Coordinator. Completion of remediation is required before the next clinical experience.

Due to increased numbers of students requiring remediation, the Lab Coordinator may direct a lab work- study nursing student to orient the remediating student to proper technique before seeing the lab coordinator for final review. CSER workers are not used, in attempt to maintain a more confidential experience. Remediation is personalized to each student and may require follow up or tutoring/mentoring with an upper classman, willing to accept this role.

The digital 'Remediation Report' form is filed in the student's permanent online file.

Castle Branch Annual Requirements for Compliance

<p>Spring Sophomores and Sophomore Spring Accelerated</p>	<ul style="list-style-type: none"> • PPD placed after January 1st and before January 10th and results submitted prior to January 12th. • Drug Screens must be ordered after the second Monday in November and compliant in <i>Castle Branch</i> prior to December 31st. • CPR certification that is valid throughout the academic year. CPR certification must be compliant in <i>Castle Branch</i> prior to February 15. • All immunization should be current in <i>Castle Branch</i> throughout your sophomore academic year.
<p>Fall Sophomores</p>	<ul style="list-style-type: none"> • PPD placed after the second Monday in May and results submitted prior to July 1st. • Drug Screens must be ordered after the second Monday in May and compliant in <i>Castle Branch</i> prior to July 1st. • CPR certification that is valid throughout the academic year. CPR certification must be compliant in <i>Castle Branch</i> prior to October 15th. • All immunization should be current in <i>Castle Branch</i> throughout the academic year.
<p>Sophomore Summer Accelerated</p>	<ul style="list-style-type: none"> • PPD placed, read and submitted to <i>Castle Branch</i> the week prior to the first day of summer school. • Drug Screens must have proof of order placement in <i>Castle Branch</i>. Drug screen results must be compliant prior to May 1st. • CPR certification that is valid throughout the academic year. CPR certification compliance will be stated in acceptance letter. All immunization should be current in <i>Castle Branch</i> throughout the academic year.
<p>Juniors and Seniors</p>	<ul style="list-style-type: none"> • PPD placed after the second Monday in May and results submitted prior to July 1st. • Drug Screens must be ordered after the second Monday in May and compliant in <i>Castle Branch</i> prior to July 1st.

<p>Juniors and Seniors, cont.</p>	<ul style="list-style-type: none"> • CPR certification that is valid throughout the academic year. NOTE: you MUST have current CPR in order to attend clinicals (i.e. if your CPR expires in August, it must be renewed in August or prior to August in order to attend clinicals). CPR certification must be compliant in <i>Castle Branch</i>. • All immunization should be current in <i>Castle Branch</i> throughout the academic year.
<p>Senior Summer Accelerated</p>	<ul style="list-style-type: none"> • PPD must not expire before the end of senior summer classes. You may use previous PPD if it expires after summer classes. New PPD must be placed and read prior to May 1st. • CPR certification that is valid throughout the academic year. CPR certification compliance will be stated in acceptance letter. • All immunization should be current in <i>Castle Branch</i> throughout the academic year.

CPR and Immunization Annual Requirements for Compliance

Immunization Compliance

- Nursing students are required by hospital systems and the Liberty University School of Nursing to be compliant with immunizations and CPR certification in [Castle Branch](#) for each year they are in the program.
- An annual drug screen must be completed. Positive drug screens will be reviewed by the Executive Director of Clinical Affairs and the School of Nursing Chair on an individual basis and may result in loss of acceptance into Gate 1 (continuance in the School of Nursing curriculum), removal from clinical experience, referral to Honor Council and clinical failure.
- [Castle Branch](#) accounts will not expire.
- A PPD with a negative result is required (see the [Annual Requirements for Castle Branch Compliance Chart](#) for deadline dates).
- PPD immunization should not expire while the student is in a clinical nursing course. For students that are unable to have PPD, a clear chest x-ray within the past 10 years is required.
- Influenza immunization is also required by hospital systems and Liberty University School of Nursing. **The influenza immunization must be placed after August 1st and before October 1st for Summer Accelerated and Fall entrance into the program.** Students entering into the program spring semester will place influenza after August 1st and be compliant by December 31st. Students will be notified of the deadline. Failure to meet the deadline will result in wearing a mask while in the hospital (except while in the cafeteria).
- **A student is not considered compliant until their status with [Castle Branch](#) is “compliant”.**

CPR Compliance

- CPR certification (**American Heart Association Professional Basic Life Support**) must be in affect the entire academic school year.
 - ***American Heart Association Professional Basic Life Support is the ONLY CPR certification accepted by LUSON***
- Students are **not** allowed to participate in clinical experiences without meeting the CPR requirement.
- Classes are provided for sophomore nursing students during NURS 200.
- Junior and Senior students renew their CPR during the **Summer BEFORE** the card expires for Castle Branch compliance to ensure that CPR certification does not expire during the academic year.
- CPR certification must be compliant in [Castle Branch](#) according to the [Annual Requirements for Castle Branch Compliance Chart](#).

Students who are not compliant with immunizations and/or CPR by the deadline will be placed on clinical probation and will not be able to attend clinical experiences until [Castle Branch](#) shows they are compliant with the requirement.

It is the student's responsibility to monitor their [Castle Branch](#) accounts for compliance and accuracy. (See [Annual Requirements for Castle Branch](#))

Nursing Course Information

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

Sophomore Course Information

Semester 1

- NURS 200 – Nursing Process Application
- NURS 210 – Health Assessment (This course has a clinical/lab component)

Semester 2

- NURS 221 – Fundamentals in Nursing (This course has a clinical/lab component)
- NURS 225 – Research in Nursing

In courses with a clinical/lab component:

1. All clinical/lab assignments must be successfully completed in order for the students to clinically pass the course.
 2. Students will only be excused from clinical/lab for the following reasons:
 - Illness with excuse from healthcare provider
 - Severe illness or death of a close family member
 - Sporting events or other commitments excused by the university
 - Medical mission trip
- ***Clinical experiences are on Mondays, Fridays and/or weekends.***
 - ***Clinical experiences may be on days or evenings.***

Students are required to gather patient information the day prior to the assigned experiences (Friday for weekend clinicals and Sunday for Monday clinicals)

- **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!!!

Junior Course Information

Semester 1

- NURS 301 – Strategies for Adult Health Care I (Med-Surg)
- NURS 305 – Pharmacology I
- NURS 354 – Nursing Care of the Childbearing Family Lecture (OB)
or NURS 355 – Nursing Care of Children Lecture (Peds)
- NURS 356 – Nursing Care of the Childbearing Family Clinical (OB)
or NURS 357 – Nursing Care of Children Clinical (Peds)

Semester 2

- NURS 302 – Strategies for Adult Health Care II (Med-Surg)
- NURS 306 – Pharmacology II
- NURS 354 – Nursing Care of the Childbearing Family Lecture (OB)
or NURS 355 – Nursing Care of Children Lecture (Peds)
- NURS 356 – Nursing Care of the Childbearing Family Clinical (OB)
or NURS 357 – Nursing Care of Children Clinical (Peds)

- ***Clinical experiences are on Mondays, Fridays and/or weekends.***
- ***Clinical experiences may be on days or evenings.***

A student may apply for one distant and one international clinical experience per semester. At least one NURS 301/302 semester of clinicals must be accomplished in Lynchburg (Centra).

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 CLINICAL EXPERIENCES 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 encouraged not** 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 Information

Students are not considered to be senior nursing students until all junior courses are successfully completed.

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

NURS 441-Community Health Lecture

NURS 442-Community Health Clinical

- Offered fall, spring and summer
- Clinical is Monday all semester

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 144 hours. Other students are required to complete 96 hours

NURS 445-Population Health

- Offered in fall, spring, and summer
- Non-Clinical course

Nursing Electives

NURS 415- Cross Cultural Nursing

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

NURS 416-Preceptorship

- Offered in the 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 and spring

NURS 419-End of Life Care

- Offered in the spring

NURS 420-Pain Management

- Offered in the fall and spring

NURS 465-Advanced Critical Care

- Offered in the fall and spring
- Required of CCCP – Adult students

NURS 466-Advanced Critical Care Maternal Child

- Offered in the fall and spring
- Required of CCCP-Maternal Child students

Portfolio Requirement

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 441, NURS 442, 490 and nursing electives)
 - Service activities
 - CSER Evaluations
- B. Providing and coordinating care
 - Clinical evaluations (NURS 221, 301, 302, 354, 355, 356, 441, 442, 451, 460, 490)
 - Teaching projects (NURS 115, 441, 442, 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, 354, 355, 356, 357, 460)
- D. Demonstrate leadership skills
 - LSNA activity
 - Leadership evaluations (NURS 490)
 - Presentations (NURS 115, 441, 442)
- E. Personal and Professional values
 - Ethics paper (PHIL 380)
 - Journal entries (NURS 441, 442, 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.

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. Proof of a valid LPN license must be provided to receive this credit.

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 Spring or 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 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 (trkennedy@liberty.edu) for Adult CCCP or Dr. Mary Highton (mahighton@liberty.edu) for Maternal/Child CCCP.*

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
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 medical mission trip and Jungle Camp (GLST-485)
3. Complete HLTH 488 (Infectious Disease)

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

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 Absences

- 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, School of Nursing 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.

Classroom Attendance

1. Students must attend their scheduled sections for each course as scheduled in ASIST. A student adjusting their scheduled classroom sections due to conflicts (i.e. clinical schedules, jobs, etc.) is not permitted.

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 knowledge of patient history, pathophysiologic processes, medication administration, and care plans is required prior to each clinical day. Refer to specific course syllabi for assignment requirements for clinical days. 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.

Inclement Weather Policy

The intent of the inclement weather policy is to help keep faculty, instructors and students safe when going to and from their clinical experiences.

In the event of inclement weather (ice or snow) during normal M-F eight-hour day shift clinical in the hospital with an instructor, clinical attendance or cancelation will typically correspond with the Lynchburg City schools. If Lynchburg City School classes are on a one to two-hour delay, Liberty clinical will also be on a one to two-hour delay. For a one-hour delay, day shift will report at 9:00 and for a two-hour delay, day shift will report at 10:00.

For a clinical that is not during normal M-F eight-hour day shift hours or with an assigned instructor, students will follow the specific guidance within that course syllabus.

Clinical experiences assigned for day shift within the LU Nursing Lab will follow Lynchburg City School guidance unless a delay or cancelation has been issued for the LU campus. In the case of a delay or closure of the LU campus, the lab clinical experience will be delayed or closed in concurrence with LU guidance.

LUSON Late Assignment Policy

Testing

- ≥10 min late
 - 10% penalty

- Will remain in classroom for testing (not testing center)
 - Must finish within remaining testing timeframe
 - It is the student's responsibility to notify the professor and receive permission from the professor at least 24 hours prior to testing for other testing arrangements.
 - NOTE: Traffic, bus schedule, and parking difficulties is not an acceptable reason for arriving tardy. Plan accordingly. It is highly recommended that you plan on arriving ~ 15 minutes early for testing.
- Bb Quizzes: Late quizzes will receive a zero as outlined in the attendance policy.

Late classroom assignments

- NURS 100 level courses:
No late assignments will be accepted and will receive a grade of zero unless reasons meet the criteria outlined in the attendance policy.
 - NURS 200, 300, and 400 level classes:
Late submissions for each assignment will result in a 10% deduction per day from the total points for the assignment. After 5 days, a grade of zero will be given for the assignment. For papers, presentations, etc. -- It is the student's responsibility to ensure that the correct document is turned in and is in a format compliant with assignment instructions (i.e. Word versus PDF). If not, please see the late submission policy above.
- **ALL CLASSROOM ASSIGNMENTS ARE DUE SATURDAY AT 2359.**

Late Clinical assignments

- All clinical/lab assignments must be submitted/completed in order to **clinically pass the course**. Clinical assignments include assignments related to all clinical experiences and lab/simulation preparation. Clinical and lab assignments are designed to ensure patient safety, delivery of quality care, and improved client outcomes.
 - Per the student handbook, in **ANY** nursing course containing a clinical component, students must successfully pass both the classroom and clinical portions to pass the class.
 - Late submissions for each clinical/lab/simulation assignment will result in a 10% deduction per day from the total points for the assignment. After 5 days, a grade of zero will be given for the assignment
 - **THE ASSIGNMENT MUST STILL BE TURNED IN IN ORDER TO CLINICALLY PASS THE COURSE PER ABOVE**
- **ALL CLINICAL PREPARATION WORK IS DUE BEFORE THE SCHEDULED START OF THE ASSIGNED CLINICAL.**
- **Clinical late policy/absence**
- 10% deduction of that day's assigned clinical work grade
 - Missed clinicals due to illness require a provider's (MD, DO, NP, PA) note

Grading Scale

A = 900-1000 points

B = 800- 899 points

C = 700- 799 points

D = 600- 699 points

F = Less than 599 points

Undergraduate Dress Code Policy

You are entering the nursing profession. As a profession, nursing has distinct differences from non-professions, including expectations of dress. The manner in which you dress reflects the pride you have in yourself, your school, and your profession. The manner in which you dress also reflects the importance of the experience and is an indication of your self-discipline, not only in dress, but in other areas. The purpose of this policy is to set a guideline for providing a safe and comfortable environment in which the patients, the public, and other members of the health care team are ensured that professional and competent nursing care will be provided. Most importantly our desire at Liberty University School of Nursing is to honor the Lord in everything we do, including our clothing.

The Liberty University School of Nursing has a long-standing tradition of excellence in education. To continue this tradition and prepare our future nurse graduates, it is necessary to maintain a professional environment. A student may be excluded from class or clinical if the student's appearance is offensive, presents a distraction, or is not in keeping with this policy. Students are responsible for all teaching/learning experiences missed.

The faculty, clinical instructor, preceptor, or mentor of any nursing student will enforce this policy as deemed appropriate. This policy is intended for all classroom experiences. An appropriate and respectful appearance should be maintained to ensure that all students have the best possible learning environment.

Classroom Dress Code Policy

Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student. The determination of disruption is left to the faculty's discretion.

The following are **not allowed** in the classroom:

- Sports bras, strapless tops or dresses, camisole tops with spaghetti straps, see-through blouses or shirts, or short skirts. If a student chooses to wear a midriff top, halter top, sports bra, camisole with spaghetti straps, or a sundress or tank top (male or female), the student must wear a shirt or jacket over it. Skirt length should be modest and professional.
- Pajamas, shorts, sleep wear and inappropriate exercise clothes (i.e. bicycle shorts, Under Armour®, spandex, sweat pants, leggings). Student athletes may wear required uniforms, covered by official team outerwear, on approved sporting event days.
- Attire that displays language and/or images which are derogatory, profane, sexually explicit, abusive, or which "promote" drugs or alcohol.
- Clothing which allows undergarments to be visually observed: No sagging pants. No undergarments (i.e. bralettes) should be visible at any time.
- Hats and other head coverings. Headgear considered a part of religious/cultural dress or in cases of medical need (e.g. chemotherapy) are allowed with prior notification of program chair.

The following are **expected** in the classroom

- Appropriate footwear made for outside wear. This would include sandals, shoes, boots, or otherwise appropriate footwear.
- It is assumed that students will practice personal cleanliness and proper hygiene. No excessive odors, i.e., tobacco, body sprays, or colognes.

Clinical Dress Code Policy

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, oversized headbands and clips are not acceptable. Small headbands (≤ 1 inch) are 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 that is not chipped 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. Hairstyles such as Mohawks, buns and ponytails are not acceptable. Hair should be a natural color and arranged in a manner to present a neat appearance that is off of the face and neck. Beards, mustaches and side burns must be clean and neatly trimmed. Male students are not allowed to wear headbands or accouterments in their hair while wearing the School of Nursing uniform.

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. Regulation uniform is to be worn in its entirety. Scrub top is not to be worn without the regulation scrub pants or with substitute pieces of clothing.

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 hospital specific 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.**

Statement of Essential Attributes

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. This Statement of Essential Attributes is based on an understanding that practicing nursing as a student necessarily involves an agreement to uphold the trust which society has placed in us (ANA Code of Ethics for Nursing Students, 2001). The following statements are standard that comprise four core essential student nursing competencies. In addition to academic qualifications, the Liberty University School of Nursing considers the ability to consistently demonstrate these personal and professional attributes essential for entrance to, continuation in and graduation from its nursing degree programs.

Physical Attributes

Nursing students must possess sufficient motor and sensory skills to provide safe nursing care and participate in the classroom and clinical experiences deemed necessary to meet both professional nursing practice standards and academic nursing program standards. Students must be able to:

- (Motor) Move throughout the classroom/clinical site and stand for periods of time to carry out patient care activities; be physically capable of performing patient care duties for up to 12 hours at a time, day or night; and lift 50 pounds.
- (Vision) See and accurately read print, computer screens and hand writing, including patient care orders and other documents, and demonstrate the ability differentiate colors.
- (Hearing) Hear and differentiate tonal variances or do so with the assistance of technology such as an amplified stethoscope.
- (Smell) Differentiate smells, such as smoke, bodily fluids and other odors.
- (Tactile) Accurately distinguish texture, temperature, pulsations, and moisture, with or without gloves.
- (Gross/Fine Motor) Manipulate equipment and tools necessary for providing safe nursing care such as medical equipment/devices, syringes/needles, stethoscope and computers.

Cognitive Attributes

Nursing students must exhibit sufficient knowledge and clarity of thinking to process the information and apply it appropriately to situations in classroom and clinical experiences. Students must be able to:

- Learn effectively through a variety of modalities including, but not limited to, classroom instruction, small group discussion, group assignments, individual study of materials, preparation and presentation of written and oral reports and use of computer based technology.
- Assimilate knowledge acquired through the modalities above and effectively apply that knowledge in clinical settings for a variety of individual, family or community needs and problems.
- Write and comprehend both spoken and written English.
- Speak English well enough to understand content presented in the program, adequately complete all oral assignments and meet objectives of assigned clinical experiences.
- Accurately apply basic mathematical skills such as ratio/proportion concepts, use of conversion tables and calculations of drug doses and solutions.

- Organize thoughts to communicate effectively through written documents that are correct in style, grammar, spelling, mechanics and American Psychological Association (APA) referencing.
- Gather data, develop a plan of action, establish priorities and monitor treatment plans.
- Utilize appropriate judgment and critical thinking behaviors such as properly incorporating previous knowledge from a wide range of subject areas into current patient care situations.

Interpersonal Attributes

Nursing students must possess ability to identify behaviors and attitudes in themselves and others, as well as to self-regulate their own behaviors and attitudes, to ensure professional practice and delivery of care. Students must be able to:

- Establish rapport with individuals, families and groups.
- Respect individual differences such as cultural, ethnic, religious, gender, age and sexual orientation.
- Relate effectively to other students, faculty, university/hospital staff and patients/families to fulfill ethical obligations of the nursing profession including altruism, autonomy, human dignity, integrity and social justice.
- Negotiate interpersonal conflicts effectively.
- Maintain sufficient mental/emotional stability to tolerate stressful situations, adapt to changes, respond to the unexpected, maintain objectivity and recognize personal strengths and limitations consistent with safe clinical practice so as to ensure no direct threat to the health or safety of others.
- Sustain safe nursing practice without demonstrated behavior of addiction to, abuse of or dependence on alcohol or other drugs that may impair behavior or judgment.
- Preserve confidentiality in regards to collaboration and patient care.
- Maintain professional relationships and expectations in all areas of student life, including academic, work and personal.
- Critically examine and self-edit social media content posted and hosted with the understanding that they impact both educational and professional opportunities while refraining from posting distasteful, offensive, immoral, unethical or confidential content.
- Accept appropriate ownership of responsibility for their own actions and for the impact of these actions on others.
- Abide by the American Nurses Association Code of Ethics (located at <http://www.nursingworld.org/codeofethics>).

Performance Attributes

Nursing students must be able to maintain clinical agency, university and nursing program performance standards while upholding and enhancing the reputation of the nursing programs and the university at large. Students must be able to:

- Continuously exhibit a functional state of alert, self-aware, and respectful behavior during classroom and clinical experiences.
- Perform multiple assignments/tasks concurrently and in a timely manner.
- Provide patient safety in various stressful situations and settings which may be physically and emotionally demanding.

- Arrange travel to and from academic and clinical sites, both local and distant.
- Tolerate the mental demands of differing shifts, body rhythm changes, increasingly difficult patient workloads and fatigue.
- Timely submit required medical and certification documents to online database.
- Critically think and concentrate with ability to respond quickly to changes in patient and unit conditions.
- Maintain integrity of the Liberty University nursing uniform, which is to be worn only in its entirety in approved clinical and academic settings.
- Comply with all applicable Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) standards.

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 university and the school 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 school 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.

Communication

The School of Nursing communicates with students by student's Liberty University emails, blackboard and slides before class and on TV monitors within the School of Nursing. It is important to stay informed as to opportunities, announcements and deadlines. Students are expected to read the announcement slides once a week to remain aware of important announcements.

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.

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 School 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.

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.

Nursing Simulation Center

The Nursing Simulation Center is located in De Moss Hall, staffed with the assistance of work-study nursing students, managed under the supervision of Masters-prepared Registered Nurses. Simulation Center labs are open in the evening and some weekends for skills practice. The schedule is posted each Sunday and loaded to SignUp Genius for digital securing of check off appointments. Students are expected to follow Simulation Center rules at all times as posted.

Liberty University School of Nursing Simulation Center Labs are not latex free environments. Although latex free gloves are provided for those with noted allergies, latex remains part of the lab and clinical environment of health care. Students are required to notify their individual instructor if diagnosed with a latex allergy so that all reasonable precautions may be taken to ensure the health and success of the student.

Bloodborne Pathogens Exposure Control Plan

Scope and Application

This Bloodborne Pathogens Exposure Control Plan (ECP) is designed to minimize the potential for occupational exposure to bloodborne pathogens and other potentially infectious materials (referred to as BBP and OPIM), and to provide direction for correctly responding to incidents that may occur in the workplace or in the clinical environment.

Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's or nursing student's clinical duties. Other Potentially Infectious Materials include:

- Semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood;
- All body fluids in situations where it is difficult or impossible to differentiate between body fluids;
- Any unfixed tissue or organ (other than intact skin) from a human (living or dead);
- HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and
- Blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Liberty University is committed to providing a safe and healthful work/clinical environment for our entire staff and all nursing students. Unprotected exposure to body fluids and OPIM presents the risk of infection from several bloodborne pathogens. Through proper employee/student training, recordkeeping, and engineering controls with adherence to clinical site policy/procedures, we minimize the possibility of infection.

Implementation

The Safety Director is responsible for the implementation and annual review of this Exposure Control Plan (ECP).

Procedure

1.0 Exposure Control Plan (ECP) and Training

A. Employee/student exposure determination:

1. The following employees (including their job type and title) have potential occupational bloodborne pathogen exposure and are hence, included in the ECP:

School of Nursing Work Area	Job Title	Job Description

B. The Safety Officer is responsible for the implementation and annual review of:

1. Exposure Control Plan (ECP). This will reflect changes in regulations and safety technology.
2. This will include the selection and review of the use of Personal Protective Equipment (PPE).
3. Review of engineering controls, e.g., sharps containers, labels, and disposal bags and procedures.
4. Ensuring that required medical actions are to be performed and documented as needed.
5. Maintaining employee health and medical records is a vital part of the ECP. All records will be housed at the Human Resource Office (HR).

- C. The Safety Officer is responsible for training employees.
1. Training will be provided to all potentially exposed employees and is free and available during work hours.
 2. Employees are encouraged to give feedback on training as well as any issues, risks, and controls and their effectiveness. All feedback will be documented by the Safety Officer and reported to HR leadership.
 3. Annual training: Employees and nursing students enrolled in clinical courses that have potential occupational exposure to bloodborne pathogens will receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. The training program covers, at a minimum, the following elements:
 - a) OSHA bloodborne pathogen standard;
 - b) The Organization ECP and how to obtain a copy;
 - c) Methods for recognizing tasks that may involve exposure to blood and other body fluids and what constitutes an exposure incident;
 - d) Use and limitations of engineering controls, work practices, and PPE;
 - e) Proper PPE types, uses, locations, removal, handling, decontamination, and disposal;
 - f) The basis for PPE selection;
 - g) Bloodborne pathogens, such as, Malaria, Syphilis, Brucellosis, Hepatitis B and C, HIV, Severe Acute Respiratory Syndrome (SARS), and Staph (MRSA) will be communicated;
 - h) Hepatitis B vaccine, including information on its efficacy, safety, method of administration, benefits, and stating that the vaccine will be offered free of charge to applicable staff;
 - i) Appropriate actions to take and persons to contact in an emergency involving blood or other body fluid will be conveyed;
 - j) Procedure to follow if a near miss of an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
 - k) Post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
 - l) Signs and labels and/or color coding used at this facility, and
 - m) Interactive question and answer session with the Safety Officer.

2.0 Post Exposure Follow Up

- A. Ensure initial first aid treatment and response is fully executed by first:
1. Protect yourself or anyone else involved in an exposure response.
 2. Clean the wound by washing injuries with soap.
 3. Flush and irrigate with water any splashes to the nose, mouth, skin or other mucous membranes. Caustics and bleach are not recommended.
 4. Irrigate eyes with clean water, sterile irrigants, or saline solution. Note- There is no scientific evidence that indicates antiseptics or wound squeezing reduces risk of bloodborne pathogen transmission.
 5. Secure necessary medical attention appropriate to the incident immediately.
 6. Make a prompt report of the incident to your manager.
 7. All near misses as well as incidents are to be reported in writing to the Safety Officer.
- B. Post exposure follow up will be conducted by the Safety Officer immediately following an incident to determine:
1. Engineering controls in use at the time and their effectiveness: type and brand of device being used.
 2. Work practices being followed at the time and their effectiveness.
 3. Protective equipment and clothing being used at the time and their effectiveness.
 4. Location of the incident.

5. Procedure(s) being performed.
 6. Level of the exposed-employee's training.
 7. Effectiveness of Safety Observations conducted through the Behavior Based Safety applications.
- C. The Medical Review Officer will conduct a medical evaluation immediately following initial first aid:
1. Document the routes of exposure and how the exposure occurred.
 2. Identify and document the source-individual (unless identification is infeasible or prohibited by law).
 3. After obtaining consent, arrange to have the source-individual tested to determine HIV, HCV, SARS, and HBV infectivity. Document that the source-individual's test results were conveyed to the employee's health care provider.
 4. If the source-individual is already known to be HIV, HCV, SARS, or HBV positive, new testing need not be performed.
 5. Assure that the exposed-employee is provided with the source-individual's test results and with information about applicable disclosure laws regarding the identity and infectious status of the source-individual.
 6. After obtaining consent, immediately send exposed-employee for blood collection and test blood for HBV and HIV serological status.
 7. If the exposed-employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days. If the exposed-employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.
- D. The Safety Officer will provide to the testing facility the needed information relating to the incident and the individuals involved.

3.0 Record keeping requires both training and medical records are maintained:

- A. Training records are maintained by the Human Resources Office for each employee:
1. Training documentation requirements:
 - a) Training session dates.
 - b) Training subject.
 - c) Training instructor name and qualifications.
 - d) Names of all employee attendees.
 - e) All records of training and in-services are to be retained in the Training Track application of the Risk Management Center.
- B. Training records will be available to employees, from the Safety Officer, upon request and within 15 working days. Nursing student clinical training records will become part of the student file, available upon request and within 15 working days.
- C. Medical records are maintained by the Human Resources Office for each employee:
1. Records are kept confidential.
 2. Records are maintained for at least the duration of employment plus 30 years.
 3. Training records are available to employees, from the Safety Officer, upon request and within 15 working days.
- D. Sharp's injury log requirements:
1. All exposure incidents will be evaluated to determine if they trigger OSHA's recordkeeping requirements and if so the incident and recordable is to be loaded to the Incident Track application of the Risk Management Center.

2. All percutaneous injuries from contaminated sharps will be recorded in the Sharps Injury Log. Records will include at least:
 - a) Date of the injury.
 - b) Type and brand of the device involved (syringe, suture needle).
 - c) School of Nursing or work area where the incident occurred.
 - d) Explanation of how the incident occurred.
3. This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered:
 - a) If a copy of the report is requested, it will have all personal identifiers removed.

4.0 Universal Precautions

- A. This is an approach to infection control.
- B. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.
 1. All staff are to observe Universal Precautions to prevent contact with blood or other potentially infectious materials (OPIM).
 - a) Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
 - b) Treat all blood and other potentially infectious materials with appropriate precautions such as use of impermeable gloves, masks, and gowns if blood or OPIM exposure is anticipated.
 - c) Use specified engineering and work practice controls to limit exposure.
- C. The Center for Disease Control (CDC) recommends Standard Precautions for the care of all patients, regardless of their diagnosis or presumed infection status.
 1. Standard Precautions apply to:
 - a) Blood
 - b) All body fluids, secretions, and excretions, *except sweat*, regardless of whether or not they contain visible blood
 - c) Non-intact skin
 - d) Mucous membranes
 2. Standard precautions are designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection in hospitals.
 3. Standard precautions include the use of:
 - a) Hand washing
 - b) Appropriate personal protective equipment whenever touching or exposure to patients' body fluids is anticipated, such as:
 - gloves
 - gowns
 - masks
- D. Transmission-Based Precautions (i.e., Airborne Precautions, Droplet Precautions, and Contact Precautions), are recommended to provide additional precautions beyond Standard Precautions to interrupt transmission of pathogens in hospitals.
 1. Transmission-based precautions can be used for patients with known or suspected to be infected or colonized with epidemiologically important pathogens that can be transmitted by airborne or droplet transmission or by contact with dry skin or contaminated surfaces.
 2. These precautions should be used in addition to standard precautions:
 - a) Airborne Precautions used for infections spread in small particles in the air such as chicken pox.

- b) Droplet Precautions used for infections spread in large droplets by coughing, talking, or sneezing such as influenza.
- c) Contact Precautions used for infections spread by skin to skin contact or contact with other surfaces such as herpes simplex virus.
- d) Airborne Precautions, Droplet Precautions, and Contact Precautions may be combined for diseases that have multiple routes of transmission. When used either singularly or in combination, they are to be used in addition to Standard Precautions.

E. Needle sticks and Other Sharps Injuries:

1. Incidents involving sharps occur most often in medical facilities and with medical provider personnel, (e.g., nurses and CNA's).
2. Injuries are due to unsafe needles, sharps, sharps containers that allow hands or fingers to enter the container, and their unsafe handling.
3. Potential health hazards include exposure to blood borne pathogens.
4. Work practice controls for reducing exposure potential are in place based on the following exposures and include:
 - a) Exposure: Contact with fluids during first aid treatment
 - Control: Latex gloves, safety glasses with side shields, or goggles, CPR mask
 - b) Exposure: Handling sharps, blades, needles, etc
 - Control:
 - Only dispose of sharps in mailbox style (or other design that prevents hands or fingers from entering receptacle) **immediately** after use.
 - Never use your fingers to push into a container.
 - Never push on bags or other non-sharps designated container.
 - Use only self-capping needles.
 - Don't break contaminated sharps.
 - **NEVER** Recap, remove or bend needles and sharps unless this is specifically required procedurally!
 - c) Exposure: CPR and stomach contents
 - Control: CPR mask
 - d) Exposure: Body fluid spills
 - Control: Cleanup using latex gloves and approved disinfectant.
 - Control: Engineering controls for reducing exposure potential are in place based on the following exposures and include:
 - e) Exposure: Contaminated sharps, blades, needles
 - Control: Provide approved sharps disposal containers as noted above.
 - Control: Keep containers close and accessible to areas where needles or sharps are found and used.

F. Container requirements for regulated waste:

1. Will be leak proof, closeable, and puncture resistant.
2. Will not contain loose sharps!
3. Disposable items such as gauze, towels, cotton products, gloves, and masks will be placed in appropriate waste containers.
4. Will not be overfilled and will be stored upright.
5. Will be handled only by ECP trained and authorized staff.

- 6. Labeling and signage:
 - a) Bio-hazardous waste container will be red in color.
 - b) Are labeled with the biohazard symbol:



- c) Will have fluorescent orange label lettering.
 - d) Individual containers do not have to be labeled if they are in a larger, properly labeled, container for shipping.

G. Housekeeping to ensure prevention of exposure to bloodborne pathogens;

- 1. Use spray/wipe/spray technique on all touch and splash surfaces. An EPA registered surface disinfectant will be provided to apply to the surfaces to be cleaned.
- 2. A second coat will be applied to these same surfaces and allowed to remain in a moist state for the recommended time as per product instructions.
- 3. Although the areas should remain moist, they should not be dripping wet.

5.0 Personal Protective Equipment (PPE)

A. Availability to employees:

- 1. All equipment is provided at no cost to employees.
- 2. PPE supplies are provided by the applicable School of Nursing work area.
- 3. PPE training is provided by the applicable School of Nursing work area.
- 4. All PPE to be worn shall be based on a Hazard Assessment done for the tasks and exposures present. The Job Hazard Analysis application in the Risk Management Center can be used for creating these documents. The following information is to be captured, used in training staff and clinical nursing students and its use evaluated using the Safety Observation application in the Risk Management Center.

School of Nursing Work Area	Job Title/Type	Exposure	PPE Equipment

B. Types PPE available to employees:

- 1. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

2. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations.
 - a) The type and characteristics will depend upon the task and degree of exposure anticipated.
 - b) Surgical caps or hoods and/or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated (e.g., autopsies, orthopedic surgery).
- C. Handling precautions:
1. Wash hands with antiseptic soap immediately after removing gloves or other PPE.
 2. Wear gloves specified on your hazard assessment when there is any potential for hand contact with body fluids or OPIM and when handling or touching contaminated items. Replace gloves if torn, punctured, or contaminated.
 3. Wear appropriate face and eye protection, gowns, aprons, lab coats, clinic jackets, or similar outer garments specified on your hazard assessment when splashes, sprays, spatters, or droplets of body fluids pose a hazard to the eyes, nose, or mouth.
 4. Remove PPE after it becomes contaminated and before leaving the work area and dispose of ONLY in properly labeled and designated containers.
 5. Remove any garment contaminated by body fluids in such a way as to avoid contact with the outer surfaces.
- D. Maintenance and care of equipment:
1. Used PPE will be disposed of ONLY in properly labeled and designated containers.
 2. PPE will be disposed of in designated containers for cleaning or disposition.
 3. Never clean and reuse contaminated disposable gloves.
 4. PPE to be reused will be cleaned after every use.
 5. Cleaning will be recorded on the organization's preventive maintenance schedule.
- E. Latex allergies can result from sensitivity to latex gloves. Alternate materials are available and must be worn by clinical nursing students both in the nursing labs and in acute and community settings. The applicable School of Nursing work area will provide appropriate gloves for the given risk specified on your hazard assessment.

6.0 Bloodborne Pathogens Exposure Control Plan Release and Waiver

A. 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.

B. Release of Confidential Information

Student hereby authorizes 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.

C. 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 "Indemnitee") 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.

D. 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.

E. 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.

F. 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.

THIS DOCUMENT MUST BE SIGNED EACH YEAR THROUGH THE ON-LINE FORMS.

Name: _____

Signed: _____ Date: _____

Appendix A: Illnesses

1.0 Hepatitis B Virus

- A. Defined: Inflammation of the liver that can lead to liver damage and death.
 - 1. It is more transmissible than HIV.
 - 2. Infection risk is 6% to 30% for a needle-stick.
 - 3. 50% of infected people don't know they have it.
 - 4. The virus can survive for 1 week in dried blood.

- B. Our organization will provide the vaccination for employees that are exposed to blood.
 - 1. The Safety Officer/ School of Nursing Supervisor will provide training to employees on hepatitis B vaccinations that addresses:
 - a) Methods of administration and availability.
 - b) Safety: Hepatitis B vaccine and HBIG are considered safe.
 - c) Benefits: Hepatitis B vaccine and HBIG can prevent bloodborne virus infection following occupational exposure.
 - d) Efficacy: Hepatitis B vaccine and HBIG are approved by the FDA.
 - e) Timing following exposure - Preferably within 24 hours, but not later than 7 days.
 - 2. The hepatitis B vaccination series is available to all exposed employees at no cost to them after initial employee training and within ten days of initial assignment. Vaccination is encouraged unless:
 - a) Documentation exists showing the employee has previously received the series.
 - b) Antibody testing reveals that the employee is immune.
 - c) Medical evaluation shows that vaccination is contra-indicated.
 - 3. Employees may decline the vaccination.
 - a) The declining employee will sign a copy of the Declination form (attached).
 - b) Completed Declination forms are kept by the Human Resource Department.
 - 4. Written report will be provided to the employee.
 - a) Within fifteen days following the completion of the medical evaluation a copy of the health care professional's written report will be provided.
 - b) The report will be limited to two situations.
 - If the employee requires the hepatitis vaccine.
 - If the vaccine was administered.
 - 5. Post vaccination:
 - a) Workers should be tested 1 to 2 months following the vaccine series to ensure that sufficient immunity to HBV is provided.

2.0 Hepatitis C Virus (HCV)

- A. Hepatitis C is the most chronic bloodborne infection in the U.S.
 - 1. Needle sticks are the most common cause of infection.
 - 2. Infection rate is 1.8% from needle-stick occurrences.
 - 3. Typically there are no symptoms.
 - 4. Chronic infection can develop, which could lead to liver disease.
 - 5. There is no vaccination for HCV.

- B. The organization will offer employees a medical evaluation if they are involved in an incident where there was an exposure. A 'Bloodborne Pathogen Exposure Incident Report' form is required after an exposure, followed by a confidential medical evaluation.

3.0 Human Immunodeficiency Virus (HIV)

- A. HIV has been reported to occur from skin contact and splashes in the mucous membranes. But the most common cause is from needle sticks and cuts.
 - 1. Infection rate is 0.3%, or 1 in 3000 cases.
- B. Check with the organization about providing post-exposure prophylaxis for HIV to employees who were involved in an exposure incident.
 - 1. Be aware that prescription drugs may reduce side effects but still have side effects.
 - 2. A confidential medical evaluation is required after an exposure.
 - 3. Treatment should begin as soon as possible, preferable within hours.
 - 4. The worker should discuss treatment risks and side effects with their physician.
 - 5. These drugs are FDA approved for treatment of existing infection only.

4.0 Severe Acute Respiratory Syndrome (SARS)

- A. SARS defined:
 - 1. Viral respiratory illness that begins with a high fever and leads to other symptoms, e.g. headache, feeling of discomfort, body aches, chills, diarrhea.
 - 2. SARS patients may develop a dry unproductive cough at about 2-7 days later.
 - 3. Most patients develop pneumonia.
 - 4. Incubation periods can vary. In some cases it could take up to 10 days to feel sick. In rare cases it has been reported to take as long as 14 days.
- B. Spread of SARS:
 - 1. Person to person contact
 - a) Droplet spread from infected persons who cough or sneeze in a 3 feet vicinity.
 - b) Touching a contaminated surface and then touching your nose, mouth, or eyes.
 - c) Close contact with respiratory secretions or body fluids from infected people through kissing, sharing food, utensils, close conversation within 3 feet, physical examination etc.
- C. Protecting against the spread of SARS:
 - 1. Frequent hand washing with soap and water.
 - 2. Avoid touching your mouth, nose and eyes with unclean hands.
 - 3. Cover the nose and mouth when coughing or sneezing.
 - 4. SARS patients are generally most contagious when they are feeling symptoms. And this is usually in the 2nd week.
 - 5. The Center for Disease Control recommends persons with SARS limit their interactions outside the home until 10 days after their fever has gone away and respiratory symptoms have normalized.
- D. Medical treatment for SARS:
 - 1. Treatment is the same as that used for any serious atypical pneumonia.

Miscellaneous

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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.

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