

**UNDERGRADUATE
STUDENT HANDBOOK**

2012 – 2013



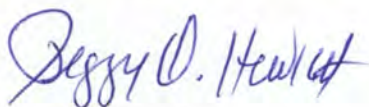
**Prepared by
The Office of Academic Affairs
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Columbia, South Carolina 29208**

FOREWORD 2012-2013

We are pleased to provide you with the Student Handbook for the Undergraduate Programs in Nursing. Its purpose is to furnish a useful reference on many aspects of academic and student life at the College of Nursing and the University.

The Faculty of the College of Nursing are committed to guiding and assisting you in your academic career. You, in turn, have a responsibility to familiarize yourself with the policies and procedures of the College and University.

There are a number of resources available to assist you in meeting your academic and personal goals. This handbook provides information on many of those resources and policies specific to the College of Nursing. Comprehensive University policies and procedures are found in the 2012-2013 USC Undergraduate Studies Bulletin and in the 2012-2013 Carolina Community, the University student policy manual.



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**COLLEGE OF NURSING
UNDERGRADUATE STUDENT HANDBOOK
2012-2013
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**COLLEGE OF NURSING
UNDERGRADUATE STUDENT HANDBOOK
2012-2013**

INTRODUCTION

The College of Nursing Undergraduate Student Handbook provides students with current information regarding curricula, policies, and other important information regarding the undergraduate program in the College. The Handbook is updated annually and is available on the College of Nursing website, <http://www.sc.edu/nursing> at the Current Students link. It is important that students become familiar with the current Handbook.

The Handbook is organized into the following general categories: (1) Information about the College; (2) Baccalaureate Program; (3) Academic Standards for Progression for Undergraduate Students; (4) Special Policies for Undergraduate Students; (5) Resources and Support Services; (6) Graduation; and (7) Appendices.

INFORMATION ABOUT THE COLLEGE OF NURSING

The *Carolina Core* provides the common core of knowledge, skill, and academic experience required for all Carolina undergraduate students. Student's plan of study follows the bulletin under which they are admitted.

COLLEGE OF NURSING MISSION

The mission of the College is to develop competent, caring nurse leaders to advance the practice of nursing through the integration of teaching, research, and service to improve client health and well-being outcomes.

The College of Nursing Strategic Plan can be found at:
<http://www.sc.edu/nursing/stratmap2011.pdf>

The following core values provide a framework of our philosophical beliefs:

CORE VALUES:

Leadership:

Empowering others to achieve a collaborative vision

Professionalism:

Congruence of competency, engagement and ethical behaviors

Respect:

Recognizing the inherent worth of others

Integrity:

Upholding honesty and promoting trustworthiness

Excellence:

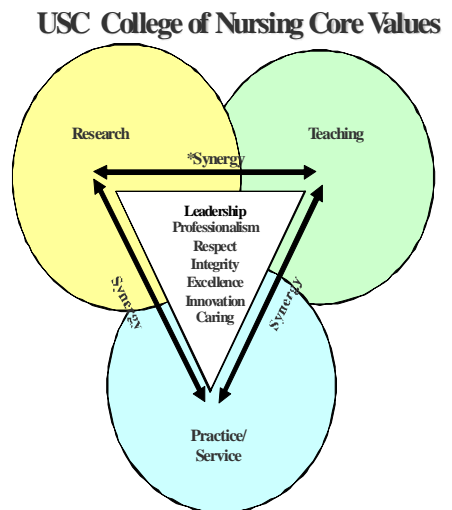
The relentless pursuit of quality in research, teaching, service and practice

Innovation:

Cultivating flexibility, creativity and adaptability

Caring:

Perpetuation of an atmosphere of compassion, empathy and kindness



THE BACCALAUREATE PROGRAM

There are differing levels of practice in professional nursing including baccalaureate, masters, and doctoral levels. There is a shared core of knowledge that crosses all levels. In addition, each level of professional practice has unique knowledge. Because of the comprehensive knowledge that nurses possess, they are prepared for a myriad of roles within the health care system. Baccalaureate nursing education encourages the synthesis of knowledge and skills needed to begin professional nursing practice and to take on beginning leadership roles. Masters nursing education builds on beginning professional practice and prepares graduates for leadership in specialized advanced practice roles. Nursing doctorate education incorporates elements of masters nursing education and advanced practice and emphasizes research utilization, leadership, and health care policy development. PhD education prepares nurses to conduct independent research, generate theories, critically analyze existing theories relevant to the discipline of nursing, and facilitate the use of new knowledge in nursing practice. The baccalaureate program, consisting of lower and upper divisions, provides students with essential knowledge and skills. Lower division courses provide a foundation in the liberal arts, the sciences, and nursing to develop skills in analysis, synthesis, and evaluation. In the upper division, advanced nursing courses, involving didactic courses and clinical practice, continue the preparation for the practice of professional nursing.

BSN LEARNING OUTCOMES

Students in the baccalaureate program:

1. Exhibit professional personal behavior in all activities.
2. Provide evidence-based clinically competent care across the continuum of care.
3. Demonstrate cultural awareness, sensitivity, and competency in providing nursing care to individuals, families, and groups within a diverse society.
4. Make clinical judgments using reflection, critical thinking, and problem solving skills.
5. Perform health promotion, risk reduction, and disease prevention.
6. Use information and health care technologies.
7. Perform the professional roles of care provider, coordinator of care, member of a profession, and life-long learner.
8. Work as a member of the interdisciplinary health care team.
9. Assume leadership roles within the scope of professional practice.

ACCREDITATION

The baccalaureate program is approved by the State Board of Nursing for South Carolina and is accredited by the Commission on Collegiate Nursing Education. The University is accredited by the Southern Association of Colleges and Schools.

ACADEMIC STANDARDS FOR PROGRESSION

Lower Division: All students in the lower division in the baccalaureate program are subject to the following regulations:

1. Students must maintain a minimum 3.0 (2.75 for students admitted prior to Fall 2010) Collegiate Summary and USC GPA in order to maintain good standing in the nursing program. Grades are reviewed at the end of each semester. Students who have less than a 3.0 (2.75 for students admitted prior to Fall 2010) Collegiate Summary and/or USC GPA are placed on probation within the college for one major semester or 12 credit hours but may continue to take all required courses. If at the end of the probationary semester their Collegiate Summary and/or USC GPA is still less than 3.0 (2.75 for students admitted prior to Fall 2010), students are administratively removed from their required course sequence.
2. All incomplete grades posted on the transcript must be removed before progression into the upper division can be considered.
3. Students must earn a minimum grade of **C** in all required courses in the nursing program. Only one course in either science or lower-division nursing for which an unsatisfactory grade was earned may be repeated once to earn a grade of **C** or better to remain eligible for the nursing major.

Any repeated science course or repeated Nursing 216 course must be taken within the USC system.

Any other repeated nursing course must be taken at USC Columbia.

Repeat USC College of Nursing courses are offered based on need and budgetary constraints.

Students, who consider studying nursing at Carolina, need to be aware that all USC undergraduates who seek a nursing degree are first admitted into the College of Nursing's lower division. **This does not guarantee later admission into the upper division.** Students enrolled in the lower division must meet minimum upper division admission standards set forth by the College of Nursing. Once the minimum criteria are met, all qualified applicants are placed into an admission group and are ranked by their Collegiate Summary grade point averages. Based on the number of available seats, students are admitted starting at the top of the Collegiate Summary GPA ranked order list. When the seats are filled, the cut-off GPA is then determined. In recent years, admission into the upper division has become highly competitive as demand for the program of study has increased and therefore the average acceptable cutoff Collegiate Summary grade point average has increased from cohort to cohort.

Upper Division: Progression into upper-division nursing occurs in the fall semester. Current USC Nursing Students who have completed at least **45 credit hours (including eight hours of the required science courses and nine hours of required lower-division**

nursing courses) and wish to apply to upper-division nursing must submit a completed College of Nursing Progression Application no later than Dec. 1 for the following fall semester in which registration is desired. Factors considered in the progression decision include:

1. Minimum USC and Collegiate Summary grade point averages of 3.0 (2.75 for students admitted prior to Fall 2010) or better (Progression is competitive, based on Collegiate Summary GPA, and limited to a set number of qualified students.)
2. Grade of **C** or better in all required courses in the nursing program
3. Verified successful completion of 45 prerequisite credits in general education and lower-division nursing courses
4. Successful completion of eight hours of the required sciences in the 45 hours presented for progression consideration
5. Successful completion of nine hours of the required lower-division nursing courses in the 45 hours presented for progression consideration

Students must have a completed application on file, provide evidence of completion of remaining lower-division course work, and be admitted to the upper division prior to registering for their first upper division nursing courses (300 level).

A minimum grade of **C** is required in each nursing course. Only one upper-division nursing course may be repeated once to earn a grade of **C** or better to remain eligible for the nursing major. All students must maintain a minimum 3.0 (2.75 for students admitted prior to Fall 2010) Collegiate Summary and USC GPA in order to maintain good standing in the nursing program. Grades are reviewed at the end of each semester. Students who have less than a 3.0 (2.75 for students admitted prior to Fall 2010) Collegiate Summary and/or USC GPA are placed on probation within the college for one major semester or 12 credit hours but may continue to take all required courses. If at the end of the probationary semester their Collegiate Summary and/or USC GPA is still less than 3.0 (2.75 for students admitted prior to Fall 2010), students are administratively removed from their required nursing course sequence.

All students must achieve satisfactory performance on selected comprehensive achievement tests to progress through the upper division.

Any repeated science course must be taken at USC-Columbia. Repeat USC College of Nursing courses are offered based on need and budgetary constraints.

TRANSFER GUIDELINES

The Office of Undergraduate Admissions is responsible for admitting students into the College of Nursing's Lower Division. Students must have a minimum cumulative 3.0 grade point average on all college-level work attempted to be considered for admission. In addition, students who have completed less than 30 college-level hours must meet

freshman requirements. However, due to unprecedented demand, the Office of Undergraduate Admissions may not be able to admit all students who meet the 3.0 GPA requirement for their intended term. Admission into the College of Nursing's Lower Division is based on resources, space availability, and a student's complete academic profile (including grades in relevant science courses). Please note that acceptance into the Lower Division does not guarantee acceptance into the Upper Division Nursing major.

Transfer Credit:

- **A maximum of 76 semester hours may be transferred from a two-year junior or technical college.**
- **A maximum of 18 semester hours may be taken as a transient student once enrolled at USC. A student must have a minimum 2.0 GPA to take transient coursework.**
- **The last 30 hours of a student's degree curriculum must be taken at USC.**

Students wishing to take general education courses at another institution once they have enrolled at USC must discuss their options with their advisor. Students taking transient work must complete a Transient Enrollment form with their advisor before enrolling in the course. Students may be asked to provide a detailed description of the course they wish to take in order to determine its equivalency. Transcripts must be sent from the transient institution to USC immediately after completion of the course. Those students taking transient work during the semester of application to upper division may be asked to hand deliver a report of their grade by an earlier date as indicated in the instructions on the progression application. Students must also comply with the probation requirements when taking transient course work.

Change of Major Students:

Applications are accepted into the College of Nursing Lower Division based on space availability.

Change of major students may submit a change of major application to the College of Nursing by **October 1st** for **spring** admission consideration into Lower Division, and by **March 1st** for **fall** admission consideration into Lower Division. All applicants must have a minimum 3.0 Collegiate Summary and USC GPA and no more than one below "C" grade in a required science course or any previous nursing courses. Notifications will be made after all semester grades are received. A sample curriculum can be found on the USC College of Nursing website:

<http://www.sc.edu/nursing/student/SamplePlan.pdf>

GRADES AND GRADING

- Grades are determined by quality of work, performance on course assignments, examination grades and class attendance.
- Nursing students must earn a grade of **C** or higher in required science and nursing courses.
- Students must maintain a test average of 75 or higher to successfully complete nursing courses.

- The policy on incomplete grades can be found in the Academic Regulations of the bulletin at: <http://bulletin.sc.edu>

College of Nursing grading scale for undergraduate nursing courses	
A	92-100
B+	90-91
B	83-89
C+	81-82
C	75-80
D+	73-74
D	70-72
F	69 and below

Students' grades are kept confidential in accordance with federal law (Family Educational Rights and Privacy Act of 1974, as amended). Grades are reported to students, via Student Information, online at <http://vip.sc.edu>. A student identification number and secure PIN are required for access. The permanent address on file for each student is used for mailing reports of grades. Note: The only students who will automatically get a grade report in the mail are those who are scholastically deficient or ineligible to continue. Unofficial copies can be printed from Visual Information Processing (VIP) online. If you need an official copy of your grades, contact the Registrar's Office.

CON POLICY ON ROUNDING OF GRADES FOR UNDERGRADUATE COURSES

- Clinical performance is Pass or Fail.
- All grades will be recorded to the hundredth (two decimal points).
- The final didactic grade will be rounded according to the following rubric:
 - .01 to .50 rounds down to the nearest whole number, for example, 79.50 equals 79.
 - .51 to .99 rounds up to the nearest whole number, for example, 79.51 equals 80.
- Students must maintain a test average of 75 or higher to successfully complete the course.
- The final course grade will be rounded as described above.
- Clinical performance and all other grades must be passing to pass the course.

SUSPENSION AND PROBATION

Students who have less than a 3.0 (2.75 for students admitted prior to Fall 2010) Collegiate Summary and/or USC GPA are placed on probation within the college for one major semester or 12 credit hours but may continue to take all required courses. If at the end of the probationary semester their Collegiate Summary and/or USC GPA is still less than 3.0

(2.75 for students admitted prior to Fall 2010), students are administratively removed from their required nursing course sequence.

Probation from the College of Nursing and suspension from the University are two different academic regulations. (See Undergraduate Studies Bulletin, Academic Regulations and Academic Suspension, at <http://bulletin.sc.edu>).

GRADE FORGIVENESS

The University's Grade Forgiveness Policy can be found at: (See Undergraduate Studies Bulletin, Academic Regulations and Grading Policies, at http://registrar.sc.edu/html/grade_forgiv.stm).

- **Grade Forgiveness does not apply to GPA calculation for admission to upper division or probation status.** Any forgiven grades will be reentered into the USC Nursing GPA calculations.

PROGRESSION

Progression to upper division is competitive and is based on Collegiate Summary GPA. Students must apply for progression and at a minimum meet the following criteria at the time of application:

- For students with English as a second language TOEFL evaluation and/or evaluation by the Department of International Student Services is required to accompany application for upper division.
- A Collegiate Summary and USC GPA of at least 3.0 (2.75 for students admitted prior to Fall 2010).
- By the end of the fall semester, students must have completed at least nine hours of lower division nursing courses and Anatomy and Physiology I and II in order to apply to upper division.
- All university general education requirements must be met prior to progression.
- A grade of "C" or better must be earned in all required courses in the nursing program.
- All incomplete grades must be removed prior to application for upper division.
- Students will receive written notification of acceptance into upper division.
- Those accepted must complete a progression acceptance form.
- The required science and lower division nursing courses must be successfully completed before beginning the upper division course work.
- Upon entering upper division, a student must enroll full time and follow the required sequence of courses.

- See curriculum at the Undergraduate Bulletin, Academic Programs at: <http://bulletin.sc.edu>
- Students must earn a “C” or better in all undergraduate nursing courses. Students who earn below “C” will not be permitted to take subsequent clinical courses.
- Students must see their advisor when considering dropping a course. This decision will most likely affect the status in upper division, and the student would be considered out of sequence.
- Upper division progression applications are due to the Office of Academic Affairs by December 1st. Students will be notified of the progression decision.
- In the event that seats become available, applications will be considered through August 1st for the upcoming Fall semester.

MINORS AND/OR DOUBLE MAJORS

College of Nursing does not offer or support minors, cognates or double majors.

REQUESTS FOR APPROVAL OF SEMESTER HOURS OVERLOAD

Students must complete a request for approval form (Appendix K) to take more than 18 hours in any semester and more than 6 hours in any summer session. The student must meet with the Assistant Dean for Undergraduate Studies for approval.

ENROLLMENTS IN CLINICAL SECTIONS

- Students may be assigned to clinical placements within a 75 mile radius and on days, evenings, nights and weekends. However, Capstone Placement may exceed a 75 mile radius.
- Students will not be allowed to register for classes until all health requirements, excluding a flu shot which will be required when available, are on file and uniforms and supplies are ordered.
- The College of Nursing reserves the right to make administrative changes to clinical placements as necessary.

SENIOR PRIVILEGE ENROLLMENT IN GRADUATE COURSES

A special provision to earn graduate credit is available for USC undergraduate seniors who have at least 90 semester hours, 3.0 USC, Collegiate Summary, and nursing GPAs, and need less than a normal course load to complete the baccalaureate requirements. Courses for graduate credit under senior privilege cannot be used toward undergraduate degree requirements. Completion of graduate courses under senior privilege does not guarantee admission to graduate school. Students need to consult with their advisor for specific courses and appropriate enrollment forms.

SPECIAL POLICIES FOR UNDERGRADUATE STUDENTS PROFESSIONAL BEHAVIORS

As students progress through the curriculum, they are preparing for transition into professional life. Some behaviors expected in the classroom/clinical setting parallel many behaviors expected in the work place.

CLASSROOM BEHAVIORS

- Attends class on time
- Notifies professor when unable to attend class
- Completes reading assignments before class
- Engages in class discussion
- Maintains appropriate demeanor during class
- Remains in classroom until class is dismissed
- Returns from breaks on time
- Stays awake in class
- Refrains from having side conversations
- Attends to speaker during class time
- Allows others to hear and learn
- Refrains from reading newspapers, etc., other than class materials
- Refrains from nonacademic computer use

ETHICS FOR NURSING

Nursing is a profession, and as such nursing students are expected to behave ethically. Ethical behavior applies to colleagues, peers, supervisors, subordinates, and clients.

(Appendix B) contains the *Code of Ethics for Nurses* developed by the American Nurses Association.

CLINICAL BEHAVIORS

- Prepares adequately for nursing responsibilities
- Attends clinical/lab on time
- Reports reason for absence promptly
- Wears correct professional attire including name badge at all times
- Maintains appropriate demeanor during clinical

- Shows respect for patients and staff
- Keeps a positive attitude toward learning
- Upholds confidentiality
- Stays in clinical setting until clinical group is dismissed
- Returns from breaks on time
- Identifies own learning goals
- Uses clinical time to maximize learning
- Participates verbally in clinical conferences
- Seeks instructor's help and supervision appropriately
- Seeks help appropriately to manage stress that may affect performance
- Identifies own strengths and limitations
- Completes all clinical work by specified date
- Misuse of Telephones and/or other Communication Technology: No student shall misuse or abuse, or assist in the misuse or abuse of communication equipment at the University. Such activity includes, but is not limited to, using any form of communication equipment to harass or threaten any person or persons, or using any form of communication equipment to disrupt the normal operations or activities of any person, organization, or the University. Communication equipment includes, but is not limited to, electronic mail, pagers, voice mail, computers, printer, etc. Cell phones and pagers must be turned off or to silent operation during class/clinical and may not be used during class/clinical except in extreme circumstances.

CORE PERFORMANCE STANDARDS

The USC College of Nursing requires all applicants and continuing students in all nursing programs to meet certain standards based on the Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCEN) Core Performance Standards. These standards describe requirements in the six dimensions of ability/performance. These are critical thinking and related mental abilities, communication and interpersonal abilities, physical abilities, hearing, visual, and smell. **(Appendix C) Core Performance Standards** describes each of the standards.

STUDENTS WITH DISABILITIES

The USC College of Nursing is committed to providing reasonable accommodations for students with disabilities. Students with disabilities must contact the Office of Student Disability Services prior to or early in their program to determine if reasonable accommodations will be provided. Students with disabilities like all other students in the nursing program must be able to continuously meet core performance standards and

functional abilities established to ensure that all students meet the objectives of the nursing program.

UNIFORMS

During clinical practice, undergraduate students are required to wear an **approved** uniform. Details of specific style numbers and brands and location of the uniform vendor are shared during upper division orientation. All articles must be ordered prior to entry into clinical nursing courses.

DRESS CODE FOR CLINICAL ROTATIONS

Purpose: The dress code is designed to protect the personal safety of students while in the clinical area, project the professional image of nursing, and portray the proud heritage of USC nurses. Although this dress code is congruent with the majority of health care agencies in the Midlands area, some agencies have more restrictive dress codes. Please check with the instructor prior to the first day of clinical in a particular agency. College of Nursing faculty reserves the right to ask students to leave the clinical area if their attire is deemed inappropriate or out of uniform.

General Considerations:

Student Name Badges

- Students are required to wear USC, College of Nursing, name badges with their legal first and last name that are clearly visible at all times on their chests. In addition, students must wear any institutional required badges while in clinical.

Hair

- Shoulder length or longer hair must be pulled back and secured.
- Hair decorations, such as bows and ornate barrettes, are inappropriate.
- Hair must conform to natural hair colors and non-extreme styles.
- Moustaches and beards must be neatly groomed and relatively close to the face to avoid contaminating the work environment.

Body Piercing and Other Jewelry

- Body piercing jewelry may not be worn in clinical. No more than one stud-style earring per earlobe may be worn.
- Religious jewelry may be worn inside the uniform. Ring bands may be worn but rings with large stones may not.

Tattoos

- Tattoos must be covered during clinical experiences.
- If the tattoo is in an area that cannot be covered by clothing, it must be covered by a bandage.

Personal Hygiene

- Students are required to maintain high standards of personal cleanliness.
- Non-scented makeup and hair products may be worn. No perfumes or colognes may be worn.
- Makeup must conform to general body tones avoiding extreme colors.
- Nails must be clean, well kept, and neutral colored, without designs and no longer than the tip of the finger. Artificial nails may not be worn.

Professional Uniform Attire

Anytime students are in a healthcare setting in a scheduled clinical time, the following must apply:

- Approved uniforms are required.
- All uniforms must be neat, clean, opaque, wrinkle free, and properly fitting with appropriate undergarments.
- A white lab-coat with College of Nursing identification is worn over the uniform.
- Students are required to wear white hose or socks at all times. Bare skin on the legs must not be visible.
- White enclosed, flat-heeled non-canvas shoes, either uniform or athletic shoes are required. All shoes must be kept clean and polished.
- Name badges must be worn at all times.

Professional Casual Attire

Any time students are in a healthcare setting other than scheduled clinical time, the following must apply:

- All clothing must be neat, clean, opaque, wrinkle free, and properly fitting with appropriate undergarments.
- Many community agencies require the student to wear professional casual attire covered by a lab-coat. Unless otherwise specified by the instructor, shorts, denim jeans, see-through blouses, halter dresses, athletic attire (sweatshirts, sweatpants, and jogging suits), tight knit clothing, leggings, imprinted t-shirts and any type of attire which is low-cut or where the midriff is exposed may not be worn. Extreme styles should be avoided.
- Students are required to wear hose or socks at all times. Bare skin on the legs should not be visible.
- Enclosed, flat-heeled non-canvas shoes are required. All shoes must be kept clean and polished. No thongs or sandals may be worn.
- Name badges are to be worn at all times.

EQUIPMENT KIT

Approved equipment kit must be purchased prior to NURS 311/312 classes. Students receive information regarding the required purchases as they progress into the upper division.

CRIMINAL RECORDS CHECK AND/OR DRUG SCREENS

Prior to the first clinical course, students will be required to undergo a Criminal Records Check and a Drug Screen.

Due to requirements from clinical agencies, all students must pass a Background Check and Drug Screen. Supplemental drug screens may be required per agency policies.

The Background Checks are:

Criminal Background Check

Sex Offender Registry Check

Office of the Inspector General Check

General Services Administration Check

Any other registry or records required by law, accrediting agency, or specific agency

Drug Screens include:

Marijuana

Cocaine

Amphetamines

Opiates

Phencyclidine (PCP)

Barbiturates

Benzodiazepines

Propoxyphene

Methadone

Oxycodone

Merperidine

Ethanol

Read the *Background Checks and Drug Screen Policies* in (Appendix D & E) Carefully!!!

INSURANCE REQUIREMENTS

Nursing students are encouraged to carry their own health insurance. Students enrolled in clinical courses are required to purchase professional liability insurance. The fee is included on the students' semester fee statement. Worker's compensation is provided by the university when students are in clinical sites.

CLINICAL SITES TRANSPORTATION POLICY

Students are responsible for transportation to their clinical sites each semester. It is the obligation of students to provide their own vehicle collision and/or bodily injury liability insurance for their personal vehicles. The College of Nursing or the University of South Carolina is not responsible for any vehicle occurrences.

CLINICAL REQUIREMENTS

- In addition to meeting the health requirements of the University, nursing students must meet certain health requirements as stated by the College of Nursing.
- **A completed *Clinical Requirements Information Form*, (Appendix F) with appropriate documentation attached must be received in the Office of Academic Affairs by the deadline date provided.** Documentation turned in must be copies and not originals. Failure to provide documentation prohibits release for registration in clinical courses for the semester.
- CPR certification **must** be completed through and up-to-date by **Basic Life Support for Health Care Providers through the American Heart Association**. Contact information for CPR Providers can be found at the College of Nursing website:
<http://www.sc.edu/nursing/student/student.html>

KNOWLEDGE OF PROTECTION AGAINST BLOODBORNE DISEASE

The College's policies concerning bloodborne disease is published in the ***Bloodborne Pathogen Exposure Control Plan*** (Appendix G). As specified in the plan, all students in the College must document their knowledge of protection against bloodborne disease annually through completion of a software program titled, "Bloodborne Pathogens Online Training" which includes a post test. The link to the USC Bloodborne Pathogens Self Study Unit and Post-test has been placed on the College of Nursing website at: <http://www.sc.edu/nursing/student/student.html>. Upon completion of the training program and a score of 100 on the post-test, the documentation must be submitted to Office of Academic Affairs and must be on file in the student's record before the student is allowed to register for clinical courses, attend class, or begin practica.

CLINICAL SAFETY POLICY

A student is required to withdraw from a clinical component of a course before the term is completed if: 1) Upon evaluation the student demonstrates failure of clinical/course objectives for the semester and/or 2) The actions of the student have endangered a patient's life or actually caused patient harm. The student will be required to withdraw failing if it is past the deadline for withdrawal. If a student's condition requires that they use crutches, walker, cane or arm cast they will not be allowed to participate in clinical activity until the student submits a statement from their provider of care stating they may resume all activities without any assistive devices. The course coordinator will determine if a student who has sustained an injury or illness limiting their mobility has completed enough clinical hours to meet course objectives.

STUDENT MEDICATION ERROR POLICY

Performance Outcome: Medications are accurately dispensed in a safe and timely manner. Students will receive the appropriate didactic and clinical instructions according to course objectives:

1. The nursing student will report all medication errors immediately to the clinical instructor or preceptor.
2. The patient's condition will be assessed and the error will be reported to the charge nurse/nurse manager.

3. The student making the error or the one discovering an error will complete required documentation according to hospital protocol. The student and faculty will assist with the documentation when possible.

4. Errors in documentation of medications will be considered as unsatisfactory.

Documentation on the clinical evaluation criteria include the following examples (but not limited to):

- a. Not signing name and initials on the Medication Administration Record (MAR).
- b. Failure to have co-signature on narcotic waste.
- c. Failure to document a reason for omitting a medication.
- d. Failure to record apical pulse, B/P as indicated (i.e. Pulse for digoxin dose).

5. Students will be counseled after each medication error. Three or more medication errors will result in clinical failure for the course.

Examples include (but not limited to):

- a. Not following the 5 rights of medications.
- b. Duplication of medication that has already been given.
- c. Omission of an ordered medication.
- d. Giving a medication that has been discontinued.
- e. Medication being left at bedside without an order (vaginal creams, skin ointments, inhalers may be left at bedside per hospital policy).
- f. Failure to check physicians' orders, take an apical pulse, B/P, or check appropriate lab levels (digoxin level) prior to giving medication.
- g. Inability to calculate correct dosage.

6. Medication errors that endanger the patient's life or actually cause patient harm can be grounds for immediate termination from the course.

Note: Students giving medications under the supervision of an instructor will still be held accountable for medication errors even if the instructor prevents the error from occurring.

ADVISEMENT

All undergraduate nursing students are advised by academic advisors in Office of Academic Affairs. Students must be advised for courses each semester and will not be allowed to register until advisement has occurred. In addition, students should seek advice from their

advisor at any time during the semester, especially when wanting to drop a course or alter the planned program of study in any way.

ACADEMIC RESPONSIBILITY

It is the responsibility of every student at the University of South Carolina-Columbia to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. Any student who violates the Rule of Academic Responsibility or who knowingly assists another to violate this rule shall be subject to discipline (See *Carolina Community: USC Columbia Student Handbook and Policy Guide*). Students found guilty of academic dishonesty may receive a zero for course grade.

ATTENDANCE POLICY

The College of Nursing adheres to the University's attendance policy which states: absence from more than 10 percent of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to extract a grade penalty for such absences.

Clinical Practice. Students are expected to attend ALL clinical nursing activities with absences permitted up to 10 percent only if certified as unavoidable because of sickness or other cause determined acceptable by the course coordinator. Make-up time for missed clinical nursing experiences will be determined at the discretion of the faculty and availability of clinical facilities. Faculty may require withdrawal of a student who has missed sufficient practice to prevent completion of clinical objectives.

PETITIONS PROCESS

Students who feel they are entitled relief from or deviation in the academic regulations of the University or the College of Nursing should apply through the petition process of the Student Affairs Committee of the College. Petition forms and information are available from the Director of Student Affairs, who is prepared to assist the student with completion of this form. Petitions are reviewed at specified times throughout the year.

STUDENT GRIEVANCES NOTE: *For nonacademic issues, see the current Carolina Community policy. For academic issues refer to both the current Carolina Community policy and the College of Nursing policy.*

The undergraduate student academic grievance policy describes the channel of resolution used in the College of Nursing to resolve students' academic problems or complaints. The channel requires that the student seek resolution with the faculty member alleged to have caused the problem and, if not resolved, the student should initiate resolution through a defined set of procedures. ***Undergraduate Student Grievances (Appendix H)*** describes these procedures.

TOTAL ASSESSMENT PROGRAM (TAP) – Standardized Assessment Tests

The College of Nursing uses standardized computer tests as one of several methods to evaluate student readiness to progress in certain courses, particularly the clinical courses in the upper division. Methods of evaluation in all nursing courses are outlined in the specific course syllabus. The use of these tests not only facilitates assessment of student readiness to progress but also provides an end-of-program NCLEX Review Course. Included in the testing process are additional study resources such as website practice tests, remediation

lesson plans, and NCLEX Review Course Manuals. The student pays for standardized testing through fees each semester of Upper Division.

FINAL EXAMS

The Final exam schedule is prepared by the Office of Academic Affairs, and supersedes the USC exam schedule. In any course which meets once a week, no quiz, test or examination may be given during the last class meeting prior to the regular final examination period (see USC Undergraduate Bulletin under Academic Regulations and Examination Policies at: <http://www.bulletin.sc.edu>). No final examination may be held outside of the published final examination dates and times without authorization from the Assistant Dean for Undergraduate Studies. Graduating seniors are exempt from this policy. Final exams for graduating seniors are given during the last week of class to facilitate the NCLEX review course.

ACADEMIC HONORS

Each semester academic achievement is recognized by the USC President's Honor List (GPA of 4.0) or the Dean's List (GPA of 3.5 or higher). Alpha Xi is the College's Chapter of the Sigma Theta Tau International Honorary Society in Nursing. Upper division nursing students who achieve academic excellence in the nursing program are considered for membership by invitation.

PROFESSIONAL LICENSURE

Professional licensure is required to practice nursing as a Registered Nurse (RN). The RN licensure examination, called the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and known generally as the "State Board Exam," is administered via computer at any one of many conveniently located test centers across the United States and its territories. This method of testing is referred to as computerized adaptive testing (CAT). Pearson Professional Centers provide testing services.

During their last semester, seniors receive information about applying for the NCLEX-RN. Students who wish to obtain licensure outside South Carolina must contact the board responsible for licensure of RNs in that state. If a letter of endorsement is required for any state, other than South Carolina, a written request must be made to the Office of Academic Affairs. Students are encouraged to seek out pertinent information early in their senior year in order to meet required deadlines.

APPLICATION FOR THE NCLEX-RN

To take the NCLEX in South Carolina, applicants must complete (1) registration for the NCLEX-RN and (2) the South Carolina Application for Licensure as a Registered Nurse. A summary of the process is summarized below. For more information, call the South Carolina State Board for Nursing at 896-4550.

1. NCLEX-RN Candidate Registration is completed online.
2. Application for licensure by examination as a Registered Nurse to be accompanied by a legal birth certificate (non-returnable), a recent 2" X 2" full face photo, and name change document if applicable.

The Dean of the College of Nursing will complete a certificate of endorsement for all graduating seniors and forward these to the South Carolina State Board of Nursing after graduation. When the State Board of Nursing for South Carolina determines eligibility of

applicants (usually within 30 days of graduation), an Authorization to Test form will be sent to applicants. Applicants schedule an appointment for the test and must bring the Authorization to Test form and acceptable forms of identification to the NCLEX administration.

LEGAL STANDARDS

Progression through the BSN curriculum does not guarantee eligibility to write the NCLEX-RN. If you have ever been convicted of a crime (excluding minor traffic violations) that involved paying a fine, forfeiting a bond, a suspended sentence, or receiving a pardon, you must notify the State Board of Nursing. Failure to report a past conviction is grounds for disciplinary action. NCLEX-RN applicants who have past criminal convictions must undergo Disciplinary Review by the State Board of Nursing for South Carolina prior to taking the NCLEX-RN. If the circumstances of a conviction apply to you, contact the State Board of Nursing for current, specific policies and procedures applicable to your situation.

DRUG AND ALCOHOL POLICY

Students enrolled in the College of Nursing are subject to the regulations found in the USC **Carolina Community** Student Handbook and Policy Guide <http://www.sa.sc.edu/carolinacommunity/> and the ethical standards of the Nursing profession as described in the **ANA Code of Ethics** <http://www.ana.org/ethics/chcode.htm>.

STATEMENT OF RESPONSIBILITY/WAIVER OF LIABILITY

Students attending certain events sponsored by the College of Nursing are to agree to specific requirements in order to participate, and also to sign the **Statement of Responsibility/Waiver of Liability form (Appendix I)**.

RESOURCES AND SUPPORT SERVICES

FINANCIAL ASSISTANCE

University financial aid programs are coordinated by the USC Office of Student Financial Aid and Scholarships located at 1714 College Street. Students interested in obtaining student aid are encouraged to submit a free application for Federal Student Aid and make an appointment with a financial aid counselor. In addition, the College of Nursing Office of Academic Affairs staff is available to assist students with obtaining information about financial aid opportunities specifically targeted to nursing students. College of Nursing scholarships are coordinated through Director of Student Affairs. Undergraduate students must be enrolled in at least 12 credits per semester to be eligible for College of Nursing scholarships. Scholarship applications (see the College of Nursing website: <http://www.sc.edu/nursing>) for the next academic year are due annually on February 15; deadlines for other sources of funding vary.

WITHDRAWAL FROM THE UNIVERSITY

Withdrawal from all courses constitutes withdrawal from the University. All full or part-time undergraduate students wishing to withdraw from the University or to discontinue enrollment from all courses for the semester should first consult with their academic advisor. To withdraw from the University, the student should follow the instructions on the Visual Information Process (VIP) at <http://vip.sc.edu> when requesting to drop the last course. In addition, staff on the Student Ombudsman Office located in the Russell House can provide information, referral assistance or counseling. Students requesting withdrawal for

extenuating circumstances after the penalty date (last day for W grade) should contact their academic advisor, the Director of Student Affairs and their course faculty. Students should be aware of the academic and financial consequences incurred by withdrawing from all courses. Financial Aid and Scholarship recipients should contact the Office of Financial Aid and Scholarships. University Housing residents should call Housing before withdrawing.

VISUAL INFORMATION PROCESSING (VIP)

Registration is coordinated by the Registrar's Office. The University of South Carolina Registrar's web page enables students to register via the internet and gain access to their personal information such as grades, financial aid, fees, and class schedule. The web site for registration is: <http://vip.sc.edu>. Computers with Internet access are available for nursing students in the Nursing Building. The most up to date information is posted on-line.

CHANGE IN NAME OR ADDRESS

A student must notify the Office of the Registrar, and the Office of Academic Affairs of any changes in name or address. Change of name requires presentation of legal documentation.

DROPPING AND ADDING COURSES

Any change in enrollment must be recorded with the Office of the Registrar. Students may check the Academic Calendar online at registrar.sc.edu/html/calendar.5yr/5YrCalendar.stm for last day to drop a course without a grade of "W" being recorded and for the last day to drop a course or withdraw without a grade of "WF" being recorded. Failure to complete the official course withdrawal process has serious implications for calculation of the final course grade and calculation of grade point averages. Students should discuss any potential changes with their advisors **prior to making the changes.**

LEAVE OF ABSENCE

Students who withdraw from the **University** and anticipate returning may request a Leave of Absence (See **Appendix A**). A space is not guaranteed if the student decides to return to complete the program of study. Students must apply for readmission to the University through the Undergraduate Admissions Office. Additional information can be found at the Undergraduate Admissions website: <http://www.sc.edu/admissions/apply> .

If an Upper Division student does not enroll for 2 consecutive semesters in clinical courses, the student will be required to seek approval and placement from the College of Nursing Student Affairs Committee. To begin the process, contact the Director of Student Affairs at the College of Nursing.

RESOLUTION OF DIFFERENCES

Students are encouraged to meet with their course faculty if they have academic work problems. Further procedures for resolution of differences are outlined in the Student Grievance Policy-Academic of the current *Carolina Community* and this handbook. For assistance with the USC Student Grievance Policy-Academic and/or the College of Nursing Student Grievance Policy-Academic or the USC Grievance Policy-Non-Academic, students are urged to contact the Director of Student Affairs.

INFORMATION RESOURCE CENTER (IRC)

IRC (Room 306) is available to all nursing students, faculty, and staff. The IRC encompasses a computer lab. The computers are equipped with a wide range of software packages including computer assisted instructional and testing programs. Additional resources include laptops that can be checked out on a limited basis (students are charged for late returns), a coin-operated copier and laser printing (for a nominal fee). There is a videotape viewing room and course-required videotapes can be checked out at the helpdesk and taken to the viewing room for viewing. Certain audio-visual and medical equipment can be reserved and checked out by nursing students in compliance with IRC policies. IRC hours are posted outside the entrance to the lab. Occasionally, the IRC will be closed to general student usage due to computer testing sessions, primarily at the end of semesters. Efforts are made to notify students in advance when these testing sessions are needed. The IRC director and helpdesk staff are available to answer questions and assist student and faculty with the use of resources.

CLINICAL SIMULATION LABORATORY (CSL)

The CSL (Room 105) provides simulated learning experiences for clinical courses and serves as a laboratory practice area for development of clinical skills. There are hospital beds with mannequins and bedside equipment. A wide range of medical equipment and supplies is available to support skills acquisition. Course and lab hours for this area are arranged by course faculty in collaboration with the Assistant Dean for Undergraduate Studies and the CSL Coordinator. These schedules as well as the overall CSL hours of operation are posted on the doors of CSL. Additional use is scheduled through the CSL Coordinator and must occur outside the scheduled course-related lab hours but within the CSL hours of operation unless special arrangements with the CSL Coordinator have been made.

DISTANCE EDUCATION INSTRUCTIONAL SERVICES (DEIS)

Undergraduate courses offered through distance education are listed in the Master Schedule with a J prefix to the course number. Undergraduate students enrolled in the BSN program may have courses delivered via satellite television, DVDs, video streaming, and Blackboard Course Management System. For the satellite television courses, students may choose to attend classes either in the College of Nursing studio classroom or from one of many remote reception sites located throughout the state at regional campuses of the University, technical colleges, and acute care facilities. Students who may not be able to attend a televised class at its regularly scheduled time may view the class session via video streaming if they have broadband or high-speed internet capability. The web address for accessing these class sessions is http://sc.edu/mediaservices/video/video_sc_edu.html . Enrollment in the course is required for access as well as login and password information. Contact Distant Education at 1-800-922-2577 for further information.

Most nursing courses, regardless of distance learning or on-campus only class options, use the Blackboard instructional system which allows USC faculty to create a secure course web site for class communications, posting assignments, posting readings, linking to complementary web sites, administering exams, and much more. In courses that use Blackboard, the course syllabus will provide basic information about accessing Blackboard (<https://blackboard.sc.edu>). More information about Blackboard is available at <http://www.uts.sc.edu/tts/blackboard.shtml>.

LIBRARIES

The Thomas Cooper Library (TCL), located on Greene Street (next to Russell House), offers many services. At the beginning of each semester the TCL holds orientation sessions. It is important to attend one of these orientations during the first semester of enrollment at USC. Personal computers for word processing, small individual carrels, and small rooms for study groups are available.

Access to library holdings at the TCL is available through the USC libraries website: <http://www.sc.edu/library/tcl.html> and click on the USCAN link. Computerized literature searches, microfiche readers, and photocopiers are also available for use at the library. A fee may be involved for some of these services.

Tours of the Thomas Cooper Library include an introduction to some of the electronic resources the library offers, are available at the beginning of each semester.

CAREER PLANNING AND PLACEMENT OFFICE

The Career Center, located on the sixth floor of the Darla Moore School of Business Building, helps students realize their career goals and locate employment upon graduation. Undergraduate students may take advantage of the excellent placement services in developing professional resumes and creating a placement file. For more information about this service you may contact the center at telephone 777-3166. Other employment opportunities are posted on various websites. One of these is <http://www.academickeys.com/?tag=HS040501/>

BOOKSTORES

The University Bookstore is located on the first floor of the Russell House and maintains a list of required texts for all courses. Several other bookstores such as the South Carolina Bookstore and Adams University Bookstore, located near campus, also sell required texts and academic supplies.

COUNSELING AND HUMAN DEVELOPMENT CENTER

All students will be seen free of charge on their initial visit to CHDC. Students who have paid the Health Fee portion of the University Fee: are eligible for 12 free sessions in the period between July 1 and June 30. Beyond 12 sessions: Students may continue beyond the 12 free sessions by paying a fee per session. Sessions without Student University or Health Services Fee: Currently enrolled students who have not paid the Student Health Service can receive counseling by paying a fee per session. The Division of Personal Development provides personal counseling to enhance personal growth. The Center provides both group workshops and individual counseling. The Center is located on the 7th floor of Byrnes, 777-5223.

VETERANS AFFAIRS OFFICE

This office, located in the Russell House, Room 316, 777-5156, informs veteran students of the opportunities associated with their benefits.

OFFICE OF STUDENT DISABILITY SERVICES

The Office of Student Disability Services located at LeConte College (777-6142), provides individualized support and accommodations for students with documented disabilities. Students must contact the office regarding the evaluation process. Upon determination of a qualified disability and appropriate accommodations, students receive a letter with

recommendation to present to faculty. No accommodation is allowed to be made by faculty without this letter in place.

UNDERGRADUATE STUDENT PROFESSIONAL ORGANIZATIONS

Students are encouraged to actively participate in campus organizations. Information about the organizations may be obtained in the Office of Academic Affairs.

- The Student Nurses Association (SNA) at USC is open for membership to any undergraduate nursing student.
- Invitation to membership in Sigma Theta Tau International Honor Society in Nursing is offered to second semester junior undergraduate students, who demonstrate academic excellence in the nursing program, leadership in community service, and a potential for scholarly excellence. Events sponsored by the College of Nursing chapter, Alpha Xi, occur throughout the academic year. More information may be found at: <http://www.sc.edu/nursing/alphaxi/index.html>
- Chi Eta Phi Sorority is an organization open to registered nurses and nursing students. This service oriented organization focuses on a broad range of special projects and educational programs.

COMMUNICATION

The major mode of communication between the College of Nursing and undergraduate students is through Blackboard. Undergraduate students will be enrolled into a Blackboard site designed for BSN or non-BSN prepared DNP students.

CAMPUS TRANSPORTATION

The University operates a campus shuttle service that operates during the fall and spring semesters, with limited operation during the summer, reading days, and holidays. Service is free to all USC students, faculty, and staff. Shuttle/Parking maps and schedules are available at Parking Services (Pendleton Street Parking Garage, ground floor), the "Askus" information desk at the Russell House, and at Vehicle Management.

<http://www.sc.edu/vmps/shuttle.html>

PARKING

Commuting students are required to register automobiles and have parking decals in order to park in various parking zones on campus. Students may also purchase spaces in the parking garages. A student can purchase a parking decal or a garage space at the Office of Parking and Vehicle Registration in the Pendleton Street Garage. A limited number of metered spaces are also available. To apply for a parking decal, go online at:

http://www.sc.edu/vmps/to_vip.html Information about cost and other parking regulations is available at <http://www.sc.edu/vmps/park.html>

LOUNGES

A lounge and canteen are located on the first floor of the College of Nursing. These areas offer informal meeting places for students between classes. Smoking is not permitted in these areas, since the College of Nursing is a smoke-free building.

EATING FACILITIES

The University operates nearby cafeterias at the Russell House and Capstone. Colloquium cafe is located outside of the Welsh Humanities Center. A number of fast food shops are located in the Russell House on the second level. Snack bars and other fast food services are found close to the central campus. More information about USC dining services is available at <http://www.sc.edu/dining/>.

UNIVERSITY FEE

The University Fee is comprised of the following areas: (1) Program Funds, (2) Athletic Fee, and (3) Health Fee. Students who pay the full University Fee are entitled to all of the student services on the USC campus. To find out if this applies to you, call the Office of Financial Services (Petigru) at 777-4233.

RECREATIONAL FACILITIES

The Strom Thurmond Fitness Center and the Blatt Physical Education Center offer many recreational opportunities for students, including racquetball, tennis, squash, weightlifting, swimming, aerobics, and an intramural sports program.

THOMSON STUDENT HEALTH CENTER

The Thomson Student Health Center, located behind the Russell House, offers treatment for illness or injury to all students who have paid the University Fee or on a fee-for-service basis. For additional information, please see the following website:

<http://www.sa.sc.edu/shs/tshc/>.

STUDENT LIFE/DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs at Russell House coordinates all extra-curricular activities on campus and offers many services, programs, and activities to enhance student life.

COPY CENTERS/COPYING

Many copy machines are available on campus. The machines require a small fee per copy. Several commercial copy services are located near campus. In addition to photocopying, these establishments also offer FAX service. A photocopier for student use is located in the College's IRC.

COLLEGE OF NURSING FIRE EVACUATION PROCEDURES

The Fire Evacuation Procedure must be used in the event of fires in the College. Although the fire alarms in the building are tested occasionally, any alarm lasting more than 20 seconds should be considered a signal that a real fire is occurring. In such an event, the Dean's Office will contact the 2 hall marshals on each floor to confirm that there is an actual fire. The hall marshals on each floor of the College will inspect their floors to make sure that all persons have left the building.

Students shall leave the building immediately. Those that exit on the first floor onto Greene Street should walk around to the second floor entrance past the bubble to meet others evacuated so that all individuals may be accounted for. A representative will then walk around to Greene Street to report to the fire fighters that the building is clear.

GRADUATION

APPLICATION FOR A DEGREE

To be eligible for graduation a student must meet all University and College of Nursing standards for receiving a degree. Candidates for degrees must file **formal applications** during the last semester before graduation **prior** to the deadline set by the Registrar's Office. This deadline usually falls during the first two weeks of the semester and is reflected on signs indicating "Planning to Graduate?" (Applications filed after the deadline result in a \$25.00 penalty fee and delay in receipt of diplomas.) Forms can be obtained in the Office of Academic Affairs or the Registrar's Office and the completed form should be turned in to the Office of Academic Affairs.

GRADUATION HONORS

Eligibility to graduate with honors is determined according to standards set by the University Registrar Office. However, non-BSN prepared DNP students are not eligible to graduate with honors. Recognition of honors at graduation is based on the Collegiate Summary GPA earned on all college work including that from other institutions; GPA is on credits earned up to and including the semester prior to graduation. The final semester is not included. Both the Collegiate GPA and the USC GPA must meet the requirement for honors. Students must complete at least 60 hours in residence at USC to be eligible for honors consideration.

The following are honors designations:

Summa Cum Laude: a Collegiate Summary GPA of 3.95-4.00

Magna Cum Laude: a Collegiate Summary GPA of 3.750-3.949

Cum Laude: a Collegiate Summary GPA of 3.500-3.749

With Honors from South Carolina Honors College: Any student who completes the requirements of the Honor College, regardless of the major or undergraduate degree, is awarded that degree "With Honors from South Carolina Honors College."

ALUMNI

The College of Nursing Alumni Society is a major support system for the College and offers several scholarships annually. Alumni are sent copies of *USC Nurse* and invited to attend the annual Alumni Meeting and Viana McCown Lectureship, an important annual event in the life of the College. All graduates are encouraged to notify the Society or the University of South Carolina Alumni Association of address changes.

APPENDIX A
University of South Carolina
Request for Leave of Absence from Upper Division
USC College of Nursing

Today's Date: _____

Name: _____
(Print or Type)

Student number: _____

1 Reason for this request: _____

2 Semester/year request is for: _____

3 Approved

Disapproved

Signed:

Assistant Dean for Undergraduate Studies/Graduate Director

I understand that by not continuing in the required sequencing of my program of study in the upper division, I am not guaranteed a place in the remaining nursing courses if I wish to re-enroll. I will be permitted to register in courses as space is available. I understand a lottery process may be necessary for selection of students if space is limited.

Student Signature _____

This form will not withdraw a student from the University

GF (8/21/07)

APPENDIX B

CODE OF ETHICS FOR NURSES WITH

INTERPRETIVE STATEMENTS

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment that are conducive to the provision of health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of profession and its practice, and for shaping social policy.

Source: American Nurses Association, July 2001

APPENDIX C

CORE PERFORMANCE STANDARDS

The USC College of Nursing requires all applicants and continuing students in all nursing programs to meet the following standards based on the Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCEN) Core Performance Standards.

Standard 1. Critical Thinking and Related Mental Abilities: Must have critical thinking ability sufficient for clinical judgment. Examples of necessary functional abilities associated with this standard include (not an all inclusive list): Has the ability to interpret, investigate, communicate, and comprehend complex situations; identify cause and effect relative to clinical situations under varying degrees of stress; must be able to read and comprehend detailed charts, reports, journal articles, books, etc; and capable of performing all arithmetic functions (addition, subtraction, multiplication, division, ratios, and simple algebraic equations).

Standard 2. Communication and Interpersonal Abilities: Must be able to read, write, speak, and comprehend English with sufficient skill to communicate effectively verbally and non-verbally. Must have interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. Examples of necessary functional abilities associated with this standard include (not all inclusive): Has the ability to establish rapport with clients and their families, peers, agency personnel, and faculty; explain treatment procedures, initiate health teaching; and document and interpret nursing actions and client responses.

Standard 3. Physical Activities: Must have physical abilities sufficient to move from room to room and maneuver in small spaces with gross and fine motor abilities sufficient to provide safe and effective nursing care. Examples of necessary functional abilities associated with this standard include (not all inclusive): Able to move around a client's room, work spaces, treatment areas and administer CPR; calibrate and use equipment; position and transfer clients; capable of pushing up to 200 pounds independently; capable of reaching 18 inches above head without the use of mechanical devices to elevate themselves; capable of sitting, standing, walking for extended periods of time; experience no limitations when bending, stooping, sitting, standing, walking (i.e. uses no mechanical devices to assist themselves which would impede the safety of a client), ability to move to and respond to an emergency situation in a timely manner, and able to document in a clear, legible manner.

Standard 4. Hearing: Auditory ability sufficient to monitor and assess health needs. Examples of necessary functional abilities associated with this standard include (not all inclusive): Able to hear auscultatory sounds, monitor alarms and emergency signals; able to tolerate loud noises for extended periods of time. Assistive devices must correct hearing to this degree and must be worn at all times during practicums.

Standard 5. Visual: Must have the visual ability sufficient for observation, assessment, and intervention necessary for nursing care. Examples of necessary functional abilities associated with this standard include (not all inclusive): Observe client response, accurately read equipment, gauges, and monitors,

vision correctable to 20/40, normal depth perception, and ability to distinguish colors and ability to tolerate offensive visual situations.

Standard 6. Smell: Smelling ability sufficient to monitor and assess health needs. Examples of necessary functional abilities associated with this standard include (not all inclusive): Having ability to differentiate between various types of smells, and ability to tolerate offensive odors.

(Approved by College of Nursing Faculty 3/26/04)

APPENDIX D



OFFICE OF THE VICE PRESIDENT FOR
ACADEMIC AFFAIRS AND PROVOST

UNIVERSITY OF SOUTH CAROLINA COLLEGE OF NURSING Student Background Check Internal Policy and Procedure Statement

Christine W. Curtis

Approved by Christine W. Curtis, Vice Provost for Faculty Development

8-14-09

Date

Terry Parham

Approved by Terry Parham, General Counsel

8-14-09

Date

UNIVERSITY OF SOUTH CAROLINA • COLUMBIA, SOUTH CAROLINA 29208 • 803/777-2808 • FAX 803/777-9502

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY INSTITUTION

**UNIVERSITY OF SOUTH CAROLINA
COLLEGE OF NURSING**

**Student Background Check
Internal Policy and Procedure Statement**

Background Check Policy

Healthcare providers are entrusted with the health, safety, and welfare of patients; have access to controlled substances and confidential information; and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student's suitability to function in such a setting is imperative to promote the highest level of integrity in healthcare services.

Clinical facilities are increasingly required by accrediting and federal guidelines, to conduct background checks for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment. To facilitate this requirement, educational institutions have agreed to conduct these background checks for students and faculty.

Clinical experiences are an essential element in the nursing curriculum. Students who cannot participate in clinical experiences due to criminal or other adverse activities that are revealed in a background check are unable to fulfill the requirements of the program. Additionally, many healthcare licensing agencies require individuals to pass a background check as a condition of licensure or employment. Therefore, it is in everyone's interest to resolve these issues prior to a commitment of resources by the student or the College of Nursing.

Background Check

The College of Nursing agrees to certain conditions for placement of students in clinical agencies/facilities through a formal contract between the University of South Carolina and the clinical agency/facility. One of these conditions is a background check. The following background checks are required:

1. ***Residence History Trace and Criminal Record Check for the past 7 years***
2. ***Check of the Nationwide Sex Offender Registry***
3. ***Social Security Number Verification***
4. ***Nationwide Healthcare Fraud and Scan***
5. ***U.S. Patriot Act – OFAC***
6. ***Check of any other registry or records required by law, accrediting agency, or specific agency.***

Students may not participate in clinical experiences if they have convictions of, plea of guilty, plea of nolo contendere (no contest), or pending criminal charges involving the

following:

- Crimes involving violence against a person including, but not limited to: murder, manslaughter, use of deadly force, assault and battery of a high and aggravated nature, assault and battery with intent to kill, sex crimes, abuse of children or the elderly, abduction and robbery.
- Crimes occurring within five years of application involving the distribution of drugs.
- Crimes occurring within five years of application involving illegal use or possession of weapons including but not limited to guns, knives, explosives or other dangerous objects.
- Crimes occurring within five years of application involving dishonesty or moral turpitude including but not limited to fraud, deception, embezzlement or financial exploitation (but not including shoplifting, petit larceny or bad check).
- Any other crime or pattern of criminal behavior which, in the Facility's opinion, warrants exclusion or dismissal from the student rotation at the Facility.

Student Responsibility

Prior to progressing to upper division or enrollment into graduate clinical courses, students will undergo a background check. The College of Nursing will provide the necessary information so that the student can have the background check performed by selected vendor.

1. Ordering Process

Selected vendor will provide background check services to students applying to the University of South Carolina College of Nursing. Selected vendor will issue a unique "Package Code" to the College of Nursing. This Package Code will be printed on the "Student Instruction Form," a 1-page document provided at no charge to the College of Nursing. These forms will be distributed to the students needing a background check. When the student enters the package code on the selected vendor secured web site, the code identifies their school of attendance, their screening requirements and the associated cost. The student then enters payment information and personal identifiers needed to process their order. Background checks will be conducted in an average of 2-3 business days. Once results are completed, students will receive an email notifying them that their background check is ready for review.

2. Sharing Results

Each student is given a unique password which they use, along with the last 4 digits of their Social Security Number, to access their results directly from the selected vendor home page. The results will be accessible in an unalterable PDF format which can be viewed or printed by the student. The student can provide their unique password to ANY person or group they wish to share their background check.

3. Online Management System

Selected vendor will provide access to its Online Student Record Management System to authorized administrators at the University of South Carolina College of Nursing. The College of Nursing will ensure confidentiality of the results by only providing results to the appropriate clinical agencies.

4. Student Deadlines

The undergraduate/graduate student must submit to a background check within 90 days of the first clinical course. If the first clinical course begins in the fall, background check must be done between June 1 and June 30. If the first clinical course begins in the spring, the background check must be done between November 1 and November 30. If the first clinical course begins in the summer, the background check must be done between April 1 and April 30. Students who do not follow this time frame will be dropped from courses. Students will be reinstated in courses when the background check has been completed. However, there is no guarantee that the student will be able to register for the preferred course sections or clinical groups.

Background Check Findings

If a "problem" background check is returned, the student will meet with the Assistant Dean of Graduate or Undergraduate Studies to discuss the "problem." If the student believes that the background check is in error and can provide proof, the student will be given an opportunity to produce this proof. If the student is unable to refute the background check findings, the student will be ineligible for progression to the upper division or admission to the graduate clinical courses.

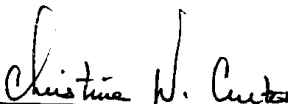
All students are required to report to the Assistant Dean for Graduate or Undergraduate Studies any criminal charges, other than minor traffic violations, that occur after the background check is completed. Failure to report such criminal charges will result in expulsion from the College of Nursing.

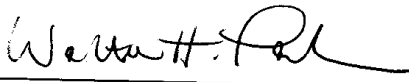
APPENDIX E



OFFICE OF THE VICE PRESIDENT FOR
ACADEMIC AFFAIRS AND PROVOST

UNIVERSITY OF SOUTH CAROLINA
COLLEGE OF NURSING
Student Drug Screening
Internal Policy and Procedure Statement


Approved by Christine W. Curtis, Vice Provost for Faculty Development 8-14-09
Date


Approved by Terry Parham, General Counsel 8-14-09
Date

**UNIVERSITY OF SOUTH CAROLINA
COLLEGE OF NURSING**

**Student Drug Screening
Internal Policy and Procedure Statement**

Drug Screening Policy

The University of South Carolina is concerned with both the welfare of the University community and the academic and personal development of each student. The University strives to create a healthy environment where the illegal and/or improper use of drugs does not interfere with learning, performance or development. Abuse of drugs disrupts this environment and places at risk the lives and well-being of the members of the university community, as well as the potential for students to contribute to society. It is important for all members of the University community to take responsibility for preventing the illegal and/or improper use of drugs from negatively affecting the community's learning environment and the academic, physical and emotional well-being of its students (Carolina Community).

Drug Screening

As a condition of admission to the College of Nursing upper division or graduate clinical courses, each student will be required to submit to a drug screening, and submit, as requested, to additional screenings once enrolled in the College. Refusal by a student to submit to drug screening will result in dismissal from the College of Nursing. Admission will be withdrawn for a student screening positive. However, students taking prescription medications that would cause a positive drug screen will have an opportunity to submit proof of their prescription to a selected vendor staff physician. Any student who voluntarily reports a chemical dependency problem will be referred to USC's Office of Judicial Affairs. Conditions, if any, for continued participation in the College of Nursing Program will be within the discretion of the Assistant Dean for Graduate or Undergraduate Studies. For example, the student may be allowed to continue in didactic courses pending action by the Office of Judicial Affairs. The student will submit to drug screens as requested by the College of Nursing and/or the Office of Judicial Affairs, and will be dismissed from the College of Nursing if a positive drug screen is obtained. The University of South Carolina Statement of Policy regarding drug use is the foundation for this policy statement (Drug Policy for University Students Policy # STAF 3.18; <http://sc.edu/policies/staf/staf318.html>). However, the College of Nursing Drug Policy and Procedure Statement applies specifically to the College of Nursing.

Urine samples submitted by University of South Carolina College of Nursing students will be analyzed for the presence of the following substances:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Ethanol

- Marijuana
- Merperidine
- Methadone
- *Methaqualone*
- Opiates
- Oxycodone
- Phencyclidine (PCP)
- Propoxyphene

This list may be amended at any time by the College of Nursing

Student Responsibility

Prior to progressing to upper division or enrollment into graduate clinical courses, students will undergo a drug screening. The College of Nursing will provide the necessary information so that the student can have the drug screening performed through selected vendor.

1. Ordering Process

Selected vendor will facilitate drug screening services to students applying to the University of South Carolina College of Nursing. Selected vendor will issue a unique "Package Code" to the College of Nursing. This Package Code will be printed on the "Student Instruction Form," a 1-page document provided at no charge to the College of Nursing. These forms will be distributed to the students needing a drug screening, along with a chain of custody form.

- a. When the student enters the package code on the selected vendor secure web site, the code identifies their school of attendance, their screening requirements and the associated cost. The student then enters payment information and personal identifiers needed to process their order.
- b. The College of Nursing student will take the chain of custody form to LabCorp or AccuDiagnostics for submission of urine sampling. Drug screenings will be conducted in an average of 2-3 business days. Once results are completed, students will receive an email notifying them that their drug screening is ready for review.

2. Sharing Results

Each student is given a unique password which they use, along with the last 4 digits of their Social Security Number, to access their results directly from the selected vendor home page. The results will be accessible in an unalterable PDF format which can be viewed or printed by the student. The student can provide their unique password to ANY person or group they wish to share their drug screening.

3. Online Management System

Selected vendor will provide access to its Online Student Record Management System to authorized administrators at the University of South Carolina College of Nursing. The College of Nursing will ensure confidentiality by only providing results to the appropriate clinical agencies.

4. Student Deadlines

The undergraduate/graduate student must submit to a drug screen within 90 days of the first clinical course. If the first clinical course begins in the fall, drug screen must be done between June 1 and June 30. If the first clinical course begins in the spring, the drug screen must be done between November 1 and

November 30. If the first clinical course begins in the summer, the drug screen must be done between April 1 and April 30. Students who do not follow this time frame will be dropped from courses. Students will be reinstated in courses when the drug screen has been completed. However, there is no guarantee that the student will be able to register for the preferred course sections or clinical groups.

Admission/Readmission after a Positive Drug Screening

A student whose admission is withdrawn, or who is suspended from the College of Nursing as a result of a positive drug screen, will be considered for readmission if the following conditions are met:

- Meeting with USC Office of Judicial Affairs
- Completion of the Choices Group conducted by the Counseling and Human Development Center
- Completion of any sanctions from the Office of Judicial Affairs
- Submission to a drug screening prior to admission/readmission. This drug screening will be at the student's expense. A positive drug screening will result in permanent ineligibility for admission/readmission to the College of Nursing
- Submission to drug screening, as requested by the College of Nursing, after admission/readmission. This drug screening will be at the student's expense. A positive drug screening will result in permanent dismissal from the College of Nursing.

APPENDIX F

UNIVERSITY OF SOUTH CAROLINA COLLEGE OF NURSING CLINICAL REQUIREMENTS INFORMATION FORM

SPRING 20__ SUMMER 20__ FALL 20__

Name: _____ (H) _____ (C) _____
Last First MI Phone

Address: _____
Number and Street City State Zip

Program: () BSN SSN _____ () Graduate SSN: _____

HEALTH INFORMATION

(Health Information must not expire during the semester you are registering for)

HEALTH INFORMATION FORM MAY NOT BE SUBMITTED UNLESS ALL REQUIRED DOCUMENTATION IS ATTACHED. PHOTOCOPIES OF ORIGINAL DOCUMENTS ARE ACCEPTED.

Completed form with appropriate documentation attached must be submitted to the Office of Undergraduate Studies (OUS) or the Office of Graduate Studies (OGS) no later than **December 1** for Spring and no later than **May 1** for Summer and **June 1** for Fall semesters. Each item of the health requirement must NOT expire during the semester. **Failure to submit this form by the deadlines of December 1 or June 1 will result in the non-release of registration holds.**

1. () PPD (within the last 12 months). **The Two Step PPD** test (Mantoux) is required in the first semester of upper division or first clinical course in the graduate program and then one PPD every 12 months afterwards. The tine test or the monovac test is not acceptable. Attach documentation of results. If your PPD is positive, you must attach one of the following types of documentation: (a) chest x-ray taken within the last 12 months indicating no signs of active TB; (b) physician's statement stating chest x-ray not needed or (c) documentation of being currently under treatment with Isoniazid (INH).

2. () Tetanus/Diphtheria (within 10 years). *Td* immunizations are required every 10 years. You must attach documentation with your first health form. If you must re-immunize, you will need to present documentation of the subsequent immunization.
3. () Rubella Titer
4. () Rubella Titer
5. () Chicken Pox (Varicella) Titer

If titers listed above are negative, you must provide documentation of the negative titer as well as booster injection. You are not required to get an additional titer after a booster injection. MMR vaccine and its component vaccines should not be administered to women known to be pregnant. Because a risk to the fetus from administration of these live virus vaccines cannot be excluded for theoretical reasons, women should be counseled to avoid becoming pregnant for 28 days after vaccination with measles or mumps vaccines or MMR or other rubella-containing vaccines.

6. () Positive HBV: Titer (Anti HBs)
If titer is negative, **HBV** immunization is required. Full immunization consists of three injections administered over a six months period followed by a positive titer. Students must begin the series prior to clinical course registration. Evidence of a positive titer must be provided prior to next semester course registration.
7. () Bloodborne Pathogens (Within the last 12 months). Validation of **Bloodborne Pathogens** content is required every 12 months. Go online to <http://ehs.sc.edu/modules/BBP/bbpnursingstudents.htm> to complete the test. You will need to insert a pseudo SSN (5 zeros then the last 4 digits of your SSN) to complete the post test. Print the certificate after you have successfully completed the test.
8. () CPR certification. **CPR** certification must be current. CPR certification must be completed through the following course: **Basic Life Support for Health Care Providers (American Heart Association)**
9. () Signed and Dated Copy of the College of Nursing Handbook Form verifying that you have read and understand the contents. This form is required every 12 months. Go online to <http://www.sc.edu/nursing/student/HandbookSignature.pdf> to find the form.

10. () Criminal Background Check and Drug Screen. This must be completed through the College of Nursing approved vendor. Graduate students can find instructions on how to complete in Blackboard.

11. () Nametag. Graduate students can find instructions on how to complete in Blackboard.

12. I am licensed to practice nursing in:

(State) (Registration #) (Renewal #) (Expiration mo/day/yr) (Verified By)

(State) (Registration #) (Renewal #) (Expiration mo/day/yr) (Verified By)

THE COLLEGE OF NURSING DOES NOT MAKE COPIES OF CLINICAL HEALTH REQUIREMENTS DOCUMENTATION. STUDENTS ARE RESPONSIBLE FOR MAKING COPIES OF THEIR DOCUMENTATION PRIOR TO TURNING THE INFORMATION IN TO THEIR DEPARTMENT.*

***PLEASE NOTE: THIS IS ALSO APPLICABLE TO STUDENTS WHO HAVE GRADUATED OR ARE NO LONGER IN OUR PROGRAM.**

I CERTIFY THAT ALL INFORMATION IS CORRECT AND THAT THE ATTACHED DOCUMENTATION IS TRUE AND ACCURATE.

I AUTHORIZE OUS/OGS TO RELEASE THIS INFORMATION TO THE AGENCIES WHERE I HAVE CLINICALS.

(Signature of Student)

(Date)

APPENDIX G

BLOODBORNE PATHOGENS

EXPOSURE CONTROL PLAN

FOR

NURSING STUDENTS

**College of Nursing
University of South Carolina
Columbia, South Carolina**

A. Introduction

The College of Nursing contracts with many agencies to provide clinical experience for students. Each clinical placement must have a policy for protection against bloodborne diseases in effect, and available for the students and must provide personal protective equipment required by the clinical placement site for students. The students are governed by the College of Nursing policies and procedures as well as the policies for teach clinical placement.

B. Purpose

The policies and procedures in this manual are intended to:

1. Eliminate or minimize student occupational exposure to blood and other potentially infectious materials.
2. Decrease risk of disease from bloodborne pathogens through education and immunization.
3. Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030

C. Exposure Determination

Hepatitis B is an inflammation of the liver. The virus is transmitted by exposure to infectious body fluids, usually blood or blood components. Bloodborne pathogens may be transmitted in the following ways during work activities:

- * injuries from sharps
- * skin or eye contact
- * scratches or cuts
- * bites or wounds

Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result during the performance of direct patient care.

Although universal precautions can provide some protection from exposure to Hepatitis B (HBV), Hepatitis C (HCV), and AIDS (HIV) pre-exposure risks are defined based on the probability of exposure to potentially infectious materials.

All students taking clinical courses in which they have direct patient contact or who practice in the clinical laboratory in the College of Nursing are considered to be at risk for exposure to blood and certain body fluids.

D. Compliance Methods

1. Universal precautions will be observed at the College of Nursing and at each clinical placement in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

2. Hand washing facilities shall be made available to students who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. *(If hand washing facilities are not feasible, USC will provide either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. If these alternatives are used then the hands are to be washed with soap and running water as soon as feasible.)*

3. Work practice controls:

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, students are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. This would include all areas in the labs. Food and beverages aren't to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

4. Engineering Controls

Contaminated needles and other contaminated sharps shall not be bent, recapped or removed unless it can be demonstrated that no alternative is feasible or that such action is required by a specific procedure. Such bending, recapping or needle removal must then be accomplished through the use of a mechanical device or a one-handed technique. Shearing or breaking of contaminated needles is prohibited.

Immediately after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed. These containers shall be puncture resistant, labeled or color-coded, and leak proof on the sides and bottom.

5. Implementation of safer medical devices

The Needle-stick Safety and Prevention Act, was signed into law on November 6, 2000, in response to the advances made in technological developments that increase employee/student protection. Safer medical devices replace sharps with non-needle devices or incorporate safety features designed to reduce the likelihood of injury.

Safer medical devices that are appropriate, commercially available, and effective must be implemented. An effective safer medical device is one that, based on reasonable judgment, will decrease the risk of an exposure incident involving a contaminated sharp.

Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.

6. Safety Procedures

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

All procedures will be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

Specimens of blood or other potentially infectious materials will be placed in a container that prevents leakage during the collection, handling, processing, storage, and transport of the specimens. The container used for this purpose will be labeled or color-coded.

Any specimens that could puncture a primary container will be placed within a secondary container that is puncture resistant. If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container that prevents leakage during the handling, processing, storage, transport, or shipping of the specimen.

7. Personal Protective Equipment

The laboratory supervisor or the safety officer in each clinical placement is responsible for ensuring that the following provisions are met. All personal protective equipment used at the facility will be provided without cost to students. Students are required to purchase certain equipment at the beginning of the upper division for used in the CSL, such as goggles and person CPR masks. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the students clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time the protective equipment will be used.

a. PPE Use

The laboratory or clinical supervisor or the safety officer in each clinical placement is responsible for ensuring that the following policies are met. Each department shall ensure that the students uses appropriate PPE unless the supervisor shows that student temporarily and briefly declined to use PPE when under rare and extraordinary circumstances, it was the supervisor's professional judgment that in the specific instance its use would have prevented the delivery of healthcare or posed an increased hazard to the safety of the student or co-worker. When the supervisor makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

b. PPE Accessibility

Personal protective equipment used in the clinical facilities will be provided without cost to the students. Each clinical site shall ensure that appropriate PPE in the appropriate sizes is readily accessible at the worksite. Hypoallergenic gloves, glove liners, powder less gloves, or other similar alternatives shall be readily accessible to those students who are allergic to the gloves normally provided.

c. PPE Cleaning, Laundering and Disposal

All garments which are penetrated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area. When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

d. Gloves

Gloves shall be worn where it is reasonably anticipated that student will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; when performing vascular access procedures and when handling or touching contaminated items or surfaces.

Disposable gloves used at clinical placement sites are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

e. Eye and Face Protection

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Situations at each clinical placement which would require such protection would be listed in each agency's policies.

8. Housekeeping Procedures

Each clinical site shall ensure the worksite is maintained in a clean and sanitary condition and meets the following. An appropriate written schedule for cleaning and method of decontamination is based upon the location within the facility, type or surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as at the end of the work shift if the surface may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis.

Any broken contaminated glassware will not be picked up directly with the hands. Dustpans and hand brooms or forceps/ tongs are available for use.

Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires students to reach by hand into the containers where these sharps have been placed.

9. Regulated Waste Disposal

The second container shall be labeled or color coded to identify its contents.

Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose students to the risk of percutaneous injury. Disposal of all regulated waste shall be in accordance with applicable federal, state and local regulations, and follow the USC Infectious Waste Management Plan.

10. Disposable Sharps

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are capable of being sealed, puncture resistant, leak proof on sides and bottom and labeled or color coded.

During use, containers for contaminated sharps shall be easily accessible to students and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries).

The containers shall be maintained upright throughout use and replaced routinely and not be allowed to overfill.

When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

The container shall be placed in a secondary container if leakage of the primary container is possible. The second container shall be capable of being sealed, constructed to contain all contents and prevent leakage during handling, storage and transport, or shipping.

11. Other Regulated Waste

Other regulated waste shall be placed in containers that are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping. The waste must be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

12. Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible and will not be sorted or rinsed in the area of use. Such laundry will be placed in appropriately marked (biohazard labeled, or color-coded red bag) bags at the location where it was used. Students should refer to each clinical site's policies on the handling of contaminated linen.

13. Labels and Signs

Each clinical site or lab shall ensure biohazard labels are affixed to containers of regulated wastes, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport, or ship blood, or other potentially infectious materials.

The universal biohazard symbol shall be fluorescent orange or orange-red. Red bags or containers may substitute for labels; however, regulated wastes must be handled in accordance with the rules and regulations of the organization having jurisdiction. (DHEC)

14. Hepatitis B vaccines, Evaluation and Follow Up

All Students, before beginning their clinical rotations, must complete the Hepatitis B vaccination series, show medical documentation of immunity status, or have a physicians' letter showing inability to take the vaccine. The vaccination series is available through private physicians, the health department, or Thomson Student Health Center. No student will be allowed to continue clinical courses unless documentation of training and vaccination is proved to the Office of Academic Affairs.

It is recommended that a Hepatitis B antibody titer be drawn no sooner than 1 to 3 months after the last dose of vaccination series. If titer is negative, it is recommended that the series be repeated once.

15. Bloodborne Pathogen Exposure Protocol (Revised July 2008)

This protocol applies to all USC Columbia campus employees, student employees and all other USC students who have an exposure to human blood or body fluids.

Exposures through sexual contact are not included in this protocol.

If skin is punctured by a contaminated sharp, or broken skin or mucous membrane is splashed with blood or body fluid, IMMEDIATE personal action is required.

1. If possible, wash or flush the exposed area with soap and/or water immediately.
2. Notify faculty member immediately after step one. If in clinical site, notify charge nurse right away. Complete clinical agency incident report if instructed to do so by charge nurse. **Blood needs to be drawn from the source patient immediately if possible for hepatitis C, Hepatitis B surface antigen, and Stat HIV.** Ask that source patient lab reports results be faxed to Donna Wall 434-8644.
3. *If exposure occurs 8am-4pm*, page Exposure nurse (Donna Wall at Richland Family Practice) at 303-0035. Alternate telephone numbers are: 434-2479 or 434-6116. She will discuss all steps which need to be followed. If instructed, Proceed to 3209 Colonial Drive (Richland Family Practice).
4. *If exposure occurs after hours, on weekends or holidays*, report to the Emergency Department at Palmetto Richland Memorial Hospital and state that exposure occurred while functioning as an USC student or employee.
5. Faculty members are to notify the Director of Student Affairs at 608-6770. If unable to contact the Director, call the Office of Academic Affairs at 777-7412. The faculty member will be responsible to submit a USC incident report to the Director of Student Affairs by the next working day.

Workers' Compensation covers the following populations who experience a Bloodborne pathogen exposure while working or at clinical:

- All university employees and apprenticeship students in the Colleges of Education, Exercise Science, Medicine, Nursing, Pharmacy, Physical Therapy, and Social Work.
- Work study students and graduate assistants who are exposed while on the job.

Those working in satellite clinics and hospitals outside of Columbia area should familiarize themselves with the site's policies about exposures prior to beginning patient care. If an exposure occurs, call the site's occupational health/infection control nurse or seek treatment at the nearest hospital emergency department if after hours.

All exposure incidents in the clinical agencies and the client-simulated laboratory (CSL) shall be reported, investigated, and documented. If an exposure occurs and there is no faculty present, the student must notify faculty and/or the Office of Academic Affairs as soon as possible.

Students who suffer a **Non-Job Related/Non clinicals related Bloodborne Pathogen**

Exposure during an enrolled academic session:

- Should report to the Thomson Student Health Center for initial evaluation and referral. If the TSHC is closed, students may seek care at the Palmetto Richland Hospital Emergency Department. If away from Columbia area, the student should report to the nearest hospital emergency department.

16. Post Exposure Evaluation and Follow-up

Following the report of an exposure incident, the university shall make immediately available to the exposed student a confidential medical evaluation, post-exposure evaluation and follow-up. Documentation of the routes of exposure, circumstances under which the exposure incident occurred, and other information related to the exposure incident, shall be addressed by the licensed physician or other licensed healthcare professional who is evaluating the exposure incident.

17. Information and Training

The College of Nursing will require training for Bloodborne pathogens for all nursing Students to include:

- a. An explanation of the methods of transmission of bloodborne pathogens;
- b. An explanation of the modes of transmission of bloodborne pathogens;
- c. The recognition of tasks what would involve potential exposure;
- d. An explanation to the use and limitations of methods to reduce exposure, for example engineering controls, work practices and PPE;
- e. Information of the types, uses, locations, removal, handling, decontamination, and disposal of PPE;
- f. Information on the Hepatitis B Vaccine, including efficacy, safety, method of administration, benefits, and where it may be obtained;
- g. Information on the appropriate actions to take and persons to contact in an emergency involving blood and other potentially infectious materials;

- h. An explanation of the procedures to follow if an exposure incident occurs including the method of reporting and medical follow up;
- i. Information of the evaluation and follow-up suggested after an exposure incident;
- j. An explanation of the signs, labels, and color-coding system.
- k. College of Nursing Bloodborne Pathogen Exposure Protocol.

18. Evaluation and Review

The Safety Committee is responsible for annually reviewing this policy and procedures and its effectiveness and for updating the program as needed.

E. Safe Practice Guidelines

All students of the College of Nursing shall follow all of the rules, regulations and guidelines on the institution in which they are providing patient care. All students will practice “Universal Precautions” when dealing with patients. Universal Precautions consist of the following:

- a. All students should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn when any potential exists for contact with blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaced soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Glove should be changed after contact with each patient and hands are to be washed. Masks and protective eye wear or face shields should be worn during procedures that are likely to involve droplets of blood or other body fluids. Gowns should be worn during procedures that are likely to generate splashes of blood or other body fluids.
- b. Hands and other skins surfaced should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed and before contact with patients.
- c. All students should take precautions to prevent injuries cause by needles scalpels, and other sharp instruments of devices during procedures, when cleaning used instruments, during disposal of used needles, and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. When possible, needle-less alternatives should be utilized. After use sharps should be placed in puncture-resistant container for disposal.
- d. Mouth-to-mouth resuscitation devices should be available in areas in which the need for resuscitation is possible.
- e. Students who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
- f. Students with pink sclera and/or drainage from eyes should seek medical care and diagnosis prior to any contact with patients or patient-care equipment.
- g. Students with a fever greater than 100 F should seek medical care and diagnosis prior to any patient contact.
- h. Students with active vomiting or diarrhea should refrain from all direct patient care.

APPENDIX H
UNIVERSITY OF SOUTH CAROLINA
COLLEGE OF NURSING

Undergraduate Student Grievance Policy-Academic

The purpose of this policy is to inform students of their rights and responsibilities regarding the academic issues cited below.

1. **Protection of freedom of expression.** Students should be free to take reasoned exceptions to the data or views offered in any course of study and to reserve judgment about matters of opinion. They are responsible, however, for learning the content of any course of study for which they are enrolled.
2. **Protection against improper academic evaluation.** Students should have protection, through orderly procedures, against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. **Protection against improper disclosure.** Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered as confidential. Protection against improper disclosure is a serious professional obligation. Judgments about a student's ability and character may be disclosed under appropriate circumstances, normally with the knowledge and consent of the student.

Student Grievance Process

If a student perceives that any of the protections described above have been violated, the student should initiate resolution through the following channels and in the sequence indicated.

1. Discuss the issue with the faculty member involved in the alleged violation. The discussion must take place within 30 calendar days after the end of the semester during which the alleged incident occurred. If the complaint is not resolved with the faculty involved:
2. Notify the Director of Student Affairs (Director), who will explain the grievance policy and the student's rights and responsibilities. The Director will assist the student in completing a written narrative describing the alleged violation of the protections described above. The narrative must contain the nature of the problem or complaint, reasonable evidence to support the case, background material, and a description of what has been done to resolve the problem.
3. Meet with the Assistant Dean for Undergraduate Studies (Assistant Dean)

and submit the written narrative describing the alleged violation. The Assistant Dean will send to the student a written response within 10 regular working days following the meeting. If, after receiving the Assistant Dean's response, the complaint is not resolved to the aggrieved student's satisfaction, the student must notify the Assistant Dean within 10 working days of receiving the letter and request a grievance hearing. The Assistant Dean will appoint an Ad Hoc Grievance Committee of four faculty members, one of whom will serve as chair, and three students to conduct the grievance hearing. The grievance hearing will be held within 10 regular working days of the student's request. The Assistant Dean will distribute the written narrative of the student's grievance to the Ad Hoc Grievance Committee and the faculty alleged to have caused the violation at the time of appointment to the Ad Hoc Committee.

4. Attend the grievance hearing and present the alleged violation(s) to the Ad Hoc Grievance Committee and answer questions. The faculty member(s) who is alleged to have caused the grievance has the right to be present during all presentations of evidence to the Committee. The student and the faculty member may call witnesses. However, the Chair of the Ad Hoc Grievance Committee must be notified in writing at least 24 hours before the hearing of the names of all witnesses and the reason each witness has been called.

It is the responsibility of the student and the faculty member, respectively, to arrange for the appearance of witnesses. The Assistant Dean may not attend the grievance hearing.

The Ad Hoc Grievance Committee must schedule a hearing; inform the faculty involved in writing and schedule his/her appearances at the hearing; maintain accurate, confidential records of the case; conduct the hearing in a fair and impartial manner; and inform the student and the faculty member(s) of the decision within two regular working days of the hearing.

Appeal

1. Undergraduate students may file an appeal of the decision of the Ad Hoc Grievance Committee within ten working days of receipt of the finding of the Ad Hoc Grievance Committee to the Dean of the College of Nursing. The appeal must be based upon procedural error that resulted in a biased decision; newly discovered evidence; or upon the fact that the penalty imposed is not appropriate to the violation.
2. If the Dean finds merit in any of the above claims, the Dean will appoint a new Ad Hoc Grievance Committee, which will conduct a new grievance hearing. If the Dean does not find merit to the student's claims, the finding(s) of the Ad Hoc Grievance Committee will be upheld. The decision of the Dean is final.
3. A faculty member who feels aggrieved as a result of student grievance proceedings have the right to appear before the University Faculty Grievance Committee and present his/her case to the Committee. The process is described in the Faculty Manual.

APPENDIX I
University of South Carolina
College of Nursing

Statement of Responsibility/Waiver of Liability (Approved 2/22/05)

In consideration of my (self, son, daughter) being permitted to participate as a student in the _____ activity/program administered by the University of South Carolina College of Nursing, I hereby certify that I understand and agree with the following terms of my participation in the program and I do hereby release the College of Nursing and University of South Carolina from liability and assume the risk and financial responsibilities as follows:

1. I understand that I am subject to all laws of the state I am traveling in/to. I agree to conduct myself in a manner that will comply with the regulations of the College of Nursing and University of South Carolina including but not limited to the Student Code of Conduct.
2. I understand that I am financially responsible for any personal health and or hospitalization needs during my participation in the stated activity/program.
3. I agree to carry vehicle collision and/or bodily injury liability insurance on my personal vehicle if utilized in this activity/program. I understand that the College of Nursing and University of South Carolina is not responsible for any damages or injuries related to travel to or from the stated activity/program.
4. I expressly understand and agree to hold harmless the College of Nursing and the University of South Carolina, their agents, affiliates, officers and employees from any and all claims and causes of action for damage to or loss of property, personal illness or injury or death arising out of my participation in this program.

I have read and understand the above provisions and agree to be bound thereby.

Signature of Participant Date

Name (please print)

If the above-signed is not 18 years of age at the date of the signing, this form must also be signed by the participant's parent or legal guardian below.

As the parent or legal guardian of the participant whose signature appears above, I have read and understand the conditions outlined above, have given my child or ward permission to participate in the program, and agree to be bound by the conditions outline above as if I myself had signed above.

Signature of Parent/Legal Guardian Date

Name (please print)

APPENDIX J
(Student Handbook Form)

I acknowledge that I have read the entire
College of Nursing

Undergraduate Student Handbook ____

Initial here

Graduate Student Handbook ____

Initial here

Initial beside the appropriate handbook(s) found at
<http://www.sc.edu/nursing/student/student.html>

I understand that I am responsible for the
policies and procedures stipulated in this
handbook.

If I have questions, I will contact the
appropriate College of Nursing
representative.

Student Name (Print) _____

Student Signature _____

Date _____

APPENDIX K

COLLEGE OF NURSING
UNIVERSITY OF SOUTH CAROLINA
COLUMBIA CAMPUS

REQUEST FOR APPROVAL OF SEMESTER HOURS OVERLOAD

PRINT NAME: _____ SSN: _____

The College of Nursing rules provide that a student may not take more than **18 hours** in any semester or more than **6 hours** in any summer session without the advance approval of the Assistant Dean for Undergraduate Studies.

SEMESTER: Year _____ Fall _____ Spring _____ Summer _____

COURSE(S) REQUESTED FOR OVERLOAD	CREDIT HOURS

Please list the courses in which you are currently enrolled (your schedule without the course(s) from above):

COURSES	CREDIT HOURS

Total hours (all courses including overload request) _____ Current GPA _____

Note: taking an overload each semester is not a means for accelerated graduation and is not without academic risk.

Student's Signature: _____ Date: _____

Approved by: _____
Assistant Dean for Undergraduate Studies

Please return completed form to the College of Nursing, WMBB Room 208, or fax to (803)777-0616.