

EASTERN KENTUCKY UNIVERSITY
College of Health Sciences
Department of Associate Degree Nursing

Supplement to Eastern Kentucky University
Student Handbook

Available at [www:studentaffairs.eku.edu/menulinks/student_handbook.php](http://www.studentaffairs.eku.edu/menulinks/student_handbook.php)



The Associate Degree Nursing Program is accredited and approved by:

National League for Nursing Accreditation
Commission (NLNAC)
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New York, NY 10006
800-669-1656 ext.153
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ACADEMIC INTEGRITY POLICY

Preamble

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity. These standards are embodied in the Eastern Kentucky University Academic Integrity Policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it will not tolerate academic dishonesty.

Academic Dishonesty Defined

Academic integrity is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

Please see the following website for the full policy: www.academicintegrity.eku.edu

College of Health Sciences MISSION STATEMENT

The mission of the College of Health Sciences is to prepare professionals and leaders in health and human sciences through excellence in teaching, scholarship, service and educational outreach.

VISION STATEMENT

The College of Health Sciences will be nationally recognized as a center for outstanding teaching, scholarship, service and educational outreach by actively shaping and improving the health and well being of individuals, families, and communities.

Department of Associate Degree Nursing MISSION STATEMENT

Through quality education that is sensitive to the needs and interests of students, faculty, and the community the Department of Associate Degree Nursing prepares students who upon graduation and completion of credentialing are eligible to practice as registered nurses (RN's).

VISION STATEMENT

The Department of Associate Degree Nursing will be nationally recognized as a center for outstanding teaching, scholarship and service and for graduates who are valued for their knowledge and ability to meet the diverse and changing health care needs of society.

Department of Associate Degree Nursing PHILOSOPHY

The philosophy of the Department of Associate Degree Nursing guides the program of study. The philosophy articulates the faculty's beliefs about the concepts of client, health, nursing, environment, and nursing education.

Clients are individuals, families, groups of people, and/or communities representative of different cultures. Clients interact with nurses and the health care delivery system in an effort to meet the essential needs for oxygenation, safety, nutrition, elimination, comfort, sleep, activity, and psychosocial well-being. Efforts to meet these needs in order to attain the goal of optimal health continue throughout the lifespan.

Health is a dynamic process, which occurs on a continuum from optimal wellness to death. Health encompasses an individual's physical, psychosocial and spiritual well-being. Clients interact with nurses and the health care delivery system when necessary to meet their goals for health promotion, prevention of illness, restoration of health, and coping with challenges throughout the lifespan. High quality health care is best achieved through a client-centered, comprehensive, and accessible health care delivery system.

Nursing is a therapeutic and caring discipline whose practice is based on nursing knowledge, the sciences, and the humanities, and is guided by the ANA Code of Ethics. Nursing practice is guided by mandates and standards from prominent nursing education and health organizations such as the American Nurses' Association and the National League for Nursing. Within a variety of roles and in multiple settings, nurses collaborate with clients and members of the interdisciplinary health care team to provide high quality client care and to facilitate improvement in health care delivery systems. Nursing is a vital force in society whose roles affect and are affected by current and emerging issues in health care. Knowledge derived from research, other scholarly activities, and societal trends provide direction for the evolving practice of nursing.

Environment is the sum total of the elements and conditions which impact the client. The environment is integral to the client's experience of health and influences the development and behaviors of a client. Nurses interact with clients to maintain and/ or modify the environment to support optimal wellness. Environment also encompasses the context in which nurses learn and practice.

Nursing education provides an environment for the student to grow intellectually, develop psychomotor skills, and utilize effective communication skills. The curriculum fosters clinical decision-making through the use of the nursing process. Student success is enhanced by supplemental instruction services within the College of Health Sciences and the University. In

support of life-long learning experiences, the Department of Associate Degree Nursing and the College of Health Sciences provide opportunities for educational advancement in nursing.

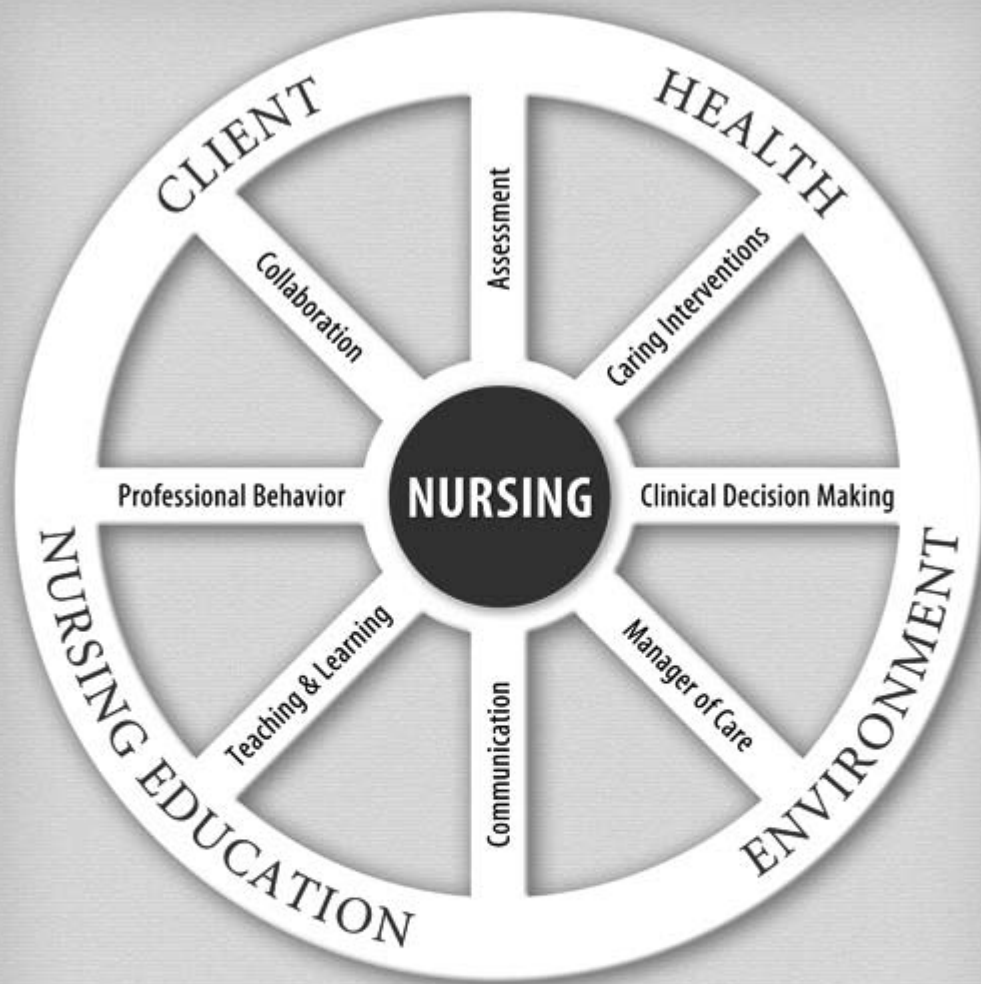
The organizing framework of the nursing curriculum represents the faculty's plan for learning activities designed to assist student development in the roles of the nurse, and achievement of educational outcomes. This framework is based on the core components and Educational Competencies for Graduates of Associate Degree Nursing Programs developed by the National League for Nursing (2000). The core components are those elements, which are essential to the practice of the entry-level registered nurse. They include professional behaviors, communication, assessment, clinical decision-making, caring interventions, teaching and learning, collaboration, and management of care. The three roles of the nurse, defined by the National League for Nursing as provider of care, manager of care, and member within the profession of nursing, are inherent within the core components. These core components reflect the educational outcomes for students, and are actualized through competencies identified for each of the core components. The organizing framework, educational outcomes and course objectives flow from the Department of Associate Degree Nursing mission and philosophy. Courses in the sciences and humanities provide the foundation for the nursing curriculum.

Educational Outcomes

Upon completion of the associate degree nursing program the graduate will:

1. Practice within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice (Professional Behaviors).
2. Utilize therapeutic and appropriate methods and skills to communicate effectively with client, significant support person(s), and members of the health care team. (Communication)
3. Complete comprehensive assessments of clients and significant support person(s). (Assessment)
4. Utilize the nursing process to analyze assessment data and evidence-based information to plan, evaluate and modify decisions that ensure safe, effective individualized care. (Clinical Decision Making)
5. Demonstrate nursing behaviors and actions that are nurturing, protective, compassionate, and person-centered and that assist the client in meeting needs. (Caring Interventions)
6. Utilize the teaching and learning process in collaboration with the client, significant support person(s), and other members of the health care team to promote and maintain health and reduce risks. (Teaching and Learning)
7. Function as an advocate, liaison, coordinator and colleague in working with the healthcare team toward the achievement of positive client outcomes; collaborate with the client, significant support person(s) and members of the health care team to plan, implement, and evaluate client care. (Collaboration)
8. Assist the client to achieve positive outcomes by effectively utilizing human, physical, financial and technological resources; utilize the management process to assist clients to interact effectively with the health care system. (Managing Care)

10/19/07



Conceptual Model



Associate Degree Nursing
College of Health Sciences
Eastern Kentucky University

ADVISING

Each student is assigned an advisor upon declaration of an Associate Degree Nursing major and may keep that advisor throughout the program. Each student should make an appointment during the advising period to see the advisor before registration to obtain a RAC number, and when assistance is needed.

COMMUNICATION

The Department's Website serves as the primary source of information for the Department of Associate Degree Nursing and may be accessed via the Internet at www.adn.eku.edu

EKU CARES REPORT

The ECU CARES (Colonel's Advising and Registration Equals Success) report is a part of the University's academic progress reporting process. Students may access their CARES report via the Internet at any time. This report lists general education, major, and supporting course requirements which have been completed; courses needing to be completed for graduation; and courses which are currently in progress.

For questions or reconciliation of the ECU CARES report, the student is directed to the office of the Administrative Assistant to the Dean of the College of Health Sciences, Rowlett Building, Room 205B, 859-622-1683.

CLASS SCHEDULING

Students will follow procedures for online class registration as outlined in Eastern Kentucky University's Schedule of Classes each semester. The website for online registration is: <http://www.online.eku.edu/help.php>. Registration and advising dates, academic calendars, final exam schedules and processes for add/drop, early withdrawal from class, and refund deadlines can be retrieved from the Colonel's Compass website: www.eku.edu/compass/

Current class schedules for NUR courses may be located at the Department's website via the "General Information" link.

STUDENT SUPPORT SERVICES

Support services include, but are not limited to: health, counseling, academic advisement, career placement, and financial aid. Information about these services, including location and email addresses, can be found on the Student Affairs website: www.studentaffairs.eku.edu or the ECU Undergraduate Catalog's website: www.undergradstudies.eku.edu/catalog/

EASTERN KENTUCKY UNIVERSITY
 College of Health Sciences
 Department of Associate Degree **(RN)** Nursing

Curriculum for the Associate Degree in Nursing (RN)

FIRST YEAR			
			Credit Hours
FIRST SEMESTER	HSO 100	Academic Orientation	1
	BIO 171	Human Anatomy	3
	ENG 101	English Composition I	3
	NFA 201	Essentials of Nutrition	3
	NUR 112	Nursing Concepts I	7
	NUR 116	Laboratory Application I	<u>1</u>
			18
SECOND SEMESTER	BIO 301	Human Physiology	3
	ENG 102	English Composition II	3
	CHE 105/107	Chemistry for the Health Sciences	3/1
	NUR 124	Nursing Concepts II/Med-Surg	5
	NUR 126	Nursing Concepts II/Perinatal	<u>3</u>
			18

SECOND YEAR			
			Credit Hours
FIRST SEMESTER	BIO 273	Clinical Microbiology, or	4
	or CLT 209/211	Diagnostic Microbiology/Lab	3/2
	NUR 232	Nursing Concepts III - Med-Surg	7
	NUR 234	Nursing Concepts III - Psych	3
	PSY 200	Introduction to Psychology	<u>3</u>
			17-18
SECOND SEMESTER	NUR 242	Nursing Concepts IV	9
	NUR 255	Trends and Issues in Nursing	2
	SOC 131	Introductory Sociology	3
	Humanities Elective		<u>3</u>
			17
TOTAL HOURS – 70-71			

EASTERN KENTUCKY UNIVERSITY
 College of Health Sciences
 Department of Associate Degree (RN) Nursing

**Curriculum for the Associate Degree in Nursing (RN)
 for the Licensed Practical Nurse**

FIRST YEAR			
			Credit Hours
FIRST SEMESTER	HSO 100	Academic Orientation	1
	BIO 171	Human Anatomy	3
	ENG 101	English Composition I	3
	NFA 201	Essentials of Nutrition	3
	*NUR 112	Nursing Concepts I	7
	*NUR 116	Laboratory Application I	<u>1</u>
			18
SECOND SEMESTER	BIO 301	Human Physiology	3
	ENG 102	English Composition II	3
	CHE 105/107	Chemistry for the Health Sciences	3/1
	*NUR 124	Nursing Concepts II	5
	*NUR 126	Nursing Concepts II/Med-Surg	3
	NUR 205	Role Transition for the LPN	<u>1</u>
			19

SECOND YEAR			
			Credit Hours
FIRST SEMESTER	BIO 273	Clinical Microbiology	4
	or		
	CLT 209/211	Diagnostic Microbiology	3/2
	NUR 232	Nursing Concepts III - Med-Surg	7
	NUR 234	Nursing Concepts III - Psych	3
	PSY 200	Introduction to Psychology	<u>3</u>
			17-18
SECOND SEMESTER	NUR 242	Application of Nursing Concepts IV	9
	NUR 255	Trends and Issues in Nursing	2
	SOC 131	Introductory Sociology	3
	Humanities		<u>3</u>
	Elective		17
TOTAL HOURS – 71-72			

*Credit granted upon admission to program and completion of NUR 205

ACADEMIC STANDARDS

The following grading scale will be used in all nursing courses:

Letter Grade		Quality Point	Numerical Grade
A	=	4.00	90-100
B	=	3.00	82-89
C	=	2.00	77-81
D	=	1.00	70-76
F	=	0	<70

Unit test scores will be carried out one decimal point. THE FINAL GRADE WILL BE ROUNDED TO THE NEAREST WHOLE NUMBER. Students will receive midterm grades on-line for all full semester courses. Partial semester courses do not receive mid-term grades on-line.

CLINICAL APPLICATION GRADING SCALE

Satisfactory (S) - consistently attains clinical objectives. Demonstrates continual growth throughout the rotation.

Unsatisfactory (U) - fails to demonstrate performance of clinical objectives.

Needs Development (ND) - has not demonstrated the clinical objectives appropriately or consistently. ND's need to be corrected before the end of the course in order to receive a Satisfactory.

Unsafe - psychologically or physically endangers a client by not performing at the level of a reasonable prudent student. Demonstration of unsafe behavior may constitute grounds for dismissal from the ADN program at any point in the semester.

A final grade of unsatisfactory or unsafe in the clinical application component of the course will constitute a failure for that course. Such a failure will be reported to the Registrar as an U or F.

DOSAGE CALCULATION COMPETENCY

Policies Pertaining to Math Competencies

1. Competency in dosage calculation is an expectation throughout the program and will be formally tested in all semesters.
2. Students will be requested to utilize the following conversion table for approximate equivalencies:

Weights	Volume
1 Gm = 1000 mg	1 tsp = 5 ml

1 mg = 1,000 mcg. 1 Kg = 2.2 lbs.	1 Tbsp = 15 ml 1 ounce = 30 ml 1000 ml = 1 liter 1 liter = approx. 1 quart
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3. Students enrolled in NUR courses in the second, third, and fourth semesters will have a maximum of three opportunities during the first week of each semester to pass the dosage calculation exam.
4. A dosage calculation test will be administered to students in NUR 112. Students will be notified in advance of the dates the tests will be given, and will have a maximum of three attempts to pass the test. In the event that a student has a conflict with the scheduled testing time, it is the student's responsibility to schedule an alternative testing time with the course coordinator prior to the scheduled dosage calculation test. Failure to schedule an alternative testing time will mean the student has forfeited that attempt at passing the dosage calculation test. The last scheduled date to take the test will be prior to the date that students may officially withdraw from the course and receive a grade of "W". The dosage calculation test will consist of twenty questions, and students will have one hour to complete the exam.
5. The passing score for all dosage calculation exams is 90%.
6. Students must successfully pass the dosage calculation exam before being permitted to participate in clinicals. Students who fail to pass the exam must withdraw from the NUR course(s) for that semester, and must apply for readmission to the program according to departmental policies.
7. The directions on each test will state the student must show the written work that is used to get the answer. If no written work is shown, the problem will be marked incorrect.
8. The following directions for rounding will be printed on each math test:

MATH TEST DIRECTIONS

1. At the end of each step, round the answer to the nearest hundredths before proceeding to the next step.
 2. If the final answer is less than one, the answer should be rounded off to hundredths. Example $.666 = 0.67$.
 3. If the final answer is greater than one, the answer should be rounded off to tenths. Example $1.812 = 1.8$.
9. The use of calculators will not be permitted in the first semester of the curriculum. Department issued calculators will be permitted in the second, third and fourth semester courses.

PROGRESSION POLICIES

The Associate Degree Nursing curriculum is designed to be completed within two consecutive academic years. It is anticipated that the majority of students will progress through the curriculum as designed. Students will have no longer than eight semesters (excluding summers) to complete the program. LPN-to-ADN students will have a limit of four semesters to complete the program. Even though maximum time limits are given to complete the program, a student who does not successfully complete a nursing course is not guaranteed readmission. Students must maintain a cumulative and ECU grade point average of at least 2.0 and have successfully completed all courses in the curriculum with a grade of C or better to progress to the next nursing course and to meet requirements for graduation.

Students in satisfactory academic standing who elect to interrupt the nursing sequence must complete a "Request to Interrupt (Drop Out of) the Nursing Sequence" form available online or in Rowlett 220. Satisfactory academic standing is defined as completion of a nursing course with a grade of C or better and completion of all required support courses for that semester with a grade of C or better. Once a student is ready to re-enter the nursing sequence, the request is initiated by the student using the department form "Request to Re-enter the Nursing Sequence." After receiving the academic advisor's approval and signature, the form is submitted to the Department Administrative Assistant in Rowlett 219.

A student may remain out of sequence for one semester only (excluding summer sessions). All students who remain out of sequence for more than one semester must apply for readmission.

Progression for all students will be according to the following priority:

1. Students progressing satisfactorily at the current level of endeavor.
2. Students who are achieving satisfactorily in all courses, but who choose to interrupt the nursing sequence for one semester.
3. Students who are achieving satisfactorily in the nursing courses but who must interrupt the nursing sequence to take or repeat a support course(s) required for progression (see readmission policies).
4. Students who withdraw from or earn a failing grade in a nursing course (see readmission policies).
5. Students whose cumulative and/or ECU GPA falls below 2.0 (see readmission policies).

READMISSION POLICIES AND PROCEDURES

Students who request readmission are required to submit an application available in the department office, Rowlett 220, or online at http://www.adn.ecu.edu/admit_info.htm. Students will be considered for readmission when the Admission/Progression Committee meets for the semester. The date and time of the committee meeting will be printed on the readmission application. Students will be notified by mail of the committee's decision, but may also call to receive the decision by phone after 3:00 pm the day the committee meets.

A student must make application for readmission to the program for any of the following reasons:

- 1) Earned a failing grade in a required NUR course
- 2) Earned less than a grade of C in a support course required for progression
- 3) Dropped/Withdrew from a required NUR course at anytime for any reason
- 4) Achieved less than a 2.0 GPA (cumulative and/or ECU)
- 5) Remained out of sequence for more than one semester (excluding summer).

The Admissions/Progression Committee represents the Department of Associate Degree Nursing and has the authority in readmission decisions for the department. READMISSION TO NURSING COURSE IS NOT GUARANTEED TO ANY STUDENT.

READMISSION APPEAL PROCESS

The student who has been denied admission may appeal the decision following these guidelines:

- 1) Notify the chair of the program's readmission committee of the desire to appeal the decision and to provide additional pertinent information to support the appeal. The committee chair will schedule a time for the student to appear before the committee to present the appeal. A student who has agreed to a time for a meeting of the departmental readmission committee and who does not appear at that meeting may forfeit the right to present evidence beyond that furnished in the original application for readmission.
- 2) The student will be notified within five working days of the committee's decision.
- 3) If the student is not satisfied with the decision, the student shall schedule an appointment to present the appeal to the Department Chair. The student will be notified within five working days of the Department Chair's decision.
- 4) If the student is not satisfied with the decision of the Department Chair, the student shall schedule an appointment with the Associate Dean of the College of Health sciences. If the Associate Dean determines there are extenuating circumstances surrounding the students' request for readmission and/or if the procedure for readmission has not been followed, a meeting of the College's Readmission Committee will be scheduled. A time will be appointed for the student to appear before the committee to present the appeal. A student who has agreed to a time for a meeting of the College Readmission Committee and who does not appear at that meeting may forfeit the right to present evidence beyond that furnished in the original application for readmission.
- 5) Decisions of the College Readmission Committee are binding. The student will be notified of the decision within five working days.

CLASS ATTENDANCE

Students are expected to attend all classes in order to meet the objectives of the program and the legal requirements for licensure. **Attendance will be recorded each class period, and excessive absences will be noted in the student's academic record.** Only those students who have registered for the course will be allowed to attend. (Visitors, children and pets are not permitted.)

CLINICAL REQUIREMENTS

I. TRANSPORTATION TO CLINICAL AREA AND CLINICAL HOURS

Students are expected to provide their own transportation to the clinical area. Students will be informed in each nursing course orientation of the hours of the clinical experience. Student clinical experiences may be on any shift and on any day, including night shifts and weekends.

II. HEALTH, CPR, AND LIABILITY INSURANCE REQUIREMENTS

Documentation of the following must be submitted to the nursing office before a student can participate in a clinical learning experience. Certification submitted must not expire during the current semester.

- 1) Immunity to rubella - an immunization is required (MMR #1) or verification (by health record or physician statement) of disease.
- 2) Immunity to rubeola - if birth year is 1957 or later, a second immunization (MMR #2) is required or verification (by health record or physician statement) of disease.
- 3) Immunity to mumps - must provide 2 MMR vaccines or have a titer drawn showing immunity to the disease.
- 4) Immunity to varicella (chicken pox) – Proof of immunity to varicella (Chicken Pox) by one of the following: a) Positive antibody titer, or b) immunization with varicella vaccine (full immunization requires a series of two injections, at least one month apart.
- 5) Negative tuberculin skin tests results - (PPD only) within 12 months and annually while in the program, or negative chest x-ray.
- 6) Tetanus, Diptheria, Acellular Pertussis: Documentation of one dose of TDaP vaccine as an adult. May be deferred if last Tetanus booster is within the past two years (bring documentation).

- 6) Immunity to Hepatitis B - this is an immunization requiring a series of 3 injections over a 6 month period. You must have had 2 of the 3 injections (1 month apart) on or before the first day of the NUR 112 clinical, with the third injection completed before you progress to second semester nursing courses. Immunity may also be verified by health record or physician statement of disease.
- 7) Completion of a Healthcare Provider cardiopulmonary resuscitation (CPR) course which includes one and two person CPR of the adult, child and infant, the Heimlich maneuver, using an ambu bag, and cardiac defibrillation. You will need to recertify before the expiration date while in the program.
- 8) Professional liability (malpractice) insurance purchased THROUGH THE UNIVERSITY at the time of initial registration for a nursing course and every year in August while enrolled in the program. NOTE: The student liability insurance is only valid when the student is participating in a university planned clinical experience.
- 9) A colored photograph that includes head and shoulders to be placed in student file.

III. DRESS CODE

All nursing students will present an image which promotes maximum confidence in the quality of service provided.

Uniform

Each student will wear a maroon uniform purchased at the designated vender unless designated by the clinical instructor. The uniform must be consistent with professional standards. Individual faculty have the discretion to determine appropriateness of attire.

Students are required to wear a maroon lab coat when working in the Clinical Nursing Center.

Dress length should be at the lower edge of the knee cap. Uniforms will be clean, free of wrinkles and neat. T-shirts (except the optional shirt purchased with uniform) or shorts are not acceptable.

Students will adhere to personal appearance and hygiene regulations of the clinical agencies. In addition to these policies, student must follow the following guidelines:

Shoes and Hose

White leather shoes, clean and polished with clean shoe laces, and with closed toe. White/nude hose or white cotton socks must be worn.

Jewelry

No jewelry is permitted with the exception of one pair of small post earrings limited to the earlobe. A plain wedding band may be worn in all but selected areas as designated by the Chair of the Department and clinical agency policies.

Name Badges

EKU Student name badges provided by the Department of Associate Degree Nursing must be worn in the clinical area. Replacement badges must be purchased from the department in Rowlett 219.

Clinical Supplies

Students will bring to clinical each day: watch, pen with black ink, permanent black marker, name badge, bandage scissors, stethoscope, and pen light.

Grooming

1. Hair will be clean, neat and controlled. Hair which rests on the shoulders will be secured at the nape of the neck or put upon the head. If long hair remains uncontrolled when secured at the nape of the neck it will be further restrained with clasps or braiding.
2. Moustaches and beards will be clean and well trimmed.
3. Fingernails will be clean, short and filed. If nail polish is worn, it must be clear in color and not chipped. **Artificial nails will not be permitted.**
4. Tattoos - All tattoos must be covered while in uniform.

IV. HIPAA STATEMENT

Eastern Kentucky University Associate Degree Nursing students are responsible for protecting clients' confidential information according to State and Federal HIPAA regulations. The disclosure of client's medical information outside of direct clinical duties will result in an "Unsatisfactory" for the course and may result in civil or criminal sanctions. Examples of violations include: photocopying client's charts, copying or transcribing client's name, birth date, address, phone number, social security number, and/or significant others name on any forms or papers that would be removed from designated clinical units, and discussing the client with anyone not directly involved with that client's health care.

IV. PERSONAL HEALTH & SAFETY

In the clinical setting, students must have the cognitive and physical ability to meet the course objectives and perform the essential elements of the registered nurse job description. For personal and client safety, students with acute or chronic health problems are encouraged to inform their instructor. Students may be required to provide documentation from their primary health care provider or the Office of Services for Individuals with Disabilities regarding restrictions or accommodations needed in the laboratory or clinical setting. Following confirmation of pregnancy, the student shall provide the Chair of the nursing department with a written confirmation of this

pregnancy, expected date of delivery, and a statement of any restrictions of activity.

Absences in the laboratory or clinical area, especially a history of absences, may result in a clinical grade of "unsatisfactory." Following any clinical absence, the student must consult with the clinical instructor regarding the ability to meet clinical objectives. If the student has been hospitalized, the student will be required to bring a health care provider's statement of permissible activities or restrictions upon return to school.

V. PERSONAL INJURY POLICY:

Bloodborne Pathogens Student Exposure Control Plan – College of Health Sciences

I. Laboratory and Clinical Practices

- A. All students who have occupational exposure shall practice Universal Precautions as the accepted standard of protection and infection control.
 - 1. 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 bloodborne pathogens.
 - 2. All procedures involving blood or other potentially infectious material (PIM) shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of aerosols of these substances.
 - 3. Specimens of blood and other PIM shall be placed in a container which prevents leakage during collection, handling, processing or storage.

- B. Personal Hygiene
 - 1. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in areas where there is reasonable likelihood of occupational exposure.
 - 2. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other PIM are present.
 - 3. Hand washing is mandatory immediately after removing gloves and other personal protective equipment (PPE), and after any barehanded contact with blood or other PIM.
 - 4. Hand washing facilities shall be available in any area where a reasonable likelihood of occupational exposure exists.
 - a. When hand washing facilities are not available, antiseptic hand cleaners or toilettes must be provided.

- C. Personal Protect Equipment
 - 1. Gloves must be worn when:
 - a. Direct contact with blood or other PIM is anticipated.
 - b. During invasive procedures.
 - c. Examining non-intact skin.
 - d. During examination of the oral cavity, gastrointestinal and genitourinary tracts.
 - e. Working directly with contaminated instruments.

- f. The student has cuts, lesions, or dermatitis, and
- g. During phlebotomy.
- 2. Single-use gloves must be available of the proper size, material, and quantity. Hypoallergenic gloves or glove liners will be provided for those students who may have hypersensitivity to regular gloves.
- 3. If there is a chance of blood or other PIM to be splashed or spattered into the eyes or mouth, eye and face protection must be used. This shall consist of a:
 - a. Mask in combination with goggles or glasses with solid side shields, or
 - b. Chin-length face shield, or
 - c. Splash shield positioned between the worker and the infectious material.
- 4. Gloves, laboratory coats, gowns, and other personal protective equipment must be removed prior to leaving the laboratory area.

D. Contaminated Sharps

- 1. Contaminated sharps (CS) means any contaminated object that can penetrate skin including, but not limited to, needles, scalpels, lancets, broken glass, broken capillary, tubes, and exposed ends of dental wires.
- 2. Contaminated needles and other CS shall not be recapped, sheared, bent, or broken by hand. Any needle recapping or breaking shall be accomplished by the use of a mechanical device or one-handed technique.
- 3. CS must be discarded in an appropriate container, which is (a) puncture resistant, (b) leak-proof on the sides and bottom, and (c) labeled with the biohazard symbol and/or color-coded red.
 - a. CS containers must be readily and easily accessible and not be allowed to over-fill prior to disposal.
 - b. CS containers must be closed immediately prior to removal or replacement.
- 4. Broken glassware must not be picked up by hand. It shall be picked up with tongs or forceps, or swept up with a sterilizable brush or squeegee and dustpan, and placed in an appropriate CS container.
- 5. For disposal, CS must be sterilized by pressurized steam (autoclave) and placed in an appropriate container for disposal with other waste.

II. Incidents of Possible Exposure to Bloodborne Pathogens

A. Definitions

- 1. Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other PIM that results from the performance of the student's duties.
- 2. Source persons means any individual, living or dead, whose blood or other PIM may be a source of occupational exposure to a

- student.
3. Immunoassay means an approved serological test or group of tests which is currently performed in an accredited clinical laboratory for the determination of HBV and HIV infection.

B. If a student is involved in an exposure event, the following procedure should occur at the student's expense:

1. Documentation of the exposure incident, which shall become part of the student's medical record, including the:
 - a. Route of exposure.
 - b. Circumstances surrounding the incident, and
 - c. HBV and HIV status of the source person, if known.
2. Confidential medical evaluation and follow-up of the incident should include:
 - a. Counseling
 - b. Immunoassay to exposed person
 - c. Follow-up immunoassay at six weeks, twelve weeks, and six months post-exposure.
 - d. Medical evaluation of any acute febrile illness that occurs within twelve weeks post-exposure.
 - e. Use of safe and effective post-exposure measures according to recommendations for standard medical practice.

LATEX SENSITIVITY/ALLERGY POLICY

Policy

Those persons with known sensitivity to latex shall be treated as if they have a known allergy. Students may be requested to provide documentation from their health care provider.

Purpose

To provide general information about latex products and potential types of allergic reactions. Procedure for those persons with sensitivity/allergy to latex.

Scope

Pertains to all students and faculty.

Responsibility

- Students are responsible for providing accurate allergy history.
- College will provide persons with non-latex gloves upon request in the laboratory setting.
- Students are responsible for preventing and/or limiting their exposure to latex in laboratory/clinical situations.
- If a latex sensitivity/allergy exists, the student understands that 100% prevention of exposure to latex in any laboratory/clinical situation may not be possible and that they may experience a life threatening allergic reaction.

- Thus, if a latex sensitivity/allergy exists at any time during the program of study, the student with their physician is responsible for deciding if an allied health career is possible.

Definitions

- Latex - the natural sap of the rubber tree (*Hevea Brasiliensis*). It is used to make natural rubber which is used in the production of many products.
- Irritant Dermatitis – A dermatitis caused by chemical irritation that does not involve the immune system.
- Type IV Dermatitis – A chemical contact dermatitis caused by the chemical used in latex production but involving the immune system.
- Type I Systemic Reactions – true allergic reactions caused by protein antibodies in the latex. Type I causes serious and potentially lethal reactions. Symptoms include: Anaphylaxis, dermatitis, erythema, hives, pruritus, swelling, eye/nasal itching, sneezing, coughing, laryngeal swelling, wheezing, asthma or cardiovascular collapse.

Procedure

Considerations: Clinical findings may depend on the sensitivity of the patient, the route of administration, and the quantity of the antigen. There are three types of reaction: Irritant Dermatitis, Type IV Dermatitis, and Type I Systemic Reactions (see Definitions).

- a. The student will identify on their medical history form any allergies.
- b. Any person who reports a latex allergy or has a positive response to any of the following questions are directed to seek out their health care provider for care and instructions:
 - Have you had a reaction to personal sources of latex? For instance, balloons, rubber gloves, hot water bottles, rubber bands, foam pillows, baby bottle nipples, shoe wear, erasers, etc.
 - After handling latex products, have you experienced breathing, swelling, hives, redness, chapping/cracking hands, runny nose, congestion, itching?
 - Do you have any food allergies? If so are you allergic to any of the following? Bananas, avocados, potatoes, tomatoes, kiwis, chestnuts, peaches, papaya.
 - Have you ever had an anaphylactic reaction to latex devices?
 - Have you ever been told by a doctor that you have an allergy to any latex products?
 - Do you have any congenital anomalies? (Neural tube defects such as Spina Bifida)
 - Have you had previous surgeries, extensive dental work, or does your occupation involve frequent contact with products containing latex?

Keynotes:

Persons at risk for developing latex allergies:

- Those with history of repeated surgical procedures.
- Those with history of asthma, drug, and food allergies (many of the proteins that cause latex allergy are also found in fruit, vegetables, nuts and cereals)
- Those with repeated latex exposure may develop latex allergies from repeated exposure to latex products that are used in their work.

Latex precautions should be used for persons at high risk for a allergic reaction to latex. This population includes patients with:

- Neural tube defects (myelomeningocele, spina bifida, lipomyelomeningocele).
- Congenital urologic disorder

- A history of systemic symptoms from contact with latex products (e.g., balloons, gloves)
- A positive latex allergy test.

SMOKING POLICY

Students will not be permitted to smoke while at the clinical facility.

STUDENT EMPLOYMENT

Kentucky has a mandatory nurse practice act, and only those persons who hold licenses may perform the duties of and use the title of Registered Nurse. Students are exempt under the provision of the act only when they are enrolled in a formal educational program and are providing nursing care under the supervision of nursing faculty. They are held liable under the law when employed by any health agency. The student identification badge may not be worn by employed students in the work setting, nor may the initials N.S. (nursing student) be used in their title or when charting.

Students must exercise judgment in the number of hours they work during the school year as their education may be jeopardized by excessive hours of employment. Students are strongly encouraged to work **no more than 20 hours per week** while enrolled in the nursing clinical courses to increase chances for academic success. If the student chooses to engage in part time employment, the work schedule must not conflict with the nursing education schedule. Due to clinical safety issues, if an instructor determines that a student has worked the night shift (past 12 midnight) prior to a morning clinical experience, the student will be sent home and will receive an unsatisfactory for that clinical day.

NURSING STUDENT NETWORK

Students are encouraged to become members of the Eastern Kentucky University Nursing Student Network. The Network meets regularly for programs, which include speakers, films on topics related to nursing, service projects, and field trips to places of interest to the members. At the beginning of each school year, incoming students are oriented to the Association.

PREPARING FOR GRADUATION

Students completing requirements for graduation in December should submit the application for graduation form before the end of the preceding April. May and August graduates should submit the form by the end of the preceding October. Application forms are available online at the following link:

https://coetech.eku.edu/student_service/application_for_graduation_coe.asp

Applications for the National Council Licensure Examination (NCLEX-RN) will be distributed in the student's final semester in the program.

CRIMINAL BACKGROUND CHECKS

EKU's College of Health Sciences now requires background checks for all students entering programs in the Health Sciences. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of clinical facilities.

Eastern Kentucky University College of Health Sciences has worked with Verified Credentials, Inc. to establish an acceptable screening procedure. Students who fail to submit a background check cannot complete or maintain enrollment in any Eastern Kentucky University College of Health Sciences Program. Once the initial background check is submitted, students need to submit a second background check only if they drop out of sequence in the nursing curriculum.

Please follow the directions below for submitting your application to Verified Credentials:

- Access website: www.myvci.com/ekuhealthsciences
- Click the "GO" button
- Select your program from the drop down menu.
- Complete and sign disclosure.
- Complete information page.
- Review information, make payment selection and submit order.

Payment can be made by personal credit card, debit card or electronic check. (Name on card must match step 2 exactly).

- Additional Payment Choices: You may also use a prepaid credit card, but make sure that there is enough value on the card to cover any handling charges incurred for use of the prepaid card as well as the cost of the background check.
- You may mail a money order to Verified Credentials but it must be received by the deadline established by the college. Please add your name and last 4 digits of your social security number on the check.

Upon completion the results of the background screening will be sent to you via email and to Eastern Kentucky University College of Health Sciences. If any information is found that would negatively affect your eligibility for a Health Sciences program, you will be given an opportunity to challenge the information through the Adverse Action process associated with Verified Credentials. If a student has a criminal history, he/she may wish to make a confidential appointment with the Department Chair for consultation.

If you have any questions on the background screening process, please contact Verified Credentials Client Services at 800.938.6090.

CRIMINAL CONVICTION RECORD

The Kentucky Board of Nursing has the power to deny a nursing graduate a provisional license to practice and the right to take the licensure exam (NCLEX-RN) if the graduate has been convicted of a felony or misdemeanor. In part the regulation states, "a conviction of a felony or misdemeanor shall be considered as bearing directly on the qualifications or ability of an applicant to practice nursing if the conviction involved dishonesty, substance abuse, sexual offenses, breach of trust, danger to the public safety, physical harm or endangerment."

Applicants to the licensure exam must report all criminal convictions to the Kentucky Board of Nursing. The complete regulation may be viewed at:

http://www.kbn.state.ky.us/documents/cv_broch.pdf.

CHANNELS OF COMMUNICATION

The student who desires information should first consult this handbook and/or the Eastern Kentucky University Student Handbook. If the information is not contained therein, consult your academic advisor or in rank order: Faculty, Department Chair, Dean of the College, and Vice-President for Academic Affairs/Provost.

AVAILABLE LOANS AND SCHOLARSHIPS

Students who are interested in the criteria or eligibility requirements for available loans or scholarships should consult the bulletin board outside Room 220, Rowlett Building. Below is a partial listing of organizations who offer nursing scholarships and/or loans to eligible students:

The Kentucky League for Nursing
Fayette County (KY) Medical Society Auxiliary
Kentucky Association of Nursing Students (K.A.N.S.)
National Student Nurse Association (N.S.N.A.)
Bluegrass Black Nurses Association
Kentucky Board of Nursing (KBN) Nursing Incentive Scholarship Fund
Mitch and Mary Slater Endowment Scholarship
Various Health Care Facilities

HONORS FOR ASSOCIATE DEGREE NURSING GRADUATES

- I.
 - A. Students are graduated with High Distinction who attain a cumulative grade point average of 3.7 or higher on all semester hours transferred to or attempted at Eastern Kentucky University and complete a minimum of 32 semester hours at Eastern Kentucky University.
 - B. Students are graduated with Distinction who attain a cumulative grade point average of 3.5 but less than 3.7 on all semester hours transferred to or attempted at Eastern Kentucky University and complete a minimum of 32 semester hours at Eastern Kentucky University.
- II. The Department of Associate Degree Nursing presents one or more of the following awards to students in the 4th semester of the nursing program:
 - A. Clinical Excellence
 1. Consistently meets and frequently exceeds established criteria for clinical requirements.
 2. Demonstrates leadership in clinical area.
 3. Is nominated by a faculty member for consideration.
 - B. Leadership
 1. Shows professional responsibility.
 2. Displays an effective leadership style.
 3. Is nominated by a faculty member for consideration.

- C. Academic Excellence
Highest cumulative GPA on the ADN curriculum with no grade in any course in the curriculum lower than a B and no repeats in any course in the curriculum. The grade in NUR 242 and NUR 255 at the time of the award will be included in the GPA calculation.
Students in each graduating class are eligible for these awards.
Recipients of the awards are recognized at the Department's Pinning Ceremony.
- D. 110% Award
This award is presented to a student who is recognized by the faculty for showing significant personal and professional growth while in the Associate Degree Nursing Program.

III. The Dean's Award

Undergraduate students who compile the following academic standings during a regular semester under the regular grading system are named to the Dean's List: 3.5 = 14 semester hours; 3.65 = 13 semester hours; or 3.75 = 12 semester hours. Students who are named to the Dean's List for three or more regular semesters are eligible for the Dean's Award. The award includes a recognition pin.

SAMPLE

EASTERN KENTUCKY UNIVERSITY
College of Health Sciences
Department of Associate Degree Nursing

STUDENT AGREEMENT

I, _____,
the undersigned student, enrolled in the Department of Associate Degree Nursing, hereby understand and agree to the following conditions.

1. I understand that I will not be reimbursed for services rendered during my assigned clinical experience and will donate my services to the Cooperating Health Agency for the privilege of learning.
2. I understand that I am required to carry the professional liability insurance policy available through Eastern Kentucky University. This normally applies only to the clinical phase of instruction and is requested during registration.
3. I agree to promptly report in writing to the Office of my Department Chair any incident of which I have actual knowledge which might involve legal liability on the part of myself or my supervising faculty instructor. The incident report shall be filed within two (2) days after the occurrence of such incident.
4. I understand I assume liability for any costs incurred as a result of any illness/injury in any setting.
5. I understand that the Cooperating Health Agency retains the right to require the removal from and deny access to its facilities to me in the event my professional ability or conduct is disreputable, disruptive, or otherwise destructive of the established practices of the Cooperating Health Agency or its standing in the community. I understand that some cooperating Health Agencies may require a Criminal Background check prior to my clinical experience.
6. I further understand that it is my responsibility to provide my own transportation to and from the Cooperating Health Agency and to provide working uniforms required by either Eastern Kentucky University or the Cooperating Health Agency to which I am assigned, in the event that such uniforms are not provided by the Cooperating Health Agency.
7. I shall at all times while on duty maintain personal hygiene and personal appearance as required by the University or the Cooperating Health Agency.
8. If it becomes necessary at any time to interrupt my education once I have entered the program sequence, I will discuss my reason for withdrawing with my academic advisor and department chair prior to leaving campus. The interruption of my program does not guarantee a place being held for me.
9. I understand that the medical records, indices and documents of the Cooperating Health Agency are legally confidential, and are protected according to HIPAA regulations. I understand that if I violate HIPAA regulations, I will receive an "Unsatisfactory" for the course, and I may be subject to civil or criminal sanctions.

Signature
8/07

Date

Additional Policies:

Selected policies available on the ECU website include:

- University Grievance Policy
- Sexual Harassment Policy
- Financial Obligations of Students
- Academic Information

Refer to the Eastern Kentucky University Student Handbook for further specific information pertaining to policies and procedures available at www.studentaffairs.eku.edu