

**The University of Louisiana at
Lafayette**

**College of Nursing and
Health Sciences**

Student Handbook

***LHC Group • Myers School of Nursing
BSN Program***

FALL 2022

***The University of Louisiana at Lafayette
College of Nursing and Health Sciences
School of Nursing***

American Nurses Association (ANA) Code of Ethics for Nurses

The ethical framework for the University of Louisiana at Lafayette School of Nursing is based on the ANA Code of Ethics for Nurses with Interpretive Statements (2015). The profession's ethical standard of practice provides a framework for ethical practice and decision-making, guides the profession in self-regulation, establishes the profession's social contract with society, and educates the profession on ethical responsibilities. The Code consists of nine main provisions with interpretive statements that exemplify the application of the Code in nursing practice.

Honor Code of Ethics

To support the values of altruism, autonomy, human dignity, integrity, and social justice, the faculty seeks to cultivate a culture of integrity and accountability among students. Trust, which is foundational to the nurse-patient relationship, should be sustained by behavior that is honest, ethical, responsible, and just, and reflects integrity and accountability. Students in the profession of nursing and graduates of this program are expected to hold themselves to the highest ethical standards in order to not violate that trust. Among desirable student behaviors is academic honesty, which promotes the full development of a solid knowledge base, the attainment of excellence, and the readiness of the graduate to practice nursing in an outstanding fashion.

Honor Pledge

“On my honor, as a member of the UL Lafayette College of Nursing and Health Sciences community, I pledge to perform all activities as a student with honesty, compassion, and respect in all my academic and professional endeavors. I will refrain from any form of academic dishonesty or deception such as cheating or plagiarism and will not tolerate the academic dishonesty of others. I also pledge to support a campus environment that is characterized by individual responsibility, civility, and integrity.”

BILL OF RIGHTS AND RESPONSIBILITIES FOR STUDENTS OF NURSING
(Adopted from NSNA Student Bill of Rights and Responsibilities)

1. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes, or economic status.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality of education; students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide for and safeguard the students' freedom to learn.
4. Students should be encouraged to develop the capacity for critical judgement and engage in an autonomous, sustained, and independent search for truth.
5. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.
6. Students should have protection, through orderly approved standard procedures, against prejudicial or capricious academic evaluation. However, students are responsible for maintaining standards for academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, legal status, United States citizenship status, sexual orientation or other personal information which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as an element of evaluation.
8. The student should have the right to advocate for themselves and other students in the construction, delivery and evaluation of the curriculum.
9. Institutions should have clearly written published policy as to the disclosure of private and confidential information which should be a part of a student's permanent academic record in compliance with state and federal laws.

10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions in an informed, professional manner, both publicly and privately.
11. Students should be allowed to invite and hear any individual of their own choosing within the institution's guidelines, thereby advocating for and encouraging the advancement of their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, thereby encouraging leadership, e.g., through a faculty-student council, student membership, or representation on relevant faculty committees.
13. The institution has an obligation to clarify those standards of conduct which it considers essential to its educational mission, community life, and its objectives and philosophy. These may include, but are not limited to, policies on academic dishonesty, plagiarism, punctuality, attendance, and absenteeism.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation, clearly written and published in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.
15. The nursing program should have readily available a set of clear, defined grievance procedures.
16. As citizens and members of an academic community, students are exposed to many opportunities, and they should be mindful of their corresponding obligations.
17. Students have the right to belong to or refuse membership in any organization.
18. Students have the right to personal privacy in their individual/personal space to the extent that their wellbeing and property are respected.
19. Adequate safety precautions should be provided by nursing programs, for example, adequate street and building lighting, locks, patrols, emergency notifications, and other security measures deemed necessary to ensure a safe and protected environment.

20. Dress code, if present in school, should be established with student input in conjunction with the school administration and faculty. This policy ensures that the highest professional standards are maintained, but also takes into consideration points of comfort and practicality for the student.
21. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student-faculty understanding.
22. Students should have a clear mechanism for input into the evaluation of their nursing education and nursing faculty.
23. The nursing program should track their graduates' success in finding entry-level employment as registered nurses and make this information available to all who apply and enroll.
24. The nursing program should provide comprehensive, clear and concise information related to student loans, scholarships and any other student financial aid.

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006). Further amendments were adopted by the House of Delegates at the NSNA Annual Convention on April 7, 2017, in Dallas, TX.

The University of Louisiana at Lafayette
 College of Nursing and Health Sciences
 LHC Group • Myers School of Nursing
Policies Approved by the Faculty that Relate to Students

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The University of Louisiana at Lafayette
 College of Nursing and Health Sciences
 School of Nursing
Policies Approved by the Faculty that Relate to Students

A. ADMISSION AND PROGRESSION POLICIES

Special Admission and Progression-Requirements within the Department 8/86, (Amended) 5/88, 11/89, 4/90, 10/90, 11/91, 5/92, 10/92, 3/93, 11/93, 5/94, 5/95, 9/96, 10/96, 5/97, 2/98, 3/99, 5/00, 5/01, 6/06, 6/07, 6/08, 6/09, 6/10, 6/11, 7/12, 12/12, 06/16, 11/16, 06/17, 3/2020, 5/2020, 7/21, 7/22

SPECIAL ADMISSION REQUIREMENTS AND SPECIFIC DEGREE REQUIREMENTS

See the University regulation on admission and degree requirements. See below for admission and retention regulations in the College of Nursing and Health Sciences.

MINIMUM CONTINUING REQUIREMENTS

Each student is required to:

Prior to entry into NURS 204, each student is required to:

- Purchase required Assessment Technologies Institute (ATI) products and complete all assignments as outlined by the instructor.

Prior to entry into NURS 208, each student is required to:

*Items are required of all students progressing to junior AND senior level nursing courses as well.

- a. Attain a minimum grade of "C" in each prescribed course or major nursing focus in the nursing curriculum and a grade of "Satisfactory" in each nursing laboratory course or clinical component. *
- b. Achieve a minimum overall GPA of 2.800 for progression into NURS 208.
- c. Arrange transportation to and from hospitals, nursing homes, public agencies, or any other area assigned for clinical laboratory practice. *
- d. Purchase full School of Nursing uniform at the beginning of the Sophomore clinical nursing courses.
- e. Complete background check and drug testing upon entry into NURS 208. Students are subject to random drug screens or screening for cause according to the College of Nursing and Health Sciences policies.
- f. Submit departmental application and pay fee upon application to NURS 208.
- g. Complete an application to the Louisiana State Board of Nursing (LSBN) and receive clearance to enroll in clinical nursing courses.
- h. Provide documentation of all required clinical health requirements. **

- i. Provide evidence of current American Heart Association or American Red Cross CPR certification for BLS Provider (adult, child & infant). Online certification programs are acceptable only if a CPR skills practicum is included. **
- j. **Provide PROOF OF HEALTH INSURANCE:** All students enrolled in clinical nursing courses are required to maintain health/medical/accident insurance coverage. The UL Lafayette ACCIDENT ONLY Plan, included with registration fees for students taking the requisite number of hours, is supplemental in nature, is not sufficient to cover expenses for an extended illness, and will not provide comprehensive health coverage for an extended period. The College of Nursing and Health Sciences HIGHLY RECOMMENDS that students carry additional health/medical insurance that meets the requirements of the Affordable Care Act. **
- k. Assume responsibility to stay informed of curriculum and departmental policy changes if planning to be inactive for one or more consecutive semesters. *
- l. Purchase required Assessment Technologies Institute (ATI) products and complete all assignments as outlined by the instructor. *
- m. Adhere to policies prescribed by each clinical agency when involved in clinical nursing experiences at that agency. The institution's policy may require random drug screening and/or drug screening for cause. *

Students who fail to provide required evidence will not be allowed to remain enrolled in any clinical nursing course. Students must provide evidence by August 1 for Fall semester and January 5 for Spring semester of clinical nursing courses. **All of the requirements above which have the * designation (items h, i, and j) must be valid for the entire semester(s) in which the student is enrolled in clinical nursing courses. For example, if a student chooses to obtain a physical examination on November 1, that physical exam will expire in the middle of the Fall semester. The following year the student will no longer be in compliance with this policy. The student will not be allowed to participate in classroom or clinical activities with expired clinical requirements.

PROGRESSION TO SOPHOMORE NURSING COURSE 208

Criteria for progression:

- a. Completion of a minimum of 41 semester hours, including all science courses, except BIOL 261, from the Freshman and Sophomore years of the curriculum with a minimum grade of "C" in each course, and a minimum overall GPA of 2.800. Only the first TWO KNEA courses taken will be included in calculation of the GPA to determine eligibility for entry into NURS 208. If the student has not completed BIOL 261 prior to entry into NURS 208, the student must enroll in BIOL 261 as a co-requisite to NURS 208.
- b. Receipt of application in the Assistant Dean of Student Services office by November 1 or April 1 for entry into nursing courses the following semester. Students must submit a non-refundable application fee to apply for entry in clinical nursing courses (NURS 208).

PROGRESSION TO JUNIOR AND SENIOR NURSING COURSES

- A. A minimum grade of "C" in all Freshman and Sophomore courses included in the program of studies and a minimum of 2.800.
- B. Upon completion of NURS208, students are permitted a break in enrollment in nursing courses of no more than one semester unless approved by Department Head.

SPECIAL PROCEDURES

The College of Nursing and Health Sciences reserves the right to make such changes and adjustments in its curriculum as are educationally sound and are in keeping with the dynamic nature of its discipline which do not extend the program of studies listed in the official UL Lafayette Bulletin for the student.

Also, the College of Nursing and Health Sciences reserves the right to limit the number of students admitted to freshman, sophomore, junior or senior nursing courses in order to make most effective use of the educational resources available.

All courses attempted will be included in the calculation of the overall GPA. The School of Nursing does honor repeats. However, **in the event of enrollment limitation at any level, filing of repeats will not be honored - only the overall GPA, not the adjusted GPA, will be considered.**

Students enrolled in the College of Nursing and Health Sciences for 6 years prior to their anticipated graduation will follow the degree program normally followed by the other students enrolled in their present year of nursing courses. For example, a student enrolled for more than 6 years and presently enrolled in senior nursing courses will follow the curriculum of the seniors who began their program of studies three years ago. Similar situations will apply to those in sophomore or junior nursing courses. If the student fails another course and then drops behind, the student will also need to take the courses those students have had or were required to take.

Technical Standards 12/13, 7/19, 11/2020

Below are listed the technical standards for the UL Lafayette School of Nursing. Students must be able to meet technical expectations in the following areas: (1) acquire information; (2) use and interpret information; (3) motor skills; (4) communication skills; (5) intellectual ability; (6) behavioral skills; and (7) character. The University provides reasonable accommodations to students on a nondiscriminatory basis consistent with legal requirements outlined in the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendment Act of 2008, and the Rehabilitation Act of 1973. The Office of Disability Services is committed to working with students in developing and implementing the most appropriate strategies to meet these standards and to ensure equal access while maintaining the academic standards and integrity of the University and the School of Nursing.

STANDARD**EXPECTATION**

Acquire Information	<ul style="list-style-type: none"> • Acquire information from demonstrations and experiences in various settings, including classroom, clinical, and simulation. • Acquire information from written documents and electronic resources (data bases, electronic health records, web-based resources). • Identify information presented in images and graphic displays. • Assess and recognize patient changes in mood, activity, cognition, verbal, and non-verbal communication
Use and Interpret Information	<ul style="list-style-type: none"> • Use and interpret information from assessment techniques such as those involved in assessing respiratory and cardiac function, blood pressure, lab values, etc. • Use and interpret information related to physiologic phenomena generated from diagnostic tools during a comprehensive examination of a patient.
Motor Skills	<ul style="list-style-type: none"> • Possess psychomotor skills necessary to provide holistic nursing care and perform or assist with procedures, treatments, and medication administration. • Practice in a safe manner, appropriately provide care in emergencies and life support procedures, and implement universal precautions to prevent disease transmission.
Communication Skills	<ul style="list-style-type: none"> • Communicate effectively and sensitively with patients and families. • Communicate effectively with faculty, preceptors and all members of the health care team • Accurately elicit information including a health history and other information to adequately and effectively evaluate patient conditions.
Intellectual Ability	<ul style="list-style-type: none"> • Measure, calculate, reason, analyze, and synthesize data related to formulation of a nursing plan of care. • Exercise nursing judgement-based on best practice and/or best available evidence and fulfill program requirements in a timely and accurate manner. • Synthesize information, problem solve, and think critically in planning and implementing nursing care and in evaluating outcomes of care. • Request assistance as needed and make appropriate judgements regarding the appropriateness of nursing care to be performed.

Behavioral Skills	<ul style="list-style-type: none"> • Maintain mature, sensitive, effective relationships with patients, families, students, faculty, staff preceptors, and members of the health care team in all situations. • Exercise skills of diplomacy to advocate for those in need. • Possess emotional stability to function under stress and adapt to changing environments inherent to the classroom, clinical, and simulation setting with or without accommodations.
Character	<ul style="list-style-type: none"> • Display concern for others, integrity, accountability, interest, and motivation as necessary personal qualities. • Demonstrate intent and desire to follow ANA Standards of Care and Code of Ethics for Nurses

Students must meet technical standards with or without reasonable accommodations and maintain related satisfactory demonstration of these standards for satisfactory progression through the program. A reasonable accommodation is a modification or adjustment to an instructional activity, facility, program or service that enables a qualified student with a disability to have an equal opportunity to participate in all University of Louisiana at Lafayette student activities. To be eligible for accommodations, a student must have a documented disability as defined by the ADA and Section 504 of the Rehabilitation Act of 1973.

Decisions regarding reasonable accommodation are determined by the Office of Disability Services on a case-by-case basis taking into consideration each student's disability-related needs, disability documentation and program requirements. While UL Lafayette will make every effort to work with students with disabilities to accommodate their disability-related needs, the University is not required to provide accommodations that fundamentally alter or waive essential program requirements. Also, reasonable accommodations must not constitute a financial hardship for the institution.

If after review of technical standards, students determine that they require accommodation to fully engage in the program, they should contact the Office of Disability Services to confidentially discuss their accommodations needs. Given the clinical nature of the nursing program, additional time may be needed to implement accommodations. Accommodations are never retroactive; therefore, timely requests are essential and encouraged. 11/17/2020/LAB

Requirements for Entry into NURS104 05/18

In order to be eligible for enrollment in NURS104, students must meet the following qualifications:

- a. English ACT greater than or equal to 18 and Math ACT greater than or equal to 21
- b. completion of MATH103

Transfer/Change of Major/Re-entry Students 5/90, 5/91, 5/92, 5/95, 2/99, 6/01, 11/17 05/18,11/19

This policy applies to students who transfer from another accredited institution, change their major to nursing, or re-enter after being out for two or more consecutive regular semesters. All transfer/change of major/re-entry students must meet all academic, professional, and health requirements and admission/progression policies in effect at the time of admission or readmission.

All transfer/change of major/re-entry students must be enrolled full time at UL Lafayette during the semester of application for inclusion in the applicant pool for consideration for enrollment in NURS 208/209. If enrollment in nursing courses is interrupted for a period of three years, the student must repeat all required courses titled Nursing.

Students who transfer to the UL Lafayette School of Nursing from another accredited institution are also subject to the rules listed above. Transfer students who fail and/or withdraw from nursing courses taken at another accredited institution, will be treated in the same way as failures and/or withdrawing from required nursing courses at UL Lafayette. Failure in non-nursing courses taken at another university will be treated the same as failures in non-nursing courses at UL Lafayette.

For students who have previously majored in nursing at UL Lafayette and are still in academic good standing in the School of Nursing, and those attempting to transfer science course credits earned in another major or from a university other than UL Lafayette, credits earned in science courses (CHEM, BIOL, etc.) must be no older than ten years. If course credits earned in science courses required in the nursing curriculum are older than ten years, the courses must be repeated and successfully completed with a grade of "C" or higher.

Transfer credit for BIOL220, BIOL221, or BIOL318 will not be applied toward the Bachelor of Science in Nursing. Students must complete these courses in residence at UL Lafayette.

Adherence to Co-requisite and Pre-requisite Requirements in Nursing Courses 3/88, 5/97

The College of Nursing and Health Sciences adheres to the University's prerequisite and co-requisite policy statements as explained in the UL Lafayette Bulletin.

Course Failures 3/87, (Amended) 5/88, 5/91, 9/96, 10/96, 5/00, 6/01, 6/06, 6/07, 6/08, 12/14, 8/2020

A student will be permitted to repeat only one required nursing course. A student who fails or withdraws (receives a grade of "W", "D", or "F") again in that course or from a second required nursing course will no longer be permitted to major in nursing in the UL Lafayette College of Nursing and Health Sciences.

A student will be permitted to repeat only one required non-nursing course. A student who fails (receives a grade of "D" or "F") again in that course or from a second required non-nursing course will no longer be permitted to major in nursing in the UL Lafayette College of Nursing and Health Sciences.

Required Background Investigation Checks – 6/05, 6/09, 7/12

All background investigation checks are state and federal mandates that must be met in order for students to be admitted to certain nursing courses and to be granted permission to engage in clinical nursing learning experience at assigned healthcare agencies throughout the program of studies.

All types of background investigation checks are at the expense of the student.

- A. Effective August 2005, students admitted to a clinical nursing course in a Louisiana program, or out-of-state program approved for clinical practice in Louisiana, preparing for RN licensure shall file an application to the Louisiana State Board of Nursing (LSBN) and have a criminal background check using fingerprints. The criminal background check will be conducted by the Louisiana State Police and the Federal Bureau of Investigation. Criminal background history will continue to be conducted on each graduate prior to licensure. For further information, refer to policy, Licensure and Grounds for Disciplinary Action 11/95, 4/96, 9/96 in student handbook.
- B. Students must adhere to policies prescribed by each clinical agency when involved in clinical nursing learning experiences. A Level I background investigation is required for all students prior to admission to NURS208. For students who are licensed or if a certified caregiver, a Level II background investigation is required in lieu of Level I for admission to NURS208.

Level I background investigation includes the following entities not covered by the Louisiana State Board of Nursing (LSBN) required criminal background check.

- 1. Social Security number verification
- 2. Employment verification to include reason for separation and eligibility for re-Employment for each employer
- 3. Health & Human Services (HHS)/Office of Inspector General (OIG) list of excluded individuals or entities
- 4. General Services Administration (GSA) list of parties excluded from federal programs
- 5. US Treasury, Office of Foreign Assets Control (OFAC), list of Specially Designated Nationals (SDN)
- 6. Violent Sexual Offender and Predator Registry Search

Level II background investigation check includes the following:

- 1. Social Security number verification
- 2. Criminal search (7 years or up to 5 criminal searches)
- 3. Employment verification to include reason for separation and eligibility for re-employment for each employer
- 4. Violent Sexual Offender and Predator Registrar search
- 5. Health & Human Services (HHS)/Office of Inspector General (OIG) list of excluded individuals or entities

6. General Services Administration (GSA) list of parties excluded from federal programs.
7. U. S. Treasury, Office of Foreign Assets Control (OFAC), list of Specially Designated Nationals (SDN)
8. Education verification (highest level)
9. Professional license verification
10. Certification and designations check
11. Professional disciplinary action search

Students must sign the College of Nursing and Health Sciences, BSN Program Level I or Level II Background Investigation Disclosure Release Form at the time of application to NURS208.

This provides the healthcare agencies where students will be assigned to for clinical nursing learning experiences, permission to assess Level I or Level II background investigation for adverse information which could result in denial of privileges to engage in clinical nursing learning experiences at assigned agency.

If denial should occur, the student may petition the specific agency to request an appeal process. If appeal is denied, student must inform Department Head, verifying reason for denial.

Then, at the discretion of the University, an attempt may be made for placement into an appropriate clinical nursing learning experience at a different agency, providing space is available. If placement is not possible, the student in question will not be able to continue the clinical course for that semester.

**THE UNIVERSITY OF LOUISIANA AT LAFAYETTE
COLLEGE OF NURSING AND HEALTH SCIENCES
BSN PROGRAM**

Level I or Level II Background Investigation Disclosure Release Form

I understand that I must adhere to policies prescribed by each clinical agency when involved in a clinical nursing learning experience. I am aware that a Level I or Level II (for students who are licensed) background investigation check is required by healthcare agencies prior to an assigned clinical nursing learning experience.

I understand that my signature gives the assigned clinical agency access to my background investigation information for agency approval for me to engage in clinical nursing learning experience at that facility. I understand that failure to sign this form will result in an automatic “withdrawal” of this course for the semester.

Date: _____

Nursing Course: _____

Student Name (print) _____

Student Signature: _____

Student Drug/Alcohol Testing Policy and Procedures for Students Engaged in Clinical Practice 5/10, 12/12, 06/17

I. PURPOSE

The University of Louisiana at Lafayette is a drug-free campus. The purpose of this policy is to provide regulations and procedures for drug/alcohol testing of nursing students as authorized by Louisiana Revised Statute 49:1000-1021 and specifically by La. R.S. 49:1015 which addresses the role of nursing students in positions that are safety and security sensitive positions when assuming the role of direct provider of patient/client care. Drug/alcohol testing of nursing students is also a contractual requirement of many clinical agencies which affiliate with the university as sponsors of clinical practicum experiences for nursing students.

Other federal and state laws which relate to the drug/alcohol testing of students include the federal Drug-Free Workplace Act of 1988, the Louisiana Drug Testing Act of 1990, the Drug-Free Public Housing Act of 1988 and the Drug-Free and Communities Act of 1986.

II. SCOPE AND SCHEDULE OF TESTING

The School of Nursing at UL Lafayette requires all nursing students to submit to drug/alcohol testing under any or all of the following conditions/circumstances:

- As a condition of enrollment when the student applies for enrollment in the first clinical course in the program of studies whether at the graduate or undergraduate level,
- Some students enrolled in clinical nursing courses may be asked to submit to random drug/alcohol testing either by the university or by the affiliating clinical agency,
- Any clinical nursing student who is suspected of substance abuse (also known as “for cause”) will be required to submit to testing,
- Clinical nursing students who are involved in an accident/incident or a medication handling discrepancy may be required to submit to testing.

Students enrolling in the first clinical course in the undergraduate and graduate levels will undergo testing prior to the start of the semester.

Drug/Alcohol Testing as a Condition of Application/Enrollment in Clinical Nursing Courses

Drug/alcohol testing is required of any undergraduate/graduate student applying for admission to clinical courses. The student is responsible for any expenses incurred related to the testing. Any student with a positive drug/alcohol screen will not be admitted into clinical nursing courses and may be required to withdraw from all nursing courses. Confirmed positive drug/alcohol testing results will also be reported to the Louisiana State Board of Nursing (LSBN) by the Department Head of the School of Nursing.

Random Drug/Alcohol Testing

Random testing for drugs/alcohol may be conducted at any time during the semester on students enrolled in clinical nursing courses. The student is responsible for any expenses incurred related to the testing. Students testing positive for drugs and/or alcohol will be removed from clinical nursing courses and may be required to withdraw from all nursing courses. Confirmed positive drug/alcohol testing results will also be reported to the Louisiana State Board of Nursing (LSBN).

Drug/Alcohol Testing for Cause

Students may be selected to submit to drug/alcohol testing at any time during the semester if they are suspected of being under the influence of alcohol and/or drugs (including drugs prescribed for the student). Suspicion is based on, but not limited to, the following:

1. observable behavior and/or physical symptoms,
2. a pattern of abnormal or erratic behavior,
3. evidence of drug tampering or misappropriation,
4. post-accident/incident when accompanied by individualized suspicion that the observed individual may be under the influence of alcohol and/or drugs,
5. a report of drug use provided by reliable and credible sources,
6. arrest or conviction or a drug-related offense,
7. being identified as the subject of a criminal investigation regarding drugs/alcohol.

The student is responsible for any expenses incurred related to the testing. Students testing positive for drugs and/or alcohol will be removed from clinical nursing courses and may be required to withdraw from all nursing courses. Confirmed positive drug/alcohol testing results will also be reported to the Louisiana State Board of Nursing (LSBN).

III. SUBSTANCES TO BE TESTED

Urine testing will be conducted to test for the following substances:

AMPHETAMINES (1000 ng/mL SCREEN)
BARBITURATES
BENZODIAZEPINES
COCAINE METABOLITES
MARIJUANA METABOLITES, (50 ng/mL SCREEN)
METHADONE
METHAQUALONE
OPIATES (2000 NG/ML SCREEN)
PHENCYCLIDINE
PROPOXYPHENE

The School of Nursing reserves the right to test students for the presence of any other illegal drug or controlled substance in addition to the drugs listed above when there is reasonable suspicion. Testing for alcohol may be added at the discretion of the Nursing Program.

The School of Nursing shall have the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national authorities, reports, or circumstances.

IV. LOCATION OF TESTING

An independent toxicology laboratory that has SAMHSA and/or CAP-FUDT certification will perform the urine test and/or alcohol blood testing. Students will be notified of the agency (agencies) selected to perform drug/alcohol screens on UL Lafayette nursing students.

V. DRUG/ALCOHOL SCREENING PROCEDURES

Screening Procedure:

1. All costs associated with drug/alcohol testing will be incurred by the student.
2. Students will be notified, in advance, by compliance trackers software administrator of the laboratory (laboratories) selected to conduct screening of nursing students. Students will order a urine drug screen via the clinical health requirement compliance tracker software. The student will then receive an electronic Drug Test Registration Form which they will take to the collection site, which will be indicated on the registration form.
3. The deadline for students to submit proof of drug/alcohol testing to the School of Nursing is August 1st for entry into Fall semester courses and January 5th for entry into Spring semester courses.
4. At the designated laboratory/collection site, all specimen collections will be performed in accordance with applicable federal and state regulations and guidelines to ensure the integrity of the specimens and the privacy of the donors. Chain of custody forms will be provided to ensure the integrity of each urine specimen by tracking its handling and storage from point of collection to final disposition.
5. The laboratory will report results of positive drug testing to a Medical Review Officer.
6. Confirmed positive results will be reported to the Department Head of the School of Nursing by the Medical Review Officer.
7. Students testing positive will not be allowed to enroll or continue in clinical nursing courses and may be forced to withdraw from all nursing courses.
8. Confirmed positive drug/alcohol testing results will be reported to the Louisiana State Board of Nursing (LSBN).
9. The student will be referred by the LSBN to an LSBN-approved evaluator for assistance in dealing with substance abuse.

Testing Methodology:

1. Drug testing will be conducted utilizing urine testing for a ten (10) drug panel.
2. Breath testing for alcohol will be conducted at the discretion of the University.
3. The urine being tested as part of the testing for the 10-drug panel will be screened initially using immunoassay (LapCorp) or EMIT technology (Quest Lab).
4. Any drug initially testing positive will be sent for a confirmation test using gas chromatography/mass spectrometry (GC/MS) technology.

Procedure for Testing for Cause:

1. The faculty member will make an observation and have another faculty member or clinical site personnel confirm the suspicious behavior/physical symptom.
2. The student will be asked to leave the area and go with the faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented and the decision to drug test will be made after conferring with the Department Head of the School of Nursing.
3. The student will be suspended from all clinical activities until the case has been reviewed and a course of action has been determined by the Department Head.
4. If the drug/alcohol screening test is negative for substances, the student may be allowed to return to class and clinical courses.
5. If the drug/alcohol screening test is positive for substances, the student is in violation of the UL Lafayette Student Drug/Alcohol Testing Policy for Students Engaged in Clinical Practice. Students testing positive for drugs and/or alcohol will be removed from clinical nursing courses and may be required to withdraw from all nursing courses. Confirmed positive drug/alcohol testing results will also be reported to the Louisiana State Board of Nursing (LSBN).
6. The student is responsible for any expenses incurred related to the testing.

VI. INCOMPLETE DRUG/ALCOHOL SCREEN RESULTS

1. Students who do not complete the drug/alcohol screening procedure prior to August 1st for Fall semester course enrollment and January 5th for Spring semester course enrollment will be dropped from the nursing course(s). All School of Nursing policies related to drops/withdrawals from required nursing courses and policies related to progression through the nursing program of studies will apply and will be enforced.
2. Students who cannot show proof of drug/alcohol screening (a valid receipt provided by the approved laboratory/testing agency) prior to the deadline dates stated above will be dropped from the nursing course(s). All School of Nursing policies related to drops/withdrawals from required nursing courses and policies related to progression through the nursing program of studies will apply and will be enforced.
3. If drug screening results are not received by the School of Nursing prior to the deadline dates stated above, the student will be dropped from the nursing course(s). All School of Nursing policies related to drops/withdrawals from required nursing courses and policies related to progression through the nursing program of studies will apply and will be enforced.

VII. REFUSAL OF DRUG/ALCOHOL TESTING

Refusal to submit to any type of required drug/alcohol screening at any time, under any circumstance, is grounds for permanent dismissal from the School of Nursing at UL Lafayette. Any student refusing to submit to drug/alcohol screening will not be allowed to continue in the clinical course and may be forced to withdraw from the nursing program. All School of Nursing policies related to drops/withdrawals from required nursing courses and policies related to progression through the nursing program of studies will apply and will be enforced.

VIII. ALTERING/TAMPERING OF URINE SAMPLE

Any attempt to tamper with, contaminate, or switch a urine sample will be considered grounds for dismissal from the clinical course and may result in dismissal from the nursing program.

IX. POSITIVE RESULTS

Samples which test positive from the screening process initially will be sent for a confirmation test using gas chromatography/mass spectrometry (GC/MS) technology. If GC/MS testing confirms the positive results, the results will be validated by a Medical Review Officer. The student involved in the confirmatory testing process must comply immediately with the Medical Review Officer's requests for validation of legally prescribed/administered medications. Failure to comply with the Medical Review Officer's request within **3 business days** will result in the following:

- (a) immediate suspension from clinical nursing courses,
- (b) notification by the Department Head to the Louisiana State Board of Nursing,
- (c) the student may be dropped from the clinical nursing course.

All School of Nursing policies related to drops/withdrawals from required nursing courses and policies related to progression through the nursing program of studies will apply and be enforced.

If the sample tests positive for the use of medications that can be verified as having been legally prescribed specifically for the student, the student will be allowed to continue in the clinical course.

Samples which test positive will be confirmed as positive according to laboratory protocol. A student whose urine sample is confirmed as testing positive may request a re-test of the **ORIGINAL** urine sample. The student desiring to have the original sample re-tested must contact the compliance tracker software administrator within 72 hours following notification of a positive drug test to request a re-test. Retest instructions will be provided at this time. The student will be responsible for all costs incurred related to a re-test of the original sample. The student will not be allowed to remain in a clinical course while waiting for the results of a re-test. If the re-test is negative, the student will be reinstated into the clinical course.

Positive results will be reported to the student and to the Department Head of the School of Nursing. Students testing positive will not be allowed to enroll or continue in clinical nursing courses and may be forced to withdraw from the Nursing Program. Confirmed positive drug/alcohol testing results will also be reported to the Louisiana State Board of Nursing (LSBN). The student will be referred by the LSBN to an LSBN-approved evaluator for assistance in dealing with substance abuse.

X. REINSTATEMENT

Any student who has previously tested positive and who was forced to withdraw from the Nursing Program may apply for readmission to the program under the following conditions:

1. Written approval for the student to be readmitted is received from the LSBN.

2. The student complies with all drug/alcohol testing requirements of the LSBN and of the School of Nursing.

Readmission will be based on student compliance/adherence to current student admission requirements. Readmission is also dependent on space/instructor availability in clinical courses as well as other factors.

Any subsequent positive drug/alcohol screening results will constitute grounds for permanent dismissal from the School of Nursing at the University of Louisiana at Lafayette.

XI. CONFIDENTIALITY

All testing information, interviews, reports, statements, and test results specifically related to an individual student are considered confidential information. Results of drug/alcohol testing will be sent from the laboratory/testing agency to the Department Head for the School of Nursing. While issues of testing are confidential, information regarding confirmed positive tests must and will be divulged to the Louisiana State Board of Nursing.

XII. OTHER

Students are obligated to contractual compliance with policies prescribed by each clinical agency when involved in clinical nursing experiences at that agency. The clinical agency's policies may require students to comply with random drug screening and/or drug screening for cause.

**University of Louisiana at Lafayette
College of Nursing and Health Sciences**

**Student Drug/Alcohol Testing Policy for Students Engaged in Clinical Practice
ACKNOWLEDGMENT**

By my signature below, I (please print name) _____, hereby acknowledge that I have read and understand the Drug and Alcohol Testing Policy of the University of Louisiana at Lafayette College of Nursing and Health Sciences which outlines the College's policy regarding the use or possession of drugs, alcohol and/or related items pertaining to students enrolled in clinical courses.

I understand that the College requires students enrolled in clinical courses to submit urine, hair, sweat, blood, plasma, saliva, and/or breath specimens to be analyzed for the presence of drugs and/or alcohol.

I understand that the specimens provided by me to the drug testing company will be screened for the presence of alcohol and/or amphetamines, opiates, cocaine, cannabinoids, phencyclidine, barbiturates, benzodiazepines, methadone, and propoxyphene. I hereby authorize the results of the specimen testing to be released to the University of Louisiana College of Nursing and Health Sciences, its authorized agents, and/or employees, partners or associates by the drug testing company. I also understand that the drug test results will not be released to me by the drug testing company.

I have been informed and understand that I retain the express right to terminate the taking of urine, hair, sweat, blood, plasma, breath, and/or saliva samples at any time I so desire and that I can leave the testing room without further delay. However, I also understand that refusal to submit a specimen for testing is grounds for my termination from the academic program.

I realize that the presence of a detectable trace of any unauthorized substance is grounds for disciplinary action which may include my termination from the academic program.

I agree to cooperate and abide by this policy. I understand that failure to do so on my part is grounds for termination from the academic program.

STUDENT SIGNATURE

DATE

SIGNATURE OF WITNESS (School Official)

DATE

MGO 4/12/10

B. POLICIES RELATED TO TESTING, EXAMINATIONS, GRADES

Student Grading and Progression 5/87, (Amended) 12/88, 5/92, 5/97, 6/04, 12/12, 7/19

The purpose of this policy is to ensure that all students receiving a BSN from the UL Lafayette College of Nursing and Health Sciences have shown competency in each of the major areas of nursing knowledge and practice.

The minimal level of clinical competence that students must demonstrate within each nursing course is a passing grade for a theory component and a grade of satisfactory (credit) for a clinical component. The course objectives and the Clinical Evaluation Tool with appropriate criteria will be used to determine the grade of satisfactory or unsatisfactory in the clinical component.

In courses in which specific psychomotor skills are taught, a student must pass a written and/or timed psychomotor test in the LRC, before performance of the skill in the clinical setting with patients. In addition, if a written test or quiz is scheduled on a particular skill, the student must pass the written test prior to attempting a return demonstration of the skill. In courses numbered 308 or higher, all written and psychomotor tests must be satisfactorily completed within 3 attempts. All repeated attempts must be made within one week of the initial unsuccessful attempt. If after third attempt, a student cannot satisfactorily complete the written or psychomotor test, he or she has failed the clinical component of course. The student will no longer be permitted to attend the clinical practicum since he or she has not demonstrated the ability or knowledge to safely perform those psychomotor skills needed in that clinical practicum.

Psychomotor skills which are taught in a specific course will be listed in the course syllabus. These skills will be drawn from the Master Skills List, which lists all skills which all students must complete prior to graduation from the BSN Program.

Students must pass theory and clinical components to pass the course. If a student has passed theory and clinical components of a course, the final course grade will be equal to his or her final theory grade.

If a student fails the clinical component and the theory component of a course, the final course grade will be F. If a student fails the clinical component, but passes the theory component, then the final grade will be D. If a student fails the theory component, but passes the clinical component, the final course grade will not be higher than D.

Written Examinations 8/86, (Amended), 12/86, 11/89, 5/92, 4/93, 11/93, 9/96, 6/06, 6/07, 6/08, 6/09, 6/10, 05/18, 12/18, 7/22

Scheduled examinations are to be taken at the scheduled date. Students who miss examinations because of unexcused absences will receive a grade of zero for that examination. Students who miss examinations because of an excused absence will be required to take a makeup examination within 5 weekdays of the day of return to classes. The nature of the makeup examination is the prerogative of the course instructor. Students who have questions regarding exam grade or specific exam items must schedule an appointment with the instructor within seven to ten days of taking exams, etc.,

according to instructor's review protocol. Students have a one-time opportunity for such discussion with the instructor. Exam reviews are held at the discretion of the course/semester coordinator. Final exam review is not offered unless under special circumstances and as permitted by the course/semester coordinator in conjunction with the Department Head and BSN Program Coordinator.

This policy does not apply to quizzes or unscheduled examinations. The policy on such quizzes or unscheduled examinations will be set by the course coordinator for individual courses.

Students who arrive late to an exam may begin to take the exam ONLY if no other students have completed the test and left the exam room. Late students will not be given extra testing time to complete the exam.

If a student is to be absent on an exam date, he or she must contact the classroom instructor **BEFORE** class time. Failure to do so will result in an UNEXCUSED absence and a grade of "0" on the exam.

The Department supports the following confidentiality agreement that every NCLEX candidate signs when taking the NCLEX exam, implemented by the National Council of State Boards of Nursing: "I understand that the content of this examination is confidential. I agree that I will not divulge any questions on this examination to any individual or entity. I understand that the unauthorized possession, reproduction, or disclosure of any exam materials, including the nature or content of examination questions, before, during, or after the exam is in violation of law. A violation of this type can result in a civil liability and/or disciplinary actions by the licensing agency including the denial of licensure."

Exams are the property of the UL Lafayette College of Nursing and Health Sciences.

All exam content is confidential, and thus questions on exams should not be divulged to any individual or entity.

Any unauthorized possession, reproduction, or disclosure of any exam materials, including the nature or content of examination questions, before, during, or after the exam is in violation of College of Nursing and Health Sciences' policy and is considered academic dishonesty or cheating.

Any attempt to reconstruct exams or make use of reconstructed exams is therefore in violation of written policy and is considered academic dishonesty or cheating.

The Handbook also includes a policy on "Academic Dishonesty/Cheating" which allows an instructor to assign a grade of "0" for any episode of academic dishonesty or cheating.

Cell phones must be turned off during testing and placed in the front of the classroom or given to the exam proctor. Students must also remove watches during the testing period. Watches are **NOT** allowed to be worn.

If a student is distracted at any point during the exam by events such as cell phones ringing or

vibrating, he/she will not be allowed any additional time for testing.

If a student's cell phone rings or vibrates during an exam, compromising the testing environment, that student will receive a 10% deduction from the exam grade, but will be allowed to complete the exam.

Computer Based Testing 7/19

All examinations in clinical and supporting courses starting in NURS208 and above will be administered by computer-based testing. ExamSoft/Examplify is a cloud-based exam software that provides a computer-based testing environment for course examinations. ExamSoft/Examplify is integrated into all clinical and supporting courses. Refer to the Computer Based Testing Handbook.

HESI Test 8/86, (Amended), 12/86, 11/89, 5/92, 4/93, 11/93, 9/96, 6/06, 6/07, 6/10

The HESI Test must be taken in the graduating senior semester except for students who are licensed as RNs. This includes students who, because of prior course failures, have taken a given HESI Test in the past. Students who miss the HESI Test will be required to take the examination at a later time. The date of the makeup examination will be decided upon by the course instructor. A grade of incomplete will be assigned until the makeup examination is completed. If such makeup examination and review is not completed prior to the date on which course grades must be turned in to the Registrar, a grade of "F" will be granted for NURS419.

ATI Proctored Assessments, 5/18, 12/2020, 6/21

ATI proctored assessment(s) must be taken during the junior and senior level clinical nursing courses. This includes students who, because of prior course failures, have taken a given ATI proctored assessment in the past. Students who miss an ATI proctored assessment will be required to take the examination at a later time. The date of the makeup assessment will be decided upon by the course instructor. If a student achieves an ATI Proficiency score of Level 2 or Level 3 on the ATI proctored assessment(s) (first attempt only), AND if the student has a final course grade average of 77% or higher in a course utilizing the ATI proctored assessment, an extra point will be added to the final course grade for each assessment completed. Therefore, the final grade can increase from a "C" to a "B", or from a "B" to an "A", but not from a "D" to a "C".

Courses with Clinical Components (Amended) 5/87, 5/97, 11/16

Students whose performance is unsatisfactory will be advised of action to be taken to improve evaluation by the instructor. The interim advisement form will be completed.

Documentation of student advising will be done using the College of Nursing and Health Sciences' Interim Advisement Form. Copies will be sent to the student, the Semester Coordinator and Student Services.

Grading Scale 11/87, 10/96, 3/99, 6/07

All faculty will adhere to the School of Nursing official grading scale for all nursing courses. The official grading scale for the School of Nursing effective the Fall 2007 semester is:

A = 100 – 93.0

B = 92.99 – 85.00

C = 84.99 – 77.00

D = 76.99 – 69.00

F = 68.99 - 0

Grading Policy 8/86, (Amended) 8/87, 3/99, 6/01, 6/07, 12/14, 6/21

Course, exam, quiz, and assignment grades will be recorded to two decimal places. Students must achieve a minimum of 77.00 in order to be successful in the course. Grades will not be rounded up. E.g., a test grade of 89.339 will be recorded as 89.33; a test grade of 89.99 will not be rounded off to 90. At the end of the semester, the final grade will be equal to the integer value of the actual grade, e.g., 89.99 will be reported as 89 or B.

Policies on Academic Dishonesty/Cheating 8/87, 4/90, 5/97, 6/06, 6/21

Cheating, in the context of academic matters, is the term broadly used to describe all acts of dishonesty committed in taking tests or examinations and in preparing assignments. Cheating includes but is not limited to such practices as gaining help from another person or using unauthorized notes when taking a test, relying on a calculator if such an aid has been forbidden, and preparing an assignment in consultation with another person when the instructor expects the work to be done independently. In other words, cheating occurs when a student makes use of any unauthorized aids or materials. Furthermore, any student who provides unauthorized assistance in academic work is also guilty of cheating.

Plagiarism is a specific type of cheating. It occurs when a student claims originality for the ideas or words of another person, when the student presents as a new and original idea or product anything which in fact is derived from an existing work, or when the student makes use of any work or production already created by someone else without giving credit to the source. In short, plagiarism is the use of unacknowledged materials in the preparation of assignments. The student must take care to avoid plagiarism in research or term papers, musical compositions, science reports, laboratory experiments, and theses and dissertations.

Penalties

Cheating and plagiarism are serious offenses. The minimum penalty for a student guilty of either dishonest act is a grade of "zero" for the assignment in question. The maximum penalty is dismissal from the University.

See current UL Lafayette Undergraduate and Graduate Catalog:

<https://catalog.louisiana.edu/content.php?catoid=20&navoid=7153&hl=Honesty>

Incomplete Grades 8/86, 5/00, 6/10

All "I" grades must be approved by the Semester Coordinator. Forms are available in the Dean's office and must be completed by the course instructor. All "I" grade situations must be discussed with the BSN Coordinator and/or Department Head prior to assigning the incomplete.

Pharmacology/Mathematics Examination 5/87, 11/89, 4/90, 4/95, 5/00, 6/03, 6/06, 6/09, 6/21

Students in courses numbered 308 or higher are required to achieve a minimum of 85% on a pharmacology/mathematics examination each semester, prior to attendance in the clinical practicum. All students will have three attempts to pass the test each semester. Remediation will be provided to students who fail examinations and will be mandatory. The dates and times for the three administrations of the examination for upcoming semesters will be announced at the beginning of each semester by the Semester Coordinator.

The examination will be administered to all students in courses numbered 308 or higher using computer-based testing software. The examination will consist of 20 questions; one clock hour (60 minutes) will be allowed for completion. There will be no multiple-choice questions. The questions are designed to test the student's ability to calculate dosages, rather than the student's knowledge related to specific drugs. Items will give such information as units per milliliter of specific medications and drop factors of IV administration sets.

C. APPEALS POLICIES

Procedure for Reviewing Student Appeals of Requirements for Admission and Progression in the BSN Program 3/87; (Amended) 8/87; 12/12, 7/21

Students who have been unable to successfully maintain minimum requirements for progression in the BSN Program because of **EXTENUATING CIRCUMSTANCES** and who wish to appeal requirements for admission and progression in the BSN Program may write a letter, stating their reasons for requesting a waiver of these requirements. The letter **MUST** be accompanied by any supporting documents (i.e., physician notes, death certificates for relatives). The letter will be addressed to the Chairperson of the Appeals Subcommittee of the Semester Coordinators' Group, College of Nursing and Health Sciences. See Nursing Student Services for more information regarding the appeals process.

This Subcommittee does not address appeals for final grades.

The Appeals Subcommittee of the Semester Coordinators' Group will be composed of at least three members of the Semester Coordinators' Group, not counting the coordinator of a course involved in the appeal of requirements.

The Appeals Subcommittee of the Semester Coordinators' Group will make recommendations to the Dean of the College of Nursing and Health Sciences. The Dean will make the final decision on all appeals. Students whose appeals are denied may not re-appeal or request a different outcome of their appeal unless they submit new evidence to the Appeals Subcommittee. If the appeal is granted,

it is expected that the student will return the next academic semester unless evidence of extenuating circumstances is provided.

Appeal of Grades 8/86, 6/06, 6/09, 6/10

Faculty shall refer students asking to appeal a grade to the course coordinator or Semester Coordinator if resolution cannot be rendered. The course coordinator/Semester Coordinator will inform the BSN Coordinator if resolution cannot be rendered. The BSN Coordinator will inform the Department Head if resolution cannot be rendered. The Department Head will inform the Associate Dean if resolution cannot be rendered. The Associate Dean will inform the Dean if resolution cannot be rendered. The Dean will refer the student to the University bulletin for the Guidelines for Appealing Unfair and/or Capricious Final Grades.

Students with Academic Problems 8/86, 11/91, 6/06

Students who are in jeopardy of failing a nursing course shall be advised accordingly.

Theory Courses: Students who are making less than a "C" grade in a class will be advised by the course faculty or course coordinator prior to or during mid-term week of the semester. The Interim Advisement Form will be signed by the instructor and student with one copy filed in the office of the Assistant Dean of Student Services. The student retains a copy of the form also.

Unsafe Behavior in Clinical Areas 8/86, (Amended) 12/88, 4/90, 5/91, 5/94, 4/95, 5/00, 6/06, 6/09, 12/12

Student behavior which potentially or actually endangers a client/patient may result in the student(s) being removed from the clinical area and/or appropriate disciplinary action by the instructor. Examples of such behavior include, but are not limited to, impairment from alcohol and drug abuse and/or inadequate preparation for clinical assignment. A student will be granted a grade of unsatisfactory for the clinical component of the course and will not be allowed to return to clinical for the remainder of the semester if the following avoidable situation(s) arise:

Through the action or potential action or inaction of the student the patient is placed in physical and/or psychosocial jeopardy.

Jeopardy is defined as: (1) a lengthened hospitalization; (2) excessive and/or unnecessary pain; (3) the potential for a major infection; (4) excessive and avoidable anxiety and/or anger; (5) disruption in the patient, family, doctor, nurse, and/or hospital relationship.

The procedure for appealing the clinical evaluation of unsafe behavior in the clinical area is:

1. The student may not attend clinical during the review process.
2. A student wishing to appeal the clinical evaluation of unsatisfactory should first attempt to seek resolution of the issue with the instructor within 24 hours of receiving the evaluation.
3. If the issue cannot be resolved by the Semester Coordinator, BSN Coordinator or Department Head within 48 hours, the student may write a letter of appeal to the BSN Coordinator for review by the Appeals Subcommittee of the Semester Coordinators Group (composed of at

least three members of the Semester Coordinators Group, approved by the BSN Coordinator).

4. The letter must be submitted within three working days to the BSN Coordinator.
5. The Semester Coordinator and faculty involved will provide information but will not vote on the outcome of the review.
6. The Appeals Subcommittee of the Semester Coordinators Group will send their recommendation to the Department Head, Associate Dean and the Dean of the College of Nursing and Health Sciences for a final decision regarding the issue.

D. ATTENDANCE / ABSENCE POLICIES

Classroom Absence Policy 8/86, (Amended) 8/87, 5/97, 6/06, 6/09, 12/12, 5/21

It is the student's responsibility to verify class attendance either by signing the paper class roster or the Moodle attendance roster; the roster is part of the official attendance records. No student is to sign the roster for another student. If class attendance is not verified, the student is absent for that class.

It is the student's responsibility to check with the instructor regarding whether the absence is excused or unexcused. See current UL Lafayette Bulletin and School of Nursing policy on Excused Absences.

The instructor may recommend to the Semester Coordinator, BSN Coordinator, and Department Head that a student be dropped from or fail a nursing theory course for absences in excess of 10% of the total course hours. The grade awarded for this course will be in accordance with university policy.

If a student is to be absent on an exam date, he or she must contact the classroom instructor **BEFORE** class time. Failure to do so will result in an UNEXCUSED absence and a grade of "0" on the exam.

Clinical Absence Policy 8/86, (Amended) 12/88, 4/95, 5/97, 6/06, 6/09

1. The instructor may recommend to the Semester Coordinator, BSN Coordinator and Department Head that a student be dropped from or fail a clinical course for any of the following circumstances:
 - a. One unexcused absence.
 - b. Excused absences in excess of 10% of the total clinical clock hours. Being tardy on three occasions constitutes an unexcused absence for one clinical day.
 - c. Any student who reports for clinical assignment demonstrating signs/symptoms of alcohol and/or drug use, or inappropriate behavior for any reasons potentially dangerous to others will not be permitted to engage in client care. The student should be instructed to arrange for transportation home. This will constitute an unexcused absence.

The instructor will report such incidents in writing to the Semester Coordinator/BSN Coordinator/Department Head within 24 hours. The Department Head/Associate Dean/Dean may then choose to refer the matter to the Department of Dean of Students. In order to justify a return to clinical activities, the student must provide appropriate evidence such as a written statement from a licensed physician, psychiatrist or psychologist indicating that the student is able to return to care of patients and can perform in a safe manner. The Associate Dean/Dean, with the Department Head/BSN Coordinator/Semester Coordinator, will determine if the evidence of improvement is sufficient to justify a return to clinical learning activities. (See Unsafe Behavior in Clinical Areas 6/06)

2. Students unable to adhere to the clinical schedule must follow the procedures as outlined below:
 - a. If possible, call the clinical faculty member at least one hour prior to the clinical experience. Call the clinical agency at least one hour prior to the start of the clinical experience.
 - b. If the clinical faculty member cannot be reached, notify the Semester Coordinator, BSN Coordinator or Department Head.

Excused Absences 12/86, (Amended) 8/87, 5/97, 6/06, 12/12, 12/18, 7/19

In order for an absence from class or clinical to be classified as excused, a student must report the absence to the instructor. Semester Coordinators will make the final decision regarding excused absences. Faculty will be notified of the decision by the Semester Coordinator.

Absences will be excused only in the following situations:

1. Documented evidence of illness preventing full participation in class or clinical activities.
2. Documented evidence of death in the immediate family (for example, parent, grandparent, sibling, in-law).
3. Approved attendance at University sponsored activities.
4. Other situations approved at the discretion of the BSN Coordinator.

Absences from class or clinical which do not meet the above conditions will be unexcused absences.

It is the student's responsibility to ensure that evidence of excused absences is provided prior to the next class period. The student must communicate with the faculty of record prior to the start of class or clinical that they will be absent.

Tardiness 8/86, 6/06

After three episodes of tardiness in the classroom or clinical setting, the student will receive an unexcused absence.

Make-up Work 8/86

Students will not be granted additional clinical time or experiences to make-up for absences or to allow for more time to achieve clinical objectives.

Attendance at Conventions, Workshops and Field Trips 8/86, (Amended) 5/89, 11/89, 5/95, 9/96, 10/96, 5/00, 6/07

Students who wish to attend conventions, workshops or field trips must follow this procedure:

1. Individual students must submit written requests to their Semester Coordinator for approval.
2. The Semester Coordinator submits a list of students who have been approved to the BSN Coordinator.
3. Copies of the list of approved students will be sent to the President of the UL Lafayette Student Nursing Association (UL SNA) (only for conventions).

The Dean of Students Office recommends that:

1. Students who drive to the event must adhere to all driving laws, including no drinking and driving.
2. Students have adequate driver's license and insurance coverage for self and passengers.
3. Students inform parents/guardian regarding convention attendance, dates, location, telephone, and travel arrangements, etc.
4. Students abide by and accept responsibility for the UL Lafayette Code of Student Conduct.
5. Students make themselves aware of any problems/hazards related to the travel.
6. Students are not to ride in car in which driver has been or is drinking.
7. Students abide by local and state ordinances and laws.

In addition, it is recommended that:

1. Students have an overall grade point average of not less than 2.8.
2. Students have a minimum 2.8 average in the courses in which they are currently enrolled.

E. GENERAL STUDENT POLICIES

Confidentiality Policy 6/03, 6/11

Confidentiality respects patient privacy issues. A major responsibility of all health care providers is that they keep all patient/client/recipient of care information confidential. All data that is collected is confidential information. It is the policy of the School of Nursing at the University of Louisiana

at Lafayette that all information concerning patients/clients/recipients of care is confidential and may not be disclosed in any way, by any means, by students or faculty without appropriate authorization. Breach of patient confidentiality includes but is not limited to disclosure of patient name, initials, clinical agency, physician name, diagnosis, or any other identifying information.

Nursing students have the ultimate responsibility for their own actions and may be liable for their own negligence if they violate patient/client/recipient of care confidentiality. Violation of the School of Nursing policy related to confidentiality will lead to the dismissal of the student from the nursing program of studies at UL Lafayette and will receive a grade of “F” in the course.

Family Educational Rights and Privacy Act (FERPA) of 1974 Policy 6/03

The School of Nursing adheres to the University’s Institutional Policy on the Family Educational Rights and Privacy Act of 1974 which is described in detail in the *UL Lafayette Undergraduate Bulletin*. Specifically, written consent from parents and “eligible” students must be obtained when personally identifiable information is disclosed from students’ educational records. The consent must specify the records to be disclosed, the purpose of the disclosure, and must identify the party to whom disclosure is made.

Title IX – University of Louisiana at Lafayette 12/18

Students who believe they have been harassed, discriminated against, or involved in sexual violence should contact the University’s Title IX Coordinator (337-482-1819) or visit <http://titleix.louisiana.edu> for information about campus resources and confidential support services, including confidential counseling services.

Health Insurance Portability and Accountability Act (HIPAA) of 1996 Policy 6/03, 05/14

The School of Nursing adheres to the provisions of the HIPAA Act of 1996 which was designed to ensure the privacy and security of protected individually identifiable information. Students and faculty must comply with HIPAA-related policies of the department and of the clinical agencies with which the Department is affiliated to safeguard patient/client/recipient of care protected health information. Nursing students and faculty must complete mandatory HIPAA-related training sessions as deemed necessary by the School of Nursing and/or the clinical agencies with which the Department is affiliated.

Nursing students have the ultimate responsibility for their own actions and may be liable for their own negligence if they violate patient/client/recipient of care protected individually identifiable information. Students must not remove ANY identifiable information from clinical agencies. Violation of the School of Nursing policy related to HIPAA compliance will lead to the dismissal of the student from the nursing program of studies at UL Lafayette.

Student Responsibility for Loan Repayment(s) Policy 6/03

Nursing students and graduates have a legal and ethical responsibility to repay student loans. In accordance with Louisiana Revised Statute 38:2951, the Louisiana State Board of Nursing withholds

the licensure renewal applications of registered nurses who were deemed by the Louisiana Office of Student Financial Assistance (LOFSA) to be in default of a student loan.

Student Uniform Policies 8/86, (Amended) 5/88, 4/90, 3/91, 5/97, 2/99, 5/00, 6/03, 6/06, 6/10, 7/12, 05/14, 06/17

A. Hospital Uniform/Lab Coat

-Students are expected to wear one of the official UL Lafayette School of Nursing uniform choices found at the University Bookstore.

- White stocking only are permissible with uniform and must be worn with female uniform dress.
- White socks may be worn over white stockings.
- The tunic is to be worn over a white undershirt (T-shirt only).
- White socks only are permissible with uniform.

NOTE: Policy items B through K apply to both male and female students.

B. Community Health or Non-Hospital Setting

The instructor will determine the dress code for the experience. In some situations, the lab coat will be worn over the hospital uniform (see items F and G). In other situations, the following official dress will include (1) khaki-colored pants or skirt, (2) black polo-style shirt with official embroidered logo; this shirt can be purchased only at the University Bookstore. No other polo shirts can be substituted.

C. Patch

Official UL Lafayette College of Nursing and Health Sciences patches are to be securely attached to the left sleeve of both the uniform and the lab coat 3 inches below the shoulder.

D. Shoes

Well fitting, **undecorated white leather** shoes, must be kept clean and white. **No Crocs or clogs**—shoes must have backs. **Non-leather shoes are acceptable but no canvas.** **Shoestrings should also be white.** Rubber soles are recommended for safety and conductivity. Shoes must be **closed-toe**. For community health or non-hospital settings in which khaki pants/skirt and black shirt are worn, shoes must be a neutral color such as black, brown, or tan or white.

E. Name Tags

All clinical students must purchase a picture ID from the Cajun Card office. The picture ID must include the designation of "UL Nursing Student".

First line to read: "J. Doe" or "Jane Doe" or
"J. Doe" or "John Doe"

Second line to read: "UL Lafayette Nursing Student"

F. **Lab Coats**

The approved lab coat **MUST** be worn over business casual to travel to and from the clinical setting and to pick up assignments to protect the uniform. At no time will students pick up assignments wearing shorts, cut-offs, or tank tops. The lab coat is not to be worn over the uniform while giving patient care.

G. **Red Scrub Jacket**

The approved red scrub jacket may be worn in the inpatient setting while providing direct patient care, and over the red uniform in the LRC labs. The official UL Lafayette College of Nursing and Health Sciences patch is to be securely attached to the left sleeve of the scrub jacket, 3 inches below the shoulder. The red scrub jacket is **NOT** to be worn to and from the clinical setting, or around campus.

H. **Equipment**

Bandage scissors watch with a second hand, a pencil, small writing pad, black ink pen, stethoscope, sphygmomanometer, penlight, plastic eye goggles for splash precautions and disposable mouth protector for CPR are required of all students.

I. **Jewelry**

The only permitted ring to be worn is a wedding band/set. No necklaces or bracelets are to be worn.

J. **Pierced ears**

Only plain post should be worn, no dangles. Only one pair of earrings may be worn. No other type of facial piercing is allowed (i.e., nose, tongue, eyebrow, etc.).

K. **Grooming**

Make-up may be worn in moderation. Hair, including ponytails, should be worn off the collar. Nails should be clean and of reasonable length. Clear and muted nail polish will be allowed. Artificial or false nails present infection control problems and therefore are prohibited in clinical or patient care areas. Tattoo should not be visible and must be covered during clinical. Headbands must be the natural color of the hair.

L. **Violation of Uniform Policy**

It is expected that when students report for clinical assignment, they will appear professional in appearance, i.e., clean, pressed uniform, lab coat, clean shoes, etc. Students whose appearance is unclean or unkempt will be counseled by the clinical faculty and not allowed to engage in patient care. They can be sent to the library or post conference area to work on a project during the clinical time. This will constitute an unexcused absence. The clinical faculty should submit a report to the Department Head.

Student Health Requirements 8/86, (Amended) 3/89, 4/90, 10/90, 3/91, 6/92, 11/93, 9/96, 12/98, 5/00, 6/06, 6/07, 6/09, 6/10, 7/12, 12/12, 06/17, 6/21

Students will provide evidence that the listed health requirements have been met. Students must provide all clinical health requirements to the office of Student Services (Wharton rm. 254).

1. History of vaccinations: This is required for admission into NURS208.
2. Negative test for tuberculosis (PPD, T-Spot, Quantiferon, or negative chest x-ray). Must have date and time on administration and reading of PPD. A negative skin test for tuberculosis is required annually. If the skin test (PPD) is positive, a blood test (T-Spot or Quantiferon) is required annually. If the blood test is positive, a negative chest x-ray and clearance from a healthcare provider is required.
3. Influenza vaccine: Proof of an annual influenza vaccine must be provided.
4. Documentation of (2) MMR immunizations: If you do not have proof of (2) MMR immunizations, a one-time positive Rubella titer showing proof of immunity is required. If not immune, MMR immunizations (2) are required 4 weeks apart.
5. 1-time dose of TDAP: Documentation of immunization with a 1-time dose of TDAP (Tetanus/Diphtheria/Pertussis) unless a TD booster has been received within the last two years. (If TDAP vaccine is over 10 years, a TD booster or Tdap is required).
6. Hepatitis B: Proof of a (3) dose series of Hepatitis B vaccine OR a positive Hepatitis B antibody titer. If you have not been immunized, a declination form must be signed and a negative Hepatitis B Surface Antigen is required annually. NOTE: If the Hepatitis B Surface Antigen test is positive, the student must be cleared by a physician to enroll in a clinical course. Should a known exposure occur in the clinical setting and a positive antibody titer is not on file, a Hepatitis B antigen will be required.
7. Varicella (chicken pox) history, antibody titer, or two doses of vaccine: If no documented history of chicken pox, shingles or having had (2) doses of varicella vaccine, varicella antibody testing is required to show proof of immunity. If varicella antibody is negative, (2) doses of vaccine should be administered at least (4-8) weeks apart.
8. COVID-19 Vaccine: Students must adhere to the University's COVID-19 vaccination requirements for students. <https://studenthealth.louisiana.edu/immunizations/vaccine-screening-requirements/covid-19-vaccine-requirements>
9. Proof of health insurance: All students enrolled in clinical nursing courses are required to maintain health/medical/accident insurance coverage.
10. Drug testing: This is a one-time only drug test prior to entry into N208. Thereafter, students are subject to random drug screens or screening for cause according to College of Nursing and Health Sciences policies.
11. A written physician's release to return to any clinical and/or laboratory experience for any event, injury, illness, or other health related situation which may affect safety in the clinical and/or laboratory experience.

*Other immunizations (such as HBV) are strongly recommended but not required. Students must sign a declination form if they choose not to be vaccinated. As a nursing student, it is your ethical responsibility to know your HIV status. If you believe you are at risk for HIV exposure or HIV antibody development, then it is your professional obligation to be tested via your individual physician and follow his/her orders for care/treatment. If the student does not meet the health requirements (listed 1-9), a written physician's release is required to return to clinical and/or laboratory experience.

Most requirements must be renewed on an annual basis. The Health Documentation form must be filled out by a licensed physician or nurse practitioner and copies of the results of required laboratory tests must accompany the form. This form can be obtained from the Office of Student Services or located on the departmental website. This evidence (laboratory results, etc.) must be provided by **August 1** for Fall semester and **January 2** for Spring semester of clinical nursing courses. Student Services will monitor students' evidence of meeting these health requirements.

Students who fail to provide the required evidence by the established deadline will have five (5) percentage points deducted from their first exam in their respective courses. Students who fail to provide the required evidence prior to their first scheduled clinical day will be dropped from their clinical course.

Failure to renew health requirements that **expire during the semester** will prevent the student's participation in clinical activities, which will constitute an unexcused clinical absence. For example, if a student chooses to obtain a physical examination on November 1, that physical exam will expire in the middle of the Fall semester. The following year the student will no longer be in compliance with this policy. The student will not be allowed to participate in classroom or clinical activities with expired clinical requirements. The School of Nursing assumes no liability for faculty/students with compromised immune systems acquiring other communicable diseases while assigned to specific units and/or patients in clinical learning experiences.

Communicable Disease Policy 8/88, 11/89, 5/91, 6/92, 11/93, 12/98, 5/00, 5/09, 12/12

General Guidelines

It is the belief of the UL Lafayette College of Nursing and Health Sciences that education can exert significant control over the spread of communicable disease and assist the public to respond in a reasonable manner. The UL College of Nursing and Health Sciences seeks to provide its students and faculty with timely and current education on the nature, transmission, rights, prevention, and care of clients with life threatening communicable disease.

Infection control precautions following the CDC "Universal Precautions" guidelines are taught and verified in N208 prior to clinical experience. These skills are validated in each subsequent course. Students shall appropriately implement "Universal Precautions" for all patients as part of their professional nursing responsibility. OSHA guidelines updates will be presented to students and faculty on an as needed basis as major revisions of guidelines are received.

Guidelines for Exempting Students/Faculty from Clinical Assignment to Clients with Communicable Diseases

A value central to the practice of nursing is to provide health care to clients regardless of personal risk of exposure to infectious disease. To continue this value, students are required to care for patients with communicable diseases on the same basis as they are required to care for other patients exercising all due precaution to protect the health of the students/faculty.

In certain specified situations students/faculty are relieved of responsibility for care of patients with communicable disease. The situations warranting relief of responsibility are the following:

1. infections that can be transmitted to the patient
2. immuno-suppressed conditions

Confidentiality

Student/faculty are required to respect the confidentiality of clients with communicable diseases.

When a student/faculty experiences an accidental exposure to a life-threatening infection while in a clinical practicum agency, he/she should be aware that the University will make every effort to maintain confidentiality.

Accidental Exposure

While caring for any patient, if the student is exposed to blood or other potentially infectious materials in such a manner as may transmit infection, this must be reported immediately to the instructor who will in turn inform the Semester Coordinator. All other necessary college administration must be notified as specified in the faculty policy entitled "Policy on Reporting Accidents, Injuries and Illnesses". The clinical faculty will notify the supervisor of the health care facility where the incident occurred. Agency policies will then be followed including the completion of any incident report, testing and follow-up. If a student is exposed to blood or other potentially infectious materials in the provision of care in a clinical facility/agency/location, it is the responsibility of that student to obtain follow-up exposure care. **The cost of any emergency medical care or treatment shall be the responsibility of the individual receiving the care or treatment.**

If a student administers care to a client who later tests positive for communicable disease, it will be the student's responsibility to undergo testing and follow-up as may be recommended by the clinical agency.

Students Who Have Tested Positive For Or Contract A Communicable Disease

It shall be the legal and ethical obligation of any student who has tested positive or contracted any communicable disease to report this fact immediately to the Department Head of the College of Nursing and Health Sciences. The student with a communicable disease will be relieved of clinical responsibilities that involve direct patient contact as long as he/she has the disease as warranted by specific conditions. The student is also obligated to institute behaviors to prevent spread of any communicable diseases.

The School of Nursing assumes no liability for students with compromised immune systems acquiring other communicable diseases while assigned to specific units and/or patients in clinical learning experience.

COMPUTER USAGE 3/93, 5/00, 6/06

No information is to be stored on LRC computer hard drives. Students shall be responsible for providing their own disk for storage of documents and/or other materials.

Food, Drink, and Tobacco Usage in the Classroom and LRC 8/86, 2/99

Students will not eat food, drink, or smoke in the classroom or LRC. Use of smokeless tobacco products in the classroom or LRC is not allowed (i.e., snuff, chewing tobacco, etc.).

Emergency Evacuation Procedures (Approved by University Council 11/29/93), 5/94

Maps of VLW floors are posted near the elevator marking the evacuation route and the Designated Rescue Areas. These are areas where emergency service personnel will go first to look for individuals who need assistance in exiting the building. Students who may need assistance should identify themselves to the teaching faculty.

Independent Study 8/86, 9/96, 6/06

The Department Head will evaluate and approve proposed contracts for independent study. The contracts are not subject to change once approved. A copy of each independent study contract will be filed with the Department Head prior to the 10th day of class. Student-faculty conferences will be scheduled as appropriate during a semester.

Invasive Procedures 8/86, 12/12

Invasive procedures are defined as those procedures that break the skin barrier. The demonstration and return demonstration of such procedures in the LRC will be done on models or mannequins. With the exception of the finger stick procedure, students are not to practice invasive procedures on each other. Students may decline to practice the finger stick procedure on each other.

Home Health Visits 8/86, (Amended) 7/88, 5/92, 5/97, 6/09

1. Purses, billfolds, other valuables, etc., will not be taken into the home.
2. Students will not transport clients for any reasons.
3. Students will not engage in shopping activities for home visit clients and will not handle any type of financial transaction for clients.

Hospitalization Insurance 8/87, (Amended) 3/89, 10/90, 9/96, 5/2020

Please note the following regarding health insurance for students participating in clinical experiences. This requirement is mandated by the University.

Provide PROOF OF HEALTH INSURANCE: All students enrolled in clinical nursing courses are required to maintain health/medical/accident insurance coverage. The UL Lafayette ACCIDENT ONLY Plan, included with registration fees for students taking the requisite

number of hours, is supplemental in nature, is not sufficient to cover expenses for an extended illness, and will not provide comprehensive health coverage for an extended period. The College of Nursing and Health Sciences HIGHLY RECOMMENDS that students carry additional health/medical insurance that meets the requirements of the Affordable Care Act. *

The College of Nursing and Health Sciences is not liable for health expenses incurred by students. Students who fail to provide required evidence will not be allowed to remain enrolled in any clinical nursing course. See Special Admission and Progression - Requirements with the School of Nursing, minimum continuing requirements for deadlines.

Licensure and Grounds for Disciplinary Action 11/95, 4/96, 9/96, 6/99, 5/17, 7/21

The Louisiana State Board of Nursing has adopted revised statutes, effective June 1999, that apply to licensure and grounds for disciplinary action.

LOUISIANA REVISED STATUTE (LRS) 37:921, grounds for disciplinary proceedings reads as follows:

"The board may deny, revoke, suspend, probate, limit, or restrict any license to practice as a registered nurse or an advanced practice registered nurse, impose fines, and assess costs, or otherwise discipline a licensee and the board may limit, restrict, delay, or deny a student nurse from entering or continuing the clinical phase of nursing education upon proof that the licensee or student nurse:

- (1) Is guilty of selling or attempting to sell, falsely obtaining, or furnishing any nursing diploma or license to practice as a registered nurse.
- (2) Is convicted of a crime or offense which reflects the inability of the nurse to practice nursing with due regard for the health and safety of clients or patients or enters a plea of guilty or nolo contendere to a criminal charge regardless of final disposition of the criminal proceeding, including, but not limited to, expungement or nonadjudication.
- (3) Is unfit or incompetent by reason of negligence, habit, or other cause.
- (4) Has demonstrated actual or potential inability to practice nursing with reasonable skill and safety to individuals because of use of alcohol or drugs; or has demonstrated inability to practice nursing with reasonable skill and safety to individuals because of illness or as a result of any mental or physical condition.
- (5) Is guilty of aiding or abetting anyone in the violation of any provisions of this Part.
- (6) Is mentally incompetent.
- (7) Has had a license to practice nursing or to practice as another health care provider denied, revoked, suspended, or otherwise restricted.
- (8) Is guilty of moral turpitude.
- (9) Violated any provision of this Part."

As a result of LOUISIANA REVISED STATUTE (LRS) 37:921, students who have been arrested, charged with, convicted of, pled guilty or no contest to, or been sentenced for any criminal offenses in any state shall petition the board for review and action regarding their right to practice as students

of nursing in Louisiana prior to entry and progression into any clinical nursing course. This also applies to students who hold or have held licensure in any health care discipline and who have had disciplinary action against such license.

LOUISIANA REVISED STATUTE (LRS) 37:920, licensure; qualifications; examination; renewal; temporary permits now includes the following statement: "The board shall issue a license to each applicant who applies for licensure as a registered nurse...and who furnishes evidence to the board that he: (a) is of good moral character...(f) has committed no acts or omissions which constitute grounds for disciplinary action as defined in LRS 37:921, or if found guilty of committing such acts or omissions, the board finds, after investigation, that sufficient restitution, rehabilitation and education have occurred...."

It is the responsibility of the student to petition the Board in writing for the right to practice as students of nursing in Louisiana prior to entry and progression into sophomore, junior and senior clinical nursing courses and provide a personal explanation of event and certified documentation of changes, indictment, and pardon or restitution. Such students who for any reason withdraw from the program shall petition the Board in writing for the right to practice prior to readmission. If you have been arrested, charged with, convicted of, pled guilty or no contest to, or been sentenced for any criminal offenses in any state or guilty of any behavior or activity listed as grounds for disciplinary proceedings as stated in LRS 37:921, and do not notify the School of Nursing and LSBN, and this information is later revealed, this will be viewed as falsification of records and licensure in Louisiana may be denied. Falsification of records may constitute grounds for dismissal from this university and denial of licensure by LSBN.

Deadlines for application and approval to LSBN will be communicated by Nursing Student Services. Receipt of LSBN approval is required prior to registration in any clinical nursing course.

The LSBN address and phone number are listed below:

Louisiana State Board of Nursing
17373 Perkins Rd.
Baton Rouge, LA 70810
Phone: 225-755-7500

Loitering In Hallways 4/93, 6/10

Loitering in the hallway outside the classroom which disrupts test-taking activities and classroom instruction is not permitted. Please refer to the UL Lafayette Code of Student Conduct and Appeal Procedures, (p. 10-11) which address the following violations:

15.4 Disregard for the physical well-being or rights or property of others.

Sanctions outlined in Section 14 of the Code of Student Conduct and Appeal Procedures will be applied to students committing this violation.

Students with Disabilities 11/93, 4/95, 5/00, 6/06, 06/11, 7/19

The student is responsible for completing a request for accommodations through the Office of Disability Services. Once appropriate documentation validating the disability has been received from the UL Lafayette Office of Disability Services, the department will attempt to make reasonable accommodations. The student must present a Notice of Approved Accommodations from the Office of Disability Services to the faculty of record a minimum of 3 days prior to the examination.

If the student does not disclose a disability which impacts performance prior to enrolling in a course, or at point of knowledge, the student will assume all liability and responsibility for any academic performance in class or clinical.

Students with Emotional and Social Concerns 8/86, (Amended) 11/87, 4/95, 6/17

The School of Nursing is committed to ensuring a psychologically safe and engaging learning environment. In the event of psychological concern or distress during any phase of the educational experience, faculty will offer first-line support or assistance to students. If additional assistance or resources are needed, the student will be referred to the University's Counseling and Testing Services. Any faculty or simulation lab staff requiring assistance will be referred to the University's Counseling and Testing Services.

Use of Cell Phones 5/00, 6/08, 10/09, 6/10, 6/12, 11/15, 11/16, 12/18

1. Students must turn off all cell phones during lecture sessions.
2. The use of cell phones, smart phones, and other electronic devices is restricted in the clinical setting to one specific purpose: retrieving information relevant to the student's clinical assignment. Cell phones must not be visible in patient care areas. They may be used only in areas designated by the faculty and consistent with agency policy. Cell phones may not be used for personal calls, texting, or photography during clinical experiences. Personal cell phone use is limited to breaks and/ or lunch periods if permitted by agency policy.

The Spring 2010 Examiner (a Louisiana State Board of Nursing publication) (Vol. 19, issue 1, p. 2) reported the Louisiana State Board of Nursing's rules and regulations related to patient confidentiality and cell phone use:

A cell phone image portrays protected medical information about the patient; therefore, creating and/or sharing that information (ex., via Facebook) is prohibited just as is verbally disclosing patient medical information. The Board of Nursing laws that apply to this activity are: Louisiana Revised Statute 37:921(3) which states in part that the Board may take disciplinary action upon proof that a licensee or student nurse is unfit or incompetent by reason of negligence, habit or other cause. Board Regulation Title 46, Part XLVII, 3405.a.e. states that other causes include violating the confidentiality of information or knowledge concerning the patient. [I]f you personally obtain the patient's permission to take an electronic image, you will not exempt yourself from violation of patient confidentiality [nurses] are in a position of unequal power with patients who must put their confidential information in your

hands. You are expected to refrain from using that power for your personal reasons---including creating, sharing or personally asking for consent to take ---- electronic images of patients.

(<http://www.lsbns.state.la.us/documents/Examiners/ExaminerSpring2010.pdf>)

3. Cell phones must be turned off during testing and placed in the front of the classroom or given to the exam proctor.
4. See policy related to cell phones in the testing environment in “Written Examination” policy on page 27.

Use of School of Nursing Calculators 6/05, 6/21

Students may not use personal calculators during any School of Nursing sponsored exams. Students are not to bring personal calculators into the classroom on testing days. This includes unit exams, LRC exams, dosage calculations exams and any other exams designated by School of Nursing faculty. Dosage calculation examinations are administered via computer-based testing with an embedded calculator function.

Students bringing personal calculators into the classroom on exam days will be considered in violation of this policy and may be reported for academic dishonesty.

Reporting of Subsequent Arrests and Convictions 6/07, 6/11, 12/12

After initial enrollment in the School of Nursing (NURS104) ANY subsequent disciplinary action, arrest, charge, change in physical or mental condition which may impact the student’s ability to function in the classroom or clinical area must be reported IMMEDIATELY to the Department Head. Failure to report any and all subsequent disciplinary actions, arrests, impairment, changes in physical or mental condition, etc. may result in the student’s inability to progress in the nursing curriculum and could result in denial of licensure as a Registered Nurse by the LSBN.

Civil Behavior in the Academic Setting 6/07, 6/11, 5/13

To be “civil” is often defined as being polite, respectful and decent. Incivility is defined as speech or action that is perceived as disrespectful or rude. Academic incivility is any speech or action that disrupts the harmony of the teaching-learning environment. Examples of uncivil behavior in the academic setting include, but are not limited to, the following: habitual tardiness in the classroom or clinical setting, inattentiveness, challenging faculty regarding test scores in class, dominating class discussion, carrying on side conversations that disturb other students, discrediting faculty knowledge, sending inappropriate e-mails or voice mail to faculty, not keeping scheduled appointments, and turning in late assignments without proper notification. During class, students are required and expected to attend to the topic, content and/or activity being presented. Students are not permitted to engage in any type of work or activity that is not directly relevant to class content. This includes the use of laptops, cell phones, tablets, and other electronic devices.

The School of Nursing has adopted a zero-tolerance policy regarding uncivil behavior in the academic setting. Students exhibiting uncivil behavior will be required to meet with the course

faculty, semester coordinator, BSN Coordinator, and/or the Department Head. Penalties may include formal reprimand, a grade of “F” in the course and/or dismissal from the program. Occurrences of uncivil behavior by students will also be communicated verbally and in writing by the Department Head to the Dean of Students Office. Such behavior may also violate the university’s Code of Student Conduct.

Social Media Policy 06/11, 9/19

The School of Nursing recognizes that social media sites including Facebook, Twitter, YouTube, and others have become important communications tools for our student community. Consistent with the “Confidentiality Policy” and the policy on “Civil Behavior in the Academic Setting” adopted by the School of Nursing, it is the student’s responsibility to refrain from the following on social media sites:

- Using patient’s identifying information (including but not limited to name, initials, hospital name, physician name, diagnosis, dates of admission).
- Disclosing confidential information about the Department, faculty, or other students
- Stating personal opinions as being endorsed by the School of Nursing
- Using information and conducting activities that may violate state or federal laws and regulations
- Posting derogatory comments about classmates, faculty, staff, or other individuals that are encountered during their academic experience
- Interacting with patients via social networking sites (i.e., accepting/sending “friend” requests with patients)
- Posting of comments that are harassing, threatening, or hostile to faculty, staff, patients, or other students

Although privacy breaches via social networking sites may be inadvertent, consequences will be in accordance with this policy regardless of intent. Professional, respectful conduct by nursing students must be maintained on social networking sites. These sites will be monitored by the School of Nursing. Any infractions of this policy will result in disciplinary action including dismissal from the nursing program and a grade of “F” in the course. Additionally, it is the responsibility of the administrators of the School of Nursing to report any breaches in patient confidentiality or other inappropriate student behavior, including those occurring via social networking sites, to health care agencies and/or the Louisiana State Board of Nursing.

Administrators of official student organization pages/groups are expected to adhere to the UL Lafayette Social Media Policy, which can be found at:

<https://communicationsandmarketing.louisiana.edu/web-communications/social-media/social-media-policy>.

F. LEARNING RESOURCE CENTER (LRC) POLICIES 12/12

1. Basic Policies

- The LRC is available to faculty & students. The LRC consists of an Audio/Visual Lab (Rm. 209), a computer Lab (Rm. 218), and skills labs (Rooms 210, 211, 212, 215, 216 and 217).
- The LRC is open to students from 8:00 AM to 4:30 PM Monday through Friday. No smoking, drinks, or food is allowed in the LRC labs.

2. Loan of Equipment/Software Outside of Wharton Hall

- All equipment and supplies will remain in their storage area until they are to be used.
- Equipment and supplies are to be returned to the proper storage area after a class is over. Should there be a break between classes of more than 10 minutes, e.g., lunch hour, and the equipment/supplies will be needed, the classroom must be locked.
- If equipment is put in a classroom for student practice, there must be a faculty member or a student aide to monitor proper use and care of equipment and supplies by students.
- If the defibrillator, syringes, and/or needles are being used for practice, a faculty member must be physically present.
- Loan Agreements must be completely read and filled out by those utilizing equipment outside of Wharton Hall.
- Copy of Loan Agreement must be with equipment when it is removed from Wharton Hall, otherwise you can be stopped by campus security for unauthorized removal of equipment.
- Equipment must be returned within 24 hours unless a special delay has been requested on loan form.
- Equipment/software should not be left in closed cars as variations in temperature has an adverse effect on them.
- Appointment must be made with LRC personnel for instructions in proper use, functions and maintenance of all equipment models, etc., before they are checked out.
- If equipment is broken or lost while checked out, STUDENT AND/OR FACULTY will be held liable for repairs and replacement per Loan Agreement.
- Check-out time limit depends on availability and item required.
- Loan Agreement for equipment must be initiated in LRC.

3. Keys to LRC Rooms

Should access to these keys be given to any person other than authorized LRC staff, responsibility will still rest with the authorized person. A written record shall be kept of such loans including dates and times of access. Keys for VLW 115 and 116 may be checked out in Student Services.

4. Safe/Clean Environment - 3/89, 12/90, 6/91, 9/91, 5/95, 7/97

- The demonstration and return demonstration of intrusive procedures in the Learning Resource Center (LRC) will be done on models and manikins. At no time will students practice intrusive procedures on each other—except for approved procedures stated in student policies.
- Only SIMULATED medications will be utilized in the LRC.
- Syringes/needles are to be used in the LRC only. None will be issued to students for use outside the LRC.
- Accidental sticks with needles occurring while student is in the LRC are to be reported immediately to supervising faculty member. Within 24 hours, both student and faculty supervisor will submit a short-written narrative of incident to the LRC Coordinator.
- All student use of defibrillator will be supervised by authorized faculty employed by UL Lafayette College of Nursing and Health Sciences. Discharge of defibrillator for demonstration purposes will be at the 20 joules level. Between usage, equipment is locked in Room 210, 215 and 218A.
- LRC and faculty/staff follow CDC guidelines to clean all CPR manikins used for instruction.
- Oto/ophthalmoscopes can only be used outside the LRC by students who have successfully completed Nursing 209.
- Sharps are disposed of according to OSHA guidelines.
- To prevent needle sticks, syringes are not recapped.
- Appropriate puncture resistant containers are used for needle disposal.
- Used needles are periodically picked up by outside contractors for proper disposal.
- Linen is washed in-house using detergent and bleach.
- All areas of glucometers and hemoglobinometers and other diagnostic equipment exposed to blood are cleaned with bleach solution and alcohol.

G. STUDENT SERVICES OFFICE INFORMATION

General

This office exists as a resource for all prelicensure and RN to BSN students. Besides providing academic advising, we assist you by serving as an information clearinghouse. Our goal is to help each student have a smooth progression through the program.

If students need to contact instructors, calls should be placed to instructor's direct phone numbers during their office hours or by email.

Read the information on course bulletin boards about College of Nursing and Health Sciences news. Important dates and deadlines will be publicized in the newspaper. Information flyers are also made available in VL Wharton, Rm. 254.

Students must attend an advising session and sign a UL Lafayette Academic Advising Form each semester before they can register for classes. Forms are available in VL Wharton, Rm. 254, Martin Hall, and at advising sessions.

Students interested in running for SGA (Student Government Association) office should contact the SGA secretary at the very beginning of the fall semester.

The UL Student Nurses' Association (ULSNA) is open to all nursing majors. (See contact information in the glass case on 1st floor across from elevators.) Applications are available at monthly meetings.

Scholarships

Competition for existing awards has become keener because of the growing number of students. A general application for awards is available in Student Services and online via the UL Nursing website. Scholarships are awarded on the following basis:

- 1) When candidates for scholarships present similar profiles priority is given to students further along in the program.
- 2) A minimum overall GPA of 2.8 is required.
- 3) Completion of 12 hours each semester

You must complete a new application each year. Scholarship applications are due March 31st of each year. Scholarships are not automatically renewed. Application form can be located on the nursing website under *Current Students*, then click *Scholarships*, then click *Nursing Scholarship application*.

Bulletin Boards

Bulletin Board Locations:

Freshman – Across from VLW Room 304
 Sophomore - Outside Door of VLW Room 210
 JR/SR - 3rd Floor Hallway
 SGA – 1st Floor (left of stairs from St. Mary)
 ULSNA- 1st Floor Across from Elevator

General Information Boards:

1st floor lobby outside VLW 114
 2nd floor hallway outside VLW 254
 3rd floor front hallway

Lockers

Lockers can be reserved in VLW Wharton, Rm. 209, or by phone at 482-5614.

Support Services

The Academic Success Center located in Lee Hall provides academic support services including tutoring. For more information call 337-482-6818 or email asc@louisiana.edu

The Counseling and Testing Center, Saucier Wellness Center, OK Allen Hall, offers free services to the campus community. These services include personal counseling, crisis intervention, short-term psychotherapy, as well as national standardized testing information and administration. For more information call 482-6480.

BSN Student Advisory Council

The BSN Student Advisory Council is composed students selected by their peers to confer with the BSN Coordinator, Department Head, Associate Dean and the Dean of the College of Nursing and Health Sciences. The purpose of the BSN Student Advisory Council is to provide student input on issues affecting BSN students within the College of Nursing and Health Sciences.

You will be requested to elect a class representative and an alternate from the following classes to represent the area listed to the right of the class:

NURS104 - 2nd semester freshman nursing course

NURS204 - 1st semester sophomore nursing course

NURS208 - 2nd semester sophomore nursing course

NURS308 - 1st semester junior year

NURS340 - 2nd semester junior year

NURS403 - 1st semester senior year

NURS418 - 2nd semester senior year

If you are interested in representing your class on the BSN Advisory Council, please make your intentions known to your classmates. Election will be made by popular vote during class time. Instructors in the respective classes will be requested to give you time during the 1st or 2nd week of class to elect your representative.

Please carefully consider electing a representative and alternate who will attend the meetings and convey the sentiments of the class. Express an interest in service to your classmates and run for election.

Standing Committees

Nursing students are needed to serve on the following standing committees:

SCHOOL OF NURSING COMMITTEES

- Alumni
- Curriculum
- Program Evaluation
- Faculty Qualification, Screening and Nomination
- Simulation

COLLEGE OF NURSING & HEALTH SCIENCES COMMITTEES

- Library and Faculty Bylaws
- Committee on Communication

Express your interest in participating to:

NURSING STUDENT SERVICES OFFICE
VL Wharton Hall, Rm. 254

Please come by to sign up for committee participation. The results of this survey will be used by the chairpersons of the standing committees to select appropriate student representatives. Committee dates and times will be available at the start of every semester.

The SGA President of the College or the SGA senator and the President of the Student Nurse Association are included as members of the Faculty/Student Activities Committee in addition to the selected one junior student, one senior student, and one student representative of a minority group.

Degree Applications

Each semester students anticipating graduation must secure forms for applying for a baccalaureate degree from the Registrar's Office. Bring the form to the Cashier's Office in the Student Union to pay the diploma fee. Then, return the completed form to VL Wharton Hall, Rm. 254 by the due date.

Degree Audit

A degree audit will be completed when NURS403 students submit their signed academic advising form for the final semester.

Estimated Graduation Cost (all costs are approximate and are subject to change)

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| • Fingerprints* | \$20 - \$40 |
| • CBC (complete background check) * | \$39.25 |
| • LSBN Initial Application for RN Licensure Fee* | \$100.00 |

• Application to take the NCLEX Fee (PearsonVue)*	\$200.00
• UL Lafayette Application for degree	\$90.00
• Cap and gown	\$35.00
• Graduation Announcements	\$30.00 (Optional – www.balfour.com/college)
• Nursing pin	\$42.00 (Optional)
• Notary fee*	\$10.00
• Composite Photo	\$30.00
• Photo Package	\$35.00 (Optional)
• NCLEX review course	\$400.00 (Suggested/might be paid by employer)

***Fees required by the Louisiana State Board of Nursing**

You should budget a cash outlay of \$1,100.00. Please elect representatives from your class to organize each of the following: ordering of pins, rings, graduation pictures and other commencement activities.

**University of Louisiana at Lafayette
School of Nursing**

Simulation Laboratory Guidelines

General Guidelines

1. All students, faculty, staff and simulation lab users must read and agree to abide by the School of Nursing's Simulation Contract and Confidentiality Agreement prior to being admitted to the lab. This is done prior to the first lab encounter. Agreements will be maintained in the respective course's Learning Management System.
2. The simulation laboratory is a required clinical experience. Students are expected to abide by all clinical policies: arrive on time, be prepared to participate, and dressed appropriately. Faculty have the right to dismiss students who are unprepared.
3. No food, drinks, or gum in the simulation labs or the debriefing room.
4. Students are expected to bring only necessary equipment into the simulation lab. No book sacks in simulation labs or lining hallways on 2nd floor. Lockers with locks can be obtained at the beginning of each semester from the Simulation Technologist for storage of personal materials during simulated activities.
5. Cell phones will be permitted ONLY for accessing information to be used during scenarios. All cell phones should be turned to the OFF mode during simulation sessions.

Equipment Care and Maintenance

1. Wash hands or use hand sanitizer prior to manikin use.
2. Ink will permanently stain the manikin's skin. No felt tipped markers, ink pens, acetone, iodine, or other staining medications near manikins. Pencils for making notes and charting will be provided for you. All charting must be done at the counter or tables provided.
3. Wear gloves when working with the manikins. Over time skin oils and dirt can stain and damage the manikin's skin.
4. Operate equipment only as indicated by the instructors. If unsure how to perform a procedure using the simulators, ask an instructor for assistance before proceeding.
5. Simulation equipment should only be operated by personnel who have been trained in its use.
6. The high-fidelity patient simulators are to be used only during simulation class with faculty and lab staff supervision
7. Photocopied papers should not be placed on, under, or near the manikins to prevent the risk of ink transfer.
8. Iodine (betadine) or other staining medications should not come into contact with the manikins.
9. The manikin's chest must be kept dry; care should be used when simulation involves fluid.
10. Do not introduce any fluids into the manikin's esophagus or trachea.
11. Do not place artificial blood or other materials on the manikin's skin without first verifying that the materials will not damage the manikin.
12. Sharps and syringes ONLY are to be disposed in appropriate sharps containers.
13. Accidental sticks should be reported immediately to supervising faculty member and an incident report should be completed. (LRC Policies, Safe Clean Environment, 7/97)

14. Contents from lab kits that are likely to be interpreted as biohazardous waste (catheters, needles, dressing supplies, etc.) MUST be returned to the lab for appropriate disposal. Protect all lab kit supplies from inappropriate use, loss, or disposal in keeping with legal and regulatory requirements for biohazardous waste.
15. Facility users are expected to leave Simulation Labs in order. Please dispose of any trash in appropriate containers, ensure manikins are back in order, and supplies are put in appropriate areas.
16. Simulation lab users should report any damage to equipment or operating problems to the Simulation Technologist as soon as possible.
17. Patient simulators and manikin parts, lab equipment, charts or lab reference books are NOT to be removed from the lab by students at any time for any reason.

Dress Code and Required Equipment

In order to enhance the development of the professional nurse's role and to increase the realism of clinical simulation, it is important for students to dress appropriately; therefore, the following guidelines will be adhered to:

1. Professional Appearance: Appearance must be neat and clean. Students should adhere to the same requirements as in the clinical setting. (See Student Handbook, Student Uniform Policy, 6/06).
2. Required Dress (designated by faculty):
 - a. School of Nursing clinical uniform OR
 - b. School of Nursing community uniform with lab coat and name tag.
3. Required Equipment
 - a. Stethoscope
 - b. Penlight
 - c. Scissors
 - d. Any other item specified by supervising faculty member
4. A drug reference book, lab reference book, and calculator will be provided for you.

Simulation Lab and Debriefing Room Code of Conduct

1. Come prepared to participate in the scenario or to be an active observer by completing any pre-simulation activities assigned to you.
 - a. Students may be dismissed from the lab area for being unprepared.
2. Treat manikins appropriately and respectfully as you would treat an actual patient.
3. "What happens in simulation stays in simulation." Discussing details of scenarios with other groups takes away from equal learning opportunities. If simulation is used for evaluation purposes, disclosing information to others regarding scenarios is considered academic dishonesty and will be penalized according to current policies.
4. Simulation is a team learning experience in a safe, non-threatening environment. Actively participate in the simulation and provide support and encouragement for those around you.

5. If you are chosen as a scenario participant, expect to receive positive feedback regarding your performance as well as a constructive critique. Understand that you are to exhibit competence in the scenario but not expected to perform the scenario flawlessly.
6. If you are a scenario observer, attentiveness is expected. Observers should actively watch the scenario and take notes for debriefing. Be prepared to offer positive comments about the scenario as well as constructive feedback in a positive manner.
7. Once a simulation begins, the realism of that scenario takes over. Do not look to instructors for feedback during the scenario.
8. If faculty is not present in the debriefing room during the observation of a scenario, students are expected to act in a professional manner. Any behavior that negatively affects the learning environment will not be tolerated.

Recording Simulation and Debriefing Activities

Simulated scenarios and debriefing activities may be recorded. Participants are notified of intent to record in advance and a consent is signed at the start of each semester. Recordings may be used for:

- Providing feedback to students during debriefing
- Assessing performance
- Internal review and quality improvement purposes
- Evaluation and improvement of teaching and assessment processes

Video recordings will be deleted after use with debriefing unless retained for one of the before mentioned reasons. All audio/video recordings will be stored under password protection in the program management system on a secured server. Any copying, duplication, or other form of distribution of audio or video footage released by faculty, staff or students is prohibited. Violation of this policy may result in student dismissal or faculty/staff termination.

Simulationist Code of Ethics

The UL Lafayette School of Nursing Simulation Program abides by the Society for Simulation in Healthcare *Simulationist Code of Ethics*. The code aims to foster an ethical culture among all individuals and organizations involved in healthcare simulation and asserts the ethical values of integrity, transparency, mutual respect, professionalism, accountability and results orientation. The *Simulationist Code of Ethics* can be accessed and read in its entirety on the Society for Simulation's website at <https://www.ssih.org/SSH-Resources/Code-of-Ethics>

**PCB/par; 6/24/11; 7/12/12/lab; 12/3/12/lab; 11/7/14/lab; 6/1/16/lab; 7/5/17dkh; 11/29/17/lab;
05/18/lab; 12/18 dh
12/3/19 dhh/hmh; hmh/dkh 7/2020
12/20, 6/21, 7/22 tt**