Student Handbook

Revised August 2016
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To Our Nursing Students:

This Handbook is designed to facilitate your progression through the nursing curriculum and should be maintained throughout the program as a primary reference.

The policies, guidelines and resources are applicable to the Nursing Program and are consistent with those of Middle Georgia State University. Policies of the College are outlined in the MIDDLE GEORGIA STATE UNIVERSITY CATALOG. A list of Students’ Rights and Responsibilities are outlined in the MIDDLE GEORGIA STATE UNIVERSITY STUDENT HANDBOOK which can be accessed through the Current Students web page at www.mga.edu.

All course specific policies will accompany the course syllabus. Inherent in all policies of the College and the Nursing Program is the student's right to due process.

Every effort is made to ensure that each student is aware of and has access to the contents of this handbook. An annual review and updating of the handbook is conducted to ensure its consistency with any changes resulting from ongoing program evaluation and curriculum revision. The most current nursing student handbook is maintained on the School of Health Sciences web site.*

If you have questions or concerns regarding matters not addressed by the content of this handbook, please contact:

School of Health Sciences
Telephone: Macon 478-471-2761 or 478- 471-2762
1-800-272-7619 ext. 2761 or 2762
Cochran 478-934-3057
Dublin 478-275-6808

* The Nursing Student Handbook is subject to change with due notice to students. Any revisions to policies, guidelines, or resources will be distributed to students. The most recently revised copy of the Nursing Student Handbook will supersede all previous publications of the document.
Mission Statement

The mission of the Middle Georgia State University Nursing Program is to provide quality evidence-based nursing education to a diverse student population. The purpose of the nursing programs is to prepare culturally sensitive graduates who are committed to provide safe and effective nursing care through health promotion and disease prevention and are able to use clinical reasoning skills in the provision of care.

Philosophy

The nursing programs, as integral parts of Middle Georgia State University, are grounded in the arts, sciences, and humanities, are dedicated to the pursuit of higher learning, and to the improvement of human health by educating health practitioners to provide exemplary health care. Nursing education, as envisioned by the faculty, is based on an eclectic theoretical design that is drawn from the works of several nursing theorists such as Watson’s Caring Theory (1979), Quality Caring Model by Duffy & Hoskins (2003), Benner’s Novice to Expert (1984), and Leininger’s Transcultural Nursing Model (1991) among others. The body of knowledge that we identify as “nursing” includes nursing theory, nursing skills and competencies used in providing care, knowledge of and preparation for the varied practice roles of professional nursing, the unique altruistic caring behaviors, and practices embodied in professional nursing.

The mission of Middle Georgia State University is to serve the educational needs of a diverse population through high quality programs connected to community needs in a global context and to serve as a leader for the intellectual, economic and cultural life of the region. Consistent with this mission, the Middle Georgia State University Nursing Programs seek to provide quality evidence based nursing education to a diverse student population and to prepare culturally sensitive graduates who are committed to provide safe and effective nursing care. The nursing faculty believes in providing nursing education programs that facilitate the education of nurses at both the Associate and Baccalaureate levels. We believe in affordable and accessible professional degree programs that lead to rewarding careers that enhance the economic vitality of central Georgia. We believe in providing educational opportunities for the career mobility and professional development of nurses. Both the Associates and the Pre-Licensure Programs provide graduates with the knowledge to enter practice as a licensed registered nurse. We believe that baccalaureate nursing education prepares students to demonstrate advanced thinking skills and who will have the knowledge to assume mid-level roles in leadership, education, community health care, and, in conducting, implementing, and evaluating nursing research. The Existing RN-BSN Completion program provides an opportunity for licensed Registered Nurses to return to college to complete a baccalaureate nursing program by building on the knowledge base and clinical expertise of their Associate or Diploma education.

The nursing faculty believe nursing is a complex practice discipline that is interactive in nature. The nurse and human beings interact in a relationship that is individually unique and requires respect for human dignity, sensitivity to cultural variations, procurement and use of available resources, and adaptation of the environment to optimize patient health and self-care. Nursing serves society within local, regional, national, and international contexts. Nursing is a theory-
guided, evidence-based practice that is reflective and is focused on holistic, person-centered caring that facilitates health and healing, through a commitment to quality health care for all. Nurses have unique privileges with regard to privacy and relationships with patients that require ethical, responsible behavior which consists of respect for the dignity of every human being. Nursing therapeutics include art and science and refer to the work of nursing, consisting of: evidence based practice, reflective inquiry, cultural competence, and knowledge of disease processes and restorative health procedures. Caring relationships are central to the work of nursing, and the goal of the work of nursing is health and healing. Feeling cared for empowers humans to make decisions regarding self-determination and leads to improved outcomes and satisfaction for the nurse and the patient. In the current environment of rapidly changing technology, terrorism, disaster recovery, diversity, prevalent chronic disease, and a nursing shortage, the faculty believe that caring relationships are instrumental in providing quality health care.

The nursing faculty believe that nursing education has a responsibility to individuals, families and the global community as a whole in advocating for social justice, environmental responsibility and in responding to society’s needs and changing local, national and global health care environments. The faculty believe that evolving nursing education and practice require a commitment to diversity and interdisciplinary partnerships to meet the healthcare needs of individuals, families, groups, and society as a whole.

**Definitions**

**Humans**
Humans are thinking, feeling, social, sensing beings. Humans are the focus of professional nursing care that may be delivered to them as an individual, or as a part of a family or group.

**Environment**
The human is in constant and dynamic interaction with the environment. The environment consists of all factors impacting the human such as health care systems, political structures, psycho-social interactions, and global influences. Nursing care occurs within the context of the environment. The environment may be altered in an effort to meet the needs of persons, families, groups and communities.

**Health**
Health is a dynamic evolving process defined by the humans, family, group, and community. Health includes physical, emotional, psychosocial, spiritual and cultural components. The level of health achieved by humans affects their interaction with, and influence of, the global community. Activities involving health promotion, illness prevention and health maintenance, and health restoration influence one’s progress on a continuum toward optimal well-being and global responsiveness.
Nursing
Nursing is an art and a science built upon caring behaviors and evidence based knowledge. Nursing is focused on promoting optimal health by partnering with humans, families, groups, communities and members of the multidisciplinary health care system. The professional nurse upholds standards of professional practice and provides safe, compassionate care within an ethical-legal framework.

Learning
Learning is viewed as a lifelong process of limitless possibility and is necessary for humans to interact meaningfully with their world. Learning promotes awareness of social and cultural diversity of humans, reflective inquiry, and adaptation. Teaching is a set of skills and behaviors. Teaching is a collaborative partnership between individuals (teachers and learners) that occur in a supportive environment of mutual respect.

Major Program Threads & Concepts
Nursing education, supported by a foundation of liberal arts and sciences, is focused on professional values, evidence-based knowledge, competencies, and role development. Faculty members serve as role models and facilitators of learning in creating an environment conducive to student acquisition of nursing knowledge. In addition to the core beliefs the faculty identifies unique programmatic learning processes or “threads” that are evidenced throughout all courses and provide unifying concepts throughout the curriculum for each program.

Caring
The faculty believe strongly that caring is foundational to nursing practice and professionalism. As described by Duffy & Hoskins (2003), caring relationships are central to the work of nursing and the goal of the work of nursing is health and healing. Feeling cared for empowers humans to make decisions regarding self-determination and leads to improved outcomes and satisfaction for the patient and for the nurse. In the current environment of rapidly changing technology, terrorism, disaster recovery, diversity, prevalent chronic disease, and a nursing shortage, the faculty believe that caring relationships are instrumental to providing quality health care.

Professionalism
Professional nursing is an art and a science, and nursing therapeutics is the work of nursing. Nursing therapeutics include: evidence based practice, critical thinking, communication, cultural competence, knowledge of disease processes and restoration of health. Nurses have unique privileges that require ethical, responsible behavior incorporating respect for the dignity of every human being. The nursing faculty believe that nursing education has a responsibility to society and the global community as a whole. This professional responsibility includes advocating for social justice, environmental responsibility and being responsive to society’s needs and the changing local, national and global health care environments. The faculty believe that evolving nursing education and practice require a commitment to diversity and interdisciplinary
partnerships through flexible, guided, collaborative, and self-directed learning with innovative educational methodologies that foster lifelong learning.

**Clinical Reasoning**
The faculty believes that nurses build clinical reasoning skills through active learning, critical thinking, problem solving and drawing inferences to predict outcomes. In nursing practice, clinical reasoning includes flexible use of systematic processes to guide quality care such as the nursing process, concept maps, clinical pathways, performance improvement, and evidence based practice. Clinical reasoning includes the transfer of knowledge from familiar situations to unfamiliar or new contexts. Students move along a continuum of thinking from unskilled to skilled to reflective. Student movement along this continuum is dynamic and individualized. Faculty support and challenge student progress through a variety of innovative classroom and clinical experiences.

**Globalization**
The faculty believe that globalization includes cultural competence. Furthermore, it entails the use of technology not only for communication, but for deliberate awareness of infectious and chronic disease, terrorism and disaster recovery, economic responsibility, and concerns for environmental, political and social issues. The nurse must be proactive in becoming aware of and incorporating global concerns into the provision of quality, holistic care.

**Evidence Based Practice**
Evidence-based nursing practice is the thoughtful integration of education and quantitative and qualitative research with practice. In today’s ever changing world, nursing practice is constantly evolving. Nurses can no longer practice by trial and error, tradition, or through intuition alone. To provide quality care, nurses must practice according to tried and true methods of care delivery that provide for the best outcomes for patients. Information about evidence-based practice comes through a variety of sources including literature, clinical guidelines, and the Internet. Through nursing education, students are taught to seek and identify quality, reliable information which can guide their practice.

**Clinical Competence**
Clinical competence is a complex phenomenon requiring sufficient nursing knowledge and skill to make sound decisions and demonstrate caring attitudes while acting in a legal and ethical manner. The faculty believes that clinical competence is required to provide safe care to culturally diverse patients across the life span in the promotion, maintenance and restoration of health. Clinically competent nurses are capable of making appropriate decisions within the scope of professional practice, based on nursing knowledge and the needs of individual patients and families. The competent nurse involves the patient and family to determine appropriate therapeutic nursing interventions through the application of the nursing process. The competent nurse collaborates with other members of an interdisciplinary health care team to coordinate care and delegate specific activities to appropriate personnel. The competent nurse recognizes the value of lifelong learning and pursues both formal and informal learning opportunities.
Accreditation & Approval

The Nursing Programs are accredited by the Accreditation Commission for Education in Nursing* and approved by the Georgia Board of Nursing. Pre-licensure graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) leading to licensure as a Registered Nurse (RN).

*Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite850
Atlanta, GA 30326, (404) 975-5000
www.acenursing.org

Approval to admit applicants to the National Council Licensure Examination for Registered Nursing (NCLEX-RN) or to grant a license rests with the Georgia Board of Nursing. Applicants who have ever been arrested, convicted, sentenced, plead guilty, or plead nolo contendre or been given first offender status for any felony, a crime involving moral turpitude, or a crime violating federal law involving controlled substances or dangerous drugs or a DUI or DWI, or who have been issued a license which has been encumbered (denied, revoked, suspended, surrendered, restricted, or placed on probation) by any state board may take the RN licensing examination only at the discretion of the Georgia Board of Nursing. Furthermore, the license may not be issued until the matter has been resolved to the satisfaction of the Board.

General Information

The following information applies to all nursing programs. Middle Georgia State University and the School of Health Sciences offer the following degrees:

- Associate of Science in Nursing (ASN)
- Bachelor of Science in Nursing (BSN)
- RN-BSN Completion Program

The most current Academic Policies and Program information are available online at www.mga.edu. The Department of Nursing is located in the Jones Building on the Middle Georgia State University Macon campus. Nursing faculty offices are on the first and second floors of the Jones building. On-campus learning labs are located on the first floors of the Jones building, rooms Jones 151 and 155 and on the Warner Robins campus Oak Hall in WRC2-212. The Department of Nursing is also located on the Cochran campus in the lower level of Roberts Library and on the Dublin campus in the Dublin Annex building. Clinical learning experiences are held at various hospitals and health care agencies in the middle Georgia area.
# DEGREES OFFERED

**Pre-Licensure Bachelors of Nursing Program (BSN)**
The curriculum leading to the Bachelor of Science in Nursing degree combines nursing and general education courses. General policies for the nursing program can be found online at: [http://www.mga.edu/health-sciences/default.aspx](http://www.mga.edu/health-sciences/default.aspx)

## COURSES REQUIRED FOR PRE-LICENSURE

### BACHELOR IN SCIENCE IN NURSING

<table>
<thead>
<tr>
<th>AREA A</th>
<th>9 HOURS</th>
<th>ESSENTIAL SKILLS</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>ENGL 1101</td>
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<td>ENGL 1102</td>
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<td></td>
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<td>MATH 1101, 1111 or 1113</td>
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<thead>
<tr>
<th>AREA C</th>
<th>6 HOURS</th>
<th>HUMANITIES/FINE ARTS</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Literature Elective</td>
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<td></td>
<td>Area C Elective</td>
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<tr>
<td></td>
<td></td>
<td>(Possible courses: ARAP 1100, COMM 1110, FREN 1001, 1002, HUMN 2151, 2152, 2153, 2154, 2155, 2156, MUSC 1100, SPAN 1001, 1002 or THEA 1100)</td>
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<table>
<thead>
<tr>
<th>AREA B</th>
<th>4 – 7 HOURS</th>
<th>INSTITUTIONAL OPTIONS</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>FYES 1001 (new students &amp; transfer students with 18 hours or less)</td>
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<td>Area B Elective</td>
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<tr>
<td></td>
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<td>(Possible courses: HS 1001, 1002, 1003, 1004, SSCI 1001, 1002, 1003, 1004 or BIOL 1004)</td>
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<tr>
<th>AREA D</th>
<th>11 HOURS</th>
<th>SCIENCE, MATH &amp; TECHNOLOGY</th>
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<td></td>
<td></td>
<td>Lab Science Elective</td>
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<td>(Preferred CHEM 1151K; Acceptable BIOL 1001K, BIOL 2107K, or PHYS 1111K) (Must be lab course)</td>
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<td>Lab Science Elective</td>
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<tr>
<td></td>
<td></td>
<td>(Preferred CHEM 1152K; Acceptable BIOL 1102K, BIOL 2108K, or PHYS 1112K) (Must be lab course &amp; sequence to first science course)</td>
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<td>MATH 1200</td>
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AREA E
12 HOURS
SOCIAL SCIENCES
HIST 2111 or 2112
POLS 1101
PSYC 1101
Global Elective
(Possible courses: POLS 2301, 2401, HIST 1111, 1112)

AREA F
18 HOURS
MAJOR FIELD
BIOL 1114K
BIOL 1124K
BIOL 1134K
PSYC 2103

Major Elective
SOCI 1101, 1160 or 2293

UPPER DIVISION NURSING COURSES REQUIRED FOR PRE-LICENSURE BSN PROGRAM

60 HOURS UPPER DIVISION
NURS 3000
NURS 3005
NURS 3010
NURS 3111
NURS 3115
NURS 3200
NURS 3330
NURS 4000
NURS 4200
NURS 4210
NURS 4211
NURS 4116
NURS 4315

TOTAL HOURS 120 HOURS
### RECOMMENDED COURSE SEQUENCING

<table>
<thead>
<tr>
<th></th>
<th>Semester I</th>
<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Junior Year</strong></td>
<td><strong>NURS 3000</strong> – Introduction to Professional Nursing</td>
<td><strong>NURS 3111</strong> – Concepts of Mental Health Nursing Care</td>
</tr>
<tr>
<td></td>
<td><strong>NURS 3005</strong> – Pharmacotherapeutics</td>
<td><strong>NURS 3115</strong> – Concepts of Adult and Gerontological Nursing I</td>
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<tr>
<td></td>
<td><strong>NURS 3010</strong> – BSN Fundamental Concepts</td>
<td><strong>NURS 3330</strong> – Research Methods for the Nurse</td>
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<td><strong>NURS 3200</strong> – Physical Assessment</td>
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<tr>
<td><strong>Senior Year</strong></td>
<td><strong>NURS 4116</strong> – Concepts of Women’s and Infant Health Care</td>
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<td><strong>NURS 4000</strong> – Concepts of Community Health and Transcultural Nursing Care</td>
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<td></td>
<td><strong>NURS 4210</strong> – Concepts of Adult and Gerontological Nursing II</td>
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<td></td>
<td><strong>NURS 4200</strong> – Concepts of Nurse as Leader/Manager</td>
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<td></td>
<td><strong>NURS 4211</strong> – Concepts of Nursing Care of Children</td>
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<tr>
<td></td>
<td><strong>NURS 4315</strong> – Senior Nursing Synthesis and Practicum</td>
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</table>
PRE-LICENSURE BSN STUDENT LEARNING OUTCOMES

Upon completion of the Pre-Licensure BSN program, the graduate will be prepared to:

1. Synthesize foundational knowledge from the arts and sciences into the practice of professional nursing.

2. Integrate the role of leader/manager, advocate, clinician, and teacher in the delivery of care to individuals, groups and communities.

3. Integrate caring, culturally sensitive behaviors in professional practice with self, individuals, groups and communities.

4. Evaluate research to improve health outcomes for clients and the community.

5. Communicate goal directed and purposeful strategies using a variety of methods to creatively improve healthcare outcomes.

6. Analyze the impact of local, regional and global issues affecting the care of clients across the life span in various settings.

7. Synthesize critical thinking strategies into the provision of quality care.

RN-BSN Completion Program

Middle Georgia State University's RN-BSN Completion Program is approved by the Georgia Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). The purpose of the RN-BSN Completion Program is to provide central Georgia Registered Nurses the opportunity to complete a baccalaureate nursing program. As a result, the program will provide central Georgia health care facilities with baccalaureate-prepared nurses. MGA’s RN-BSN program is currently offered via traditional classroom delivery and online.

The RN-BSN Completion Program includes nursing and general education courses. Once core courses are complete, the RN-BSN program can be completed in three semesters. Students are required to complete the general education courses prior to entering the nursing sequence. The program can be completed in three semesters but is designed to meet your individualized learning needs.

Students may petition for approval of courses previously completed to be substituted for equivalent courses required for completion of the RN-BSN Completion Program. The petition process is to be initiated with the RN-BSN nursing faculty advisors.

The address for the Accreditation Commission for Education in Nursing (ACEN) is 3342 Peachtree Road NE, Atlanta, GA 30326, (404) 975-5000

Articulation Model

The RN-BSN Completion Program adheres to the Georgia RN-BSN Articulation Plan for the admission and acceptance of students into the nursing program. Students who do not meet eligibility requirements to be accepted into the nursing courses will need to complete the following requirements prior to acceptance into the RN-BSN Completion Program:

1. Completion of validation testing will be required of all associate degree or diploma graduates who graduated from non-ACEN accredited schools outside the state of Georgia, who graduated more than four years ago, and have less than 1,000 clinical practice hours. Successful completion of the three subsets of the National League for Nursing (NLN) Nursing Acceleration Challenge Exams (NACE) II Exams for RN-BSN students is required to validate current knowledge in the areas of Pediatrics, Obstetrics, Adult Health, and Psychiatric Nursing. The website address is: http://www.nln.org/testingservices/SON/ts_son_nace.htm.

2. Clinical competencies will be validated through psychomotor skills evaluation by faculty. A list of selected skills and evaluation criteria will be provided to students prior to examination. Evaluation of psychomotor skills will occur prior to acceptance into the RN-BSN Completion Program.
3. Upon successful completion of examination and skills requirements, admission to the RN-BSN Completion Program, and completion of NURS 3100, Advanced Standing Course Credit ranging from 1-30 hours for NURS 3160 will be awarded. RN-BSN Completion Program students will then follow the Progression, Dismissal and Readmission standards applicable to all nursing students.

4. Students have one opportunity to demonstrate clinical competencies on the psychomotor skills exams. If a student is not successful in completing one or more components of the required NLN NACE II validation tests, an individual remediation plan will be developed. After completion of the remediation plan, the student will have a total of two opportunities to successfully complete the required testing in each area in which they were unsuccessful.

**Special Standings**

Students enrolled in the sophomore year of an Associate Degree Nursing Program may take up to six semester credit hours of selected upper-division RN-BSN nursing classes prior to graduating with the Associate degree. This will allow Associate degree students who have completed core courses for a baccalaureate of science degree and have a minimum GPA of 2.5 to begin baccalaureate nursing studies. Courses that students are permitted to take in "special standing" are:

- NURS 3200 - Physical Assessment
- NURS 3330 – Introduction to Nursing Research

Students will be encouraged to apply for the RN-BSN Completion Program upon successful completion of the NCLEX-RN exam. Course credits received under "Special Standing" status will apply if accepted in the RN-BSN Completion Program. Students will be subject to Admission and Progression requirements.

**Portfolios**

Each student enrolled in the Middle Georgia State University RN-BSN Completion Program will complete a clinical portfolio that will be updated as they progress through the nursing program. Examples of course and clinical assignments from each course should be compiled in a notebook using dividers for each area of content. Examples of work may include: resume, 5-year career plan, health promotion project, teaching project, Leadership change project, the community assessment, and the practicum project. The last page of each section should include a self-evaluation of your attainment of the course objectives. The portfolio will be used to document your professional growth throughout the program and will represent your best work and critical reflection. The completed portfolio or components may be used as evidence of professional accomplishments for the purpose of career and academic advancement.
## CURRICULUM FOR RN-BSN COMPLETION PROGRAM

<table>
<thead>
<tr>
<th>Area A - ESSENTIAL SKILLS</th>
<th>Area B - INSTITUTIONAL OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9 HOURS</strong></td>
<td><strong>4 HOURS</strong></td>
</tr>
<tr>
<td>ENGL 1101 - English Composition I</td>
<td>MGA 1000 - Perspectives on Information &amp; Communication</td>
</tr>
<tr>
<td>3 hours</td>
<td>1 hour</td>
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<tr>
<td>ENGL 1102 - English Composition II</td>
<td>AREA B Elective **</td>
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<tr>
<td>3 hours</td>
<td>3 hours</td>
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<tr>
<td>MATH 1101 - Math Modeling *</td>
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<td>3 hours</td>
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<thead>
<tr>
<th>Area C - HUMANITIES/FINE ARTS</th>
<th>Area D - SCIENCE, MATH &amp; TECHNOLOGY</th>
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<tbody>
<tr>
<td><strong>6 HOURS</strong></td>
<td><strong>11 HOURS</strong></td>
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<tr>
<td>Literature Elective</td>
<td>Lab Science Elective ***</td>
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<tr>
<td>3 hours</td>
<td>4 hours</td>
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<tr>
<td>Area C Elective</td>
<td>Lab Science Elective ***</td>
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<tr>
<td>3 hours</td>
<td>4 hours</td>
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<tr>
<td></td>
<td>MATH 1200 - Elementary Statistics</td>
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<td>3 hours</td>
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<table>
<thead>
<tr>
<th>Area E - SOCIAL SCIENCES</th>
<th>AREA F - MAJOR FIELD</th>
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<tbody>
<tr>
<td><strong>12 HOURS</strong></td>
<td><strong>18 HOURS</strong></td>
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<tr>
<td>HIST 2111 - U.S. History to 1865 OR</td>
<td>BIOL 1114K - Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>3 hours</td>
<td>4 hours</td>
</tr>
<tr>
<td>HIST 2112 – U.S. History Since 1865</td>
<td>BIOL 1124K - Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>3 hours</td>
<td>4 hours</td>
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<tr>
<td>POLS 1101 - American Government</td>
<td>BIOL 1134K - Microbiology for Health Sciences</td>
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<tr>
<td>3 hours</td>
<td>4 hours</td>
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<tr>
<td>PSYC 1101 - Introduction to General Psychology</td>
<td>PSYC 2103 - Introduction to Human Development</td>
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<td>3 hours</td>
<td>3 hours</td>
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<tr>
<td>Area E Elective</td>
<td>Major Elective</td>
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<td>3 hours</td>
<td>3 hours</td>
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<tr>
<td></td>
<td>SOCI 1101, 1160 or 2293</td>
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### RN-BSN Completion Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3100 Transition to Baccalaureate Nursing Practice</td>
<td>5-0-5</td>
</tr>
<tr>
<td>NURS 3200 Physical Assessment, Health Examination &amp;</td>
<td></td>
</tr>
<tr>
<td>Documentation Practices for the Professional Nurse</td>
<td>4-3-5</td>
</tr>
<tr>
<td>NURS 3330 Introduction to Nursing Research</td>
<td>3-0-3</td>
</tr>
<tr>
<td>NURS 4000 Nursing Care of Special Client Populations</td>
<td>6-6-8</td>
</tr>
</tbody>
</table>
# Lecture-lab-credit hrs are provided. Ex:3-6-5 means 3 hrs lecture, 6 hrs lab/clinical and 5 hours credit.

*Higher math accepted  
**Recommended courses: HS 1000, HS 1001, HS 1002, HS 1003, HS 100; SSCI 1001, SSCI 1002, SSCI 1003, SSCI 1004; BIOL 1004  
***Select from one of the following science sequences: BIOL 1001K & 1002K, BIOL 2107K & 2108K, PHYS 1111K & 1112K, or CHEM 1151K & 1152K. The chemistry sequence is strongly recommended.
**RN-BSN NURSING COMPLETION PROGRAM**

**RECOMMENDED COURSE SEQUENCING SCHEDULE**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Work</th>
<th>Credit Hours</th>
<th>Total Hours</th>
</tr>
</thead>
</table>
| Semester 1 | Lab Science I Elective  
*PSYC 2103*  
Institutional Options | 3-3-4  
3-0-3  
4-0-4 | **10-3-11** |
| Semester 2 | Lab Science II Elective  
*HUM 1200*  
Humanities Elective | 3-3-4  
3-0-3  
3-0-3 | **9-3-10** |
| Semester 3 | Area E Elective  
Area C Elective  
Major Elective | 3-0-3  
3-0-3  
3-0-3 | **9-0-9** |
| Semester 4 | NURS 3100 Transition to Baccalaureate Nursing Practice  
NURS 3200 Physical Assessment, Health Examination, & Documentation Practices for the Professional Nurse | 5-0-5  
4-3-5 | **9-3-10** |
| Semester 5 | NURS 3330 Introduction to Nursing Research  
NURS 4000 Nursing Care of Special Client Populations | 3-0-3  
6-6-8 | **9-6-11** |
| Semester 6 | NURS 4300 Evidence-Based Practice: The Application of Nursing Research into Practice | 5-12-9 | **5-12-9** |

Lecture-lab-credit hours are provided: Ex: 3-6-5 means 3 hrs. lecture, 6 hrs. lab/clinical and 5 hrs. credit.
RN-BSN COMPLETION STUDENT LEARNING OUTCOMES

Upon completion of the RN-BSN Completion Program, the graduate will be prepared to:

1. Synthesize foundational knowledge from the arts and sciences into the practice of professional nursing.

2. Integrate the role of leader/manager, advocate, clinician, and teacher in the delivery of care to individuals, groups, and communities.

3. Integrate caring, culturally sensitive behaviors in professional practice with self, individuals, groups, and communities.

4. Evaluate research to improve health outcomes for clients and the community.

5. Communicate goal directed and purposeful strategies using a variety of methods to creatively improve healthcare outcomes.

6. Analyze the impact of local, regional and global issues affecting the care of clients across the life span in various settings.

7. Synthesize critical thinking strategies into the provision of quality care.

Associate of Science in Nursing (ASN)

General Information
The curriculum leading to the Associate of Science in Nursing degree combines nursing and general education courses. General policies for the nursing program can be found online at: http://www.mga.edu/health-sciences/default.aspx

COURSES REQUIRED FOR ASSOCIATE OF SCIENCE IN NURSING

Critical Reading and Writing: 6 hours
ENGL 1101 - English Composition I Credit: 3 hours (3-0-3)
ENGL 1102 - English Composition II Credit: 3 hours (3-0-3)

Natural Sciences / Mathematics Elective: 3 hours
Choose one of the following courses:
  MATH 1101 - Introduction to Mathematical Modeling Credit: 3 hours
  MATH 1111 - College Algebra Credit: 3 hours
  MATH 1112 - Plane Trigonometry Credit: 3 hours
  MATH 1113 - Precalculus Credit: 3 hours
  MATH 1113H - Honors Precalculus Credit: 3 hours
  MATH 1251 - Calculus I Credit: 4 hours

Note: ENGL 1101, ENGL 1102, and the Mathematics elective must be completed within the first 30 hours. If students choose to take a four-hour math course, then one hour of credit from this course will count in Area F where applicable.

Humanities/Fine Arts Elective: 3 hours
Choose one of the following courses:
  ENGL 2111 - World Literature I Credit: 3 hours
  ENGL 2112 - World Literature II Credit: 3 hours
  ENGL 2121 – British Literature I Credit: 3 hours
  ENGL 2122 - British Literature II Credit: 3 hours
  ENGL 2131 - American Literature I Credit: 3 hours
  ENGL 2132 – American Literature II Credit: 3 hours
  ENGL 2141 – African American Literature I Credit: 3 hours
  ENGL 2142 – African American Literature II Credit: 3 hours

Social/Behavioral Sciences: 9 hours
HIST 2111 - United States History to 1865 Credit: 3 hours
or
HIST 2112 - United States History Since 1865 Credit: 3 hours
or
POLS 1101 - American Government **Credit:** 3 hours
and
PSYC 1101 - Introduction to Psychology **Credit:** 3 hours
PSYC 2103 - Introduction to Human Development **Credit:** 3 hours
Note: Students must satisfy the U.S. and Georgia history requirement with either the U.S. and Georgia History Exam or POLS 1101. Students must satisfy the U.S. and Georgia constitution requirement with either the U.S. and Georgia Constitution Exam or HIST 2111 or 2112.

**Major Field Courses: 46 hours**
- BIOL 114K - Anatomy and Physiology I **Credit:** 4 hours (3-3-4)
- BIOL 1124K - Anatomy and Physiology II **Credit:** 4 hours (3-3-4)
- BIOL 1134K - Microbiology for Health Sciences **Credit:** 4 hours (3-3-4)
- NURS 1000 - Foundations of Nursing Practice **Credit:** 7 hours (4-9-7)
- NURS 1500 - Adult and Gerontological Nursing Practice I **Credit:** 6 hours (4-6-6)
- NURS 1510 - Behavioral Health Nursing Practice Across the Lifespan **Credit:** 3 hours (2-3-3)
- NURS 2000 - Adult and Gerontological Nursing Practice II **Credit:** 6 hours (4-6-6)
- NURS 2010 - Maternal, Newborn & Child Nursing **Credit:** 4 hours (3-3-4)
- NURS 2500 - Adult and Gerontological Nursing Practice III **Credit:** 8 hours (3-15-8)

**Required Total Hours: 67**
**ASN NURSING PROGRAM**  
**RECOMMENDED COURSE SEQUENCE**

**AS Degree Nursing**

<table>
<thead>
<tr>
<th></th>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
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</thead>
<tbody>
<tr>
<td><strong>YEAR I</strong></td>
<td><strong>NURS 1000</strong> - Foundations of Nursing</td>
<td><strong>NURS 1500</strong> – Adult and Gerontological Nursing Practice I 4-6-6</td>
</tr>
<tr>
<td></td>
<td>4-9-7</td>
<td><strong>NURS 1510</strong> - Behavioral Health Nursing Practice Across the Lifespan 2-3-3</td>
</tr>
<tr>
<td></td>
<td><strong>NURS 2000</strong> – Adult and Gerontological</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nursing Practice II 3-9-6</td>
<td></td>
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<tr>
<td></td>
<td><strong>NURS 2010</strong> – Maternal, Newborn &amp;</td>
<td></td>
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<tr>
<td></td>
<td>Child Nursing Practice 3-3-4</td>
<td></td>
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<tr>
<td><strong>SEMESTER III</strong></td>
<td><strong>NURS 2000</strong> – Adult and Gerontological</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nursing Practice II 3-9-6</td>
<td></td>
</tr>
<tr>
<td><strong>SEMESTER IV</strong></td>
<td><strong>NURS 2500</strong> – Adult and Gerontological</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nursing Practice III 3-15-8</td>
<td></td>
</tr>
</tbody>
</table>
ASSOCIATE DEGREE IN NURSING STUDENT LEARNING OUTCOMES

Upon completion, of the ASN Program the graduate will be prepared to:

1. Synthesize foundational knowledge from the arts and sciences into professional nursing.

2. Provide safe, competent, evidenced-based nursing care to individuals and families across the life span.

3. Incorporate clinical reasoning when prioritizing, delegating, and collaborating with members of the multidisciplinary team to ensure high quality and cost effective care.

4. Demonstrate professional nursing practice within legal and ethical standards.

5. Integrate caring, culturally-sensitive behaviors in the process of formulating therapeutic relationships.

6. Examine the impact of local, regional and global issues affecting the care of individuals and families across the lifespan.
Classroom Policies and Related Information

Academic Dishonesty

Middle Georgia State University students are responsible for fulfilling their academic responsibilities in an honest and forthright manner and for conducting themselves with civility in interpersonal interactions. The Middle Georgia State University Student Code of Conduct contains a full description of student rights and responsibilities and the disciplinary procedures that will guide the action of the faculty and administration should a student allegedly violate the Code. [http://www.mga.edu/student-conduct/default.aspx](http://www.mga.edu/student-conduct/default.aspx)

Nursing is a profession governed by a code of ethics and standards of practice. Students who are charged with violation of the Middle Georgia State University Student Code of Conduct will be subject to disciplinary procedures by the School of Health Sciences’ Department of Nursing and Middle Georgia State University. Any violation of the Middle Georgia State University Student Code of Conduct, whether the violation is related to a lack of integrity or civility, may result in dismissal from the Nursing Program without consideration for re-entry.

Academic Standards

In addition to the other academic regulations of the College, the following requirements apply to the Nursing Program:

- All clinical nursing courses require a satisfactory level of performance in theory and in clinical, including campus labs. All nursing courses require a minimum grade of at least a “C” (75%). Nursing Grading Scale: A=100-90, B=89-80, C=79-75, D=74-65, F=64 and below.

- There will be no rounding of nursing grades. A "D" is not acceptable as a passing grade in a nursing course.

- Grades for the clinical component of nursing courses are determined on a competency basis and designated as satisfactory or unsatisfactory. A satisfactory level of clinical competence is required in order to earn a passing grade (“C” or higher) in nursing courses. An unsatisfactory level of competence results in failure in that course. A course grade of “F” will be assigned if a student fails clinically.

- Safety in the calculation of medication dosages is an expected behavior. Students must satisfy clinical calculations examination requirements as specified in course syllabi

- A student who has withdrawn with a (W), a (WF) or failed with a (D or F) in any two (2) nursing courses in any nursing program will not be eligible for re-entry or admission in the nursing program at MGA.

- Nursing course credits are valid for 42 months. All nursing courses must be completed within 42 months of the date of entry into the first nursing course.
Re-entry

Pre-licensure BSN Re-entry

1. Re-entry into any program of Nursing (i.e. Pre-licensure BSN, ASN, RN-BSN) is not automatic. Students are not guaranteed re-entry into the nursing program.
2. To be readmitted to Middle Georgia State University (MGA) nursing program the student must be fully admitted to the University according to current catalog guidelines and must have a minimum overall GPA of 3.0 and a minimum GPA of 3.0 in all nursing core courses and the courses required for the nursing program.
3. All students must submit a letter of intent to re-enter the nursing program by the end of the semester in which the course failure or withdrawal occurred.
4. A student who has withdrawn with a (W), a (WF) or failed with a (D or F) in any two (2) nursing courses in any nursing program will not be eligible for re-entry or admission in the nursing program at MGA.
5. PL-BSN Students who have withdrawn with a (W), a (WF), or failed with a (D or F) in one nursing course and who are planning to return to a nursing course must meet the following criteria:
   a. Maintain an overall GPA of 3.0 and a minimum GPA of 3.0 in all nursing core courses and the courses required for the nursing program.
   b. Submit a letter of intent to re-enter.
   c. Demonstrate competency in all nursing skills taught in previous nursing courses.
   d. Provide evidence of current immunizations (PPD or chest x-ray, Hepatitis-B series, tetanus and other required immunizations per health care agencies).
   e. Provide evidence of current CPR certification by the American Heart Association in Child and Adult basic life support (BCLS) for health care providers, current professional liability insurance and health insurance, and current criminal background check and drug screen.
6. All letters of intent will be reviewed by the Admission, Recruitment and Retention committee.
7. Students requesting re-entry should contact their assigned nursing advisor with any questions or concerns.

ASN Re-entry

1. Re-entry into any program of Nursing (i.e. Pre-licensure BSN, ASN, RN-BSN) is not automatic. Students are not guaranteed re-entry into the nursing program.
2. To be readmitted to Middle Georgia State University (MGA) nursing program the student must be fully admitted to the University according to current catalog guidelines and must have a minimum overall GPA of 2.5 and a minimum GPA of 2.5 in all nursing core courses and the courses required for the nursing program.
3. All students must submit a letter of intent to re-enter the nursing program by the end of the semester in which the course failure or withdrawal occurred.
4. A student who has withdrawn with a (W), a (WF) or failed with a (D or F) in any two (2) nursing courses in any nursing program will not be eligible for re-entry or admission in the nursing program at MGA.
5. ASN Students who have withdrawn with a (W), a (WF), or failed with a (D or F) in one nursing course and who are planning to return to a nursing course must meet the following criteria:
   a. Maintain an overall GPA of 2.5 and a minimum GPA of 2.5 in all nursing core courses and the courses required for the nursing program
   b. Submit a letter of intent to re-enter.
   c. Demonstrate competency in all nursing skills taught in previous nursing courses.
   d. Provide evidence of current immunizations (PPD or chest x-ray, Hepatitis-B series, tetanus and other required immunizations per health care agencies).
   e. Provide evidence of current CPR certification by the American Heart Association in Child and Adult basic life support (BCLS) for health care providers, current professional liability insurance and health insurance, and current criminal background check and drug screen.
6. All letters of intent will be reviewed by the Admission, Recruitment and Retention committee.
7. Students requesting re-entry should contact their assigned nursing advisor with any questions or concerns.

RN-BSN Re-entry

1. Any RN-BSN student who has withdrawn with a (W) or a (WF) or failed with a (D or F) in any two (2) nursing courses is not eligible for re-entry into the Middle Georgia State University Nursing Program.

Accountability, Responsibility, and Code of Ethics

Georgia Board of Nursing
The Middle Georgia State University Nursing Program is built upon the following ethical and practice codes:
The Standards of Registered Professional Nursing Practice of the State of Georgia

410.11-.01 Standards of Registered Professional Nursing Practice. Amended.
(1) For purposes of O.C.G.A. Secs. 43-26-4 (a)(6)(B)(v) and 43-1-29(6), the Georgia Board of Nursing defines the minimal standards of acceptable and prevailing nursing practice as including, but not limited to the following enumerated standards of competent practice.
(2) The Georgia Board of Nursing recognizes that assessment, nursing diagnosis, planning, intervention, evaluation, teaching, and supervision are the major responsibilities of the registered nurse in the practice of nursing. The Standards of Registered Professional Nursing Practice delineate the quality of nursing care which a patient/client should receive regardless of whether it is provided solely by a registered nurse or by a registered
nurse in collaboration with other licensed or unlicensed personnel. The Standards are
based on the premise that the registered nurse is responsible for and accountable to the
patient/client for the quality of nursing care rendered. The Standards of Registered
Professional Nursing Practice shall establish a baseline for quality nursing care; be
derived from the law governing nursing; apply to the registered nurse practicing in any
setting; govern the practice of the licensee at all levels of competency.
(a) Standards related to the registered nurse’s responsibility to apply the nursing process
(adapted from American Nurses’ Association Code for Nurses and Standards of
Practice). The registered nurse shall:
1. Assess the patient/client in a systematic, organized manner;
2. Formulate a nursing diagnosis based on accessible, communicable and
recorded data (which is collected in a systematic and continuous manner);
3. Plan care which includes goals and prioritized nursing approaches or measures
derived from the nursing diagnoses;
4. Implement strategies to provide for patient/client participation in health
promotion, maintenance and restoration;
5. Initiate nursing actions to assist the patient/client to maximize her/his health
capabilities;
6. Evaluate with the patient/client the status of goal achievement as a basis for
reassessment, reordering of priorities, new goal-setting and revision of the plan
of nursing care;
7. Seek educational resources and create learning experiences to enhance and
maintain current knowledge and skills appropriate to her/his area of practice.

(b) Standards related to the registered nurse’s responsibilities as a member of the
Nursing profession. The registered nurse shall:
1. Function within the legal boundaries of nursing practice based upon
knowledge of statutes and regulations governing nursing;
2. Accepts responsibility for individual nursing actions and continued
competence;
3. Communicate, collaborate and function with other members of the health
team to provide optimum care;
4. Seek education and supervision as necessary when implementing nursing
practice techniques;
5. Respect the dignity and rights of the patient/client regardless of
socioeconomic status, personal attributes or nature of health problems;
6. Maintain each patient/client’s right to privacy by protecting confidential
information unless obligated, by law, to disclose the information;
7. Provide nursing care without discrimination on the basis of diagnosis, age,
sex, race, creed or color;
8. Delegate and supervise only those nursing measures which the nurse knows,
or should know, that another person is prepared, qualified, or licensed to
perform;
9. Retain professional accountability for nursing care when delegating nursing
interventions;
10. Respect and safeguard the property of clients, family, significant others and the employer;
11. Notify the appropriate party of any unprofessional conduct which may jeopardize patient/client safety;
12. Participate in the periodic review and evaluation of the quality and appropriateness of nursing care.

(c) Standards related to the registered nurse’s responsibilities in assignment of patient activities to unlicensed assistive personnel (UAP). The registered nurse shall:

1. Determine that the care and/or activity to be performed would be based upon orders or directions of a licensed physician, licensed dentist, licensed podiatrist or person licensed to practice nursing as a registered professional nurse.
2. Assign only care and activities that do not require the skills and knowledge of a person practicing nursing as a registered nurse or licensure of another health care professional.
   a. The care and/or activities do not require complex observations or critical decisions.
   b. The care and/or activities can be safely performed according to exact, unchanging directions.
   c. The outcome and/or results of the activities are reasonable predictable.
3. Verify that the UAP has the necessary knowledge and skills to accept the assignment.
4. Periodically evaluate and review the quality and appropriateness of the care provided by the UAP.
5. Not assign activities which require licensure to unlicensed assistive personnel.

Authority O.C.G.A. Secs. 43-26-2, 43-26-3, 43-26-5(a)(b)(c), 43-26-10, 43-26-12(a)(5).


www.nursingworld.org/

All professional nurses are expected to provide ethical care. The American Nurses Association (ANA) has identified the following ethical conduct for professional nurses. Students in the professional programs in nursing at Middle Georgia State University are expected to follow these ethical guidelines in their clinical learning experiences and to incorporate them into practice as a RN in the future.

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 conducive to the provision of quality 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 promoting 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 the profession and its practice and for shaping social policy.


Additional Fees
1. Nursing-enrolled students must enroll in the student professional malpractice liability insurance offered by the College.

2. Students enrolled in nursing courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. Individual or Association Policies will not be considered for a waiver.

*Nursing enrolled students must have professional malpractice liability insurance and health insurance and will incur testing, and other additional fees associated with clinical and enrollment. Fee estimates may be found in the MGA College Catalog at:*

**Classroom Attendance**

Students are to follow the attendance policy as described in the Middle Georgia State University Catalog and the attendance policy cited in the individual course syllabi. The classroom experience is a vital part of college education. Interaction with instructors and other students is an important element of the learning process. Students are expected to attend all class sessions. Students who do not attend classes on a regular basis are subject to reassessment of financial aid eligibility.

Students whose number of absences is more than twice the number of class meetings per week may be assigned a failing grade for the course at the discretion of the instructor. Students who have more absences than the number of class meetings per week but less than twice the number of class meetings per week may be penalized at the discretion of the instructor. Students who have absences which are less than or equal to the number of class meetings per week will not be penalized.

Individual faculty members reserve the right to include additional policies and/or penalties as deemed necessary. Faculty will include policies on absences and tardiness in their syllabi at the beginning of every semester. Faculty are expected to maintain an attendance record for all their classes.

Students are responsible for all material presented in their absence and for all course objectives. Students may be required to complete alternate assignments. Children are not allowed in the classroom or clinical setting. No audible phones or beepers will be allowed in the classroom and no electronic devices will be allowed in the clinical setting. Professional behaviors are expected at all times.

**Online Course Enhancements**

Instructions will be provided at the beginning of the semester. Students are expected to have reliable access to a computer with internet service. Computers are available for students in the Middle Georgia State University Library and the Academic Resource Center. Students are responsible for checking web communication prior to class and clinical.

**Recordings (Audio or Video)**

No recording of any kind (video or audio) will be allowed by students in nursing classes or clinical sessions.

**Technical Policy**

A plagiarism prevention service may be used in evaluation of written work submitted for the nursing courses. As directed by the instructor, students are expected to submit or have their assignments submitted through the service in order to meet requirements for the courses. The papers may be retained by the service for the sole purpose of checking for plagiarized content in future student submissions.
**Scholarly Writing**

The Nursing Programs expect that all scholarly work will be submitted utilizing APA format. The American Psychological Association (APA) publishes professional writing guidelines for scientific scholarly writing. It is strongly recommended that you purchase a current copy of the American Psychological Association Manual. Information is also available at: www.apastyle.com.

**Disability Services**

Students seeking academic accommodations for a special need must contact the Middle Georgia State College Office of Disability Services in Macon at (478)-471-2985 or in Cochran at (478)-934-3023. Students may also visit the Disability Services Office in room 266 of the Student Life Center on the Macon Campus or in Sanford Hall on the Cochran campus. Students may also view information regarding Disability Services at: https://www.mga.edu/disability-services/

**Disruptive and Unprofessional Behavior in Classroom and/or Clinical Setting**

It is the policy of the Nursing Program to create and maintain a teaching-learning environment conducive to the sharing of information, exploration of new knowledge and current problems, and the open expression of ideas while demonstrating respect for the dignity and worth of all individuals involved in the teaching-learning process. Students are encouraged to refrain from any and all behaviors constituting disorderly, disruptive, or obstructive actions which interfere with the teaching-learning process. Unprofessional behaviors include but are not limited to: profanity, disrespect of staff, faculty or peers, dishonesty, violations of dress code, and violations of legal and ethical standards of nursing practice. Students who violate this policy will be subject to disciplinary procedures by the School of Health Sciences’ Department of Nursing and Middle Georgia State University. For further information consult the *Middle Georgia State University Student Handbook* or visit the website www.mga.edu.
Civility Code for Students

Civility is an expectation of each School of Health Science student at Middle Georgia State University (MGA) and is based upon authentic respect for other students, faculty, clients, college employees and extended member of the MGA community (for example, visitors). Students are responsible for fulfilling their academic responsibilities in an honest and forthright manner and for conducting themselves with civility in interpersonal relations. Student civility will be referenced in course syllabi and by faculty at the beginning of each semester’s instruction. Classroom and clinical expectations for civility will be addressed and a contract signed by the student and faculty pledging adherence to each area of civility.

Expectations of student civility include student commitment, communication, and social interactions as follows:

- Maintain alert and attentive demeanor during class and clinical instructions. Contribute to the value and meaning of instructional discussions. Avoid monopoly of conversations and discussions.
- Listen carefully during class and in conversation with others.
- Remain receptive to the point-of-view of others, and seek constructive feedback.
- Avoid gossip and spreading rumors about other students or faculty.
- Refrain from idle complaints.
- Avoid rude remarks or non-verbal actions in response to other students and faculty. Keep conversation respectful in volume and tone and use respectful language free from racial, ethnic, sexual, gender, and religious based terms.
- Avoid distraction of others through passing notes, sidebar conversations, or use of electronic devices for non-classroom activities.
- Reflect upon and take personal responsibility for own actions; avoid blaming others.
- Support and adapt to changing circumstances with a positive attitude.
- Attempt conflict resolution with others first before contacting/consulting faculty and others not involved in the conflict.
- Plan ahead and be prepared for class meetings, assignments, and advising appointments.
- Arrive to class on time and notify professor of necessity to leave early.
- Address others with respect in all email correspondences, and use of social-media.
- Maintain a respectful noise level and unobstructed traffic pattern in hallways and common areas.
- Avoid any form of dishonesty, including but not limited to theft, falsification of information, fraud, and willful deception, falsification of identification, and / or improper use or disclosure of information.
- Treat others with equality, respect, and genuine compassion. Treat others as you would like to be treated.
- Serve as a role model for civility and professionalism by exhibiting respect, restraint, and consideration of others.
Clinical Policies and Related Information

Nursing Practice Performance Standards/Essential Abilities

Based on the core performance standards of the Southern Regional Education Board (SREB) Council on Collegiate Education, students who participate in the nursing program are required to demonstrate abilities and skills in cognitive, sensory, affective, and psychomotor performance. Each student should use these standards as an objective measure in deciding whether he/she is "qualified" to meet these requirements. Each standard is accompanied by examples of an activity that a student would be required to perform in the nursing education program.

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>PERFORMANCE STANDARD</th>
<th>EXAMPLES OF NECESSARY ACTIVITIES (NON ALL-INCLUSIVE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical-thinking ability sufficient for clinical judgment</td>
<td>Identify cause/effect relationships in clinical situations, maintains client’s physical and emotional safety, demonstrates competence in administration of meds, treatments and procedures, develop nursing care plans</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds</td>
<td>Establish rapport with clients and colleagues, tolerate physically taxing workloads alternating shifts, function effectively during stressful situations, respond appropriately in stressful and emergency situations (physically, emotionally, mentally)</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for verbal and written interaction with others</td>
<td>Speak clearly and succinctly; Describe client situations; Perceive nonverbal communication; Communicate effectively with physicians, staff, clients and client’s families; Explain treatment procedures, initiate health teaching, and document and interpret nursing actions and client responses</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient for movement from room to room and in small spaces</td>
<td>Stand for long periods of times; Work at a fast pace for long periods of time; Moves around in client’s room, work spaces and treatments areas; Administer cardiopulmonary procedures</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient for providing safe, effective nursing care</td>
<td>Lift heavy objects; Use equipment and tools needed to carry out safe client care, position clients; Don sterile gloves and gown; Prepare medication aseptically (IV, IM, PO)</td>
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</tr>
<tr>
<td><strong>Hearing</strong></td>
<td>Auditory ability sufficient for monitoring and assessing health needs</td>
<td>Hear nurse call bell from clients; Hear telephone and have the ability to take orders over the telephone;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hear vital statistics with stethoscope to assess blood pressure, heart rate, lung vascular and abdominal</td>
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<tr>
<td></td>
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<td>sounds; Hear monitor alarm and emergency signals requiring quick response, and cries for help</td>
</tr>
<tr>
<td><strong>Visual</strong></td>
<td>Visual ability sufficient for observation and assessment necessary in nursing care</td>
<td>Observe client responses and assess correctly; See nurse call/emergency light; Read doctor's orders;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Read very fine, small print on medication containers; Read monitors and other equipment</td>
</tr>
<tr>
<td><strong>Tactile</strong></td>
<td>Tactile ability sufficient for physical assessment</td>
<td>Perform palpation, functions of physical examination; Manual dexterity to use sterile technique to insert</td>
</tr>
<tr>
<td></td>
<td></td>
<td>catheters (IV, Foley)</td>
</tr>
</tbody>
</table>


A:/NewForms/PerformanceStandards.doc
In addition to the SREB Nursing Practice Performance Standards, the Department of Nursing faculty have identified essential abilities critical to the success of students.

<table>
<thead>
<tr>
<th>ESSENTIAL ABILITIES</th>
<th>EXAMPLES OF NECESSARY ACTIVITIES (NON ALL-INCLUSIVE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judgment Skills</td>
<td>Ability to identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem solving around patient conditions and coming to appropriate conclusions and/or course of actions.</td>
</tr>
<tr>
<td>Neurological Functions</td>
<td>Ability to use the senses of seeing, hearing, touch and smell to make correct judgments regarding patient conditions and meet physical expectations to perform required interventions for the purpose of demonstrating competence to safely engage in the practice of nursing. Behaviors that demonstrate essential neurological and physical functions include, but are not limited to observation, listening, understanding relationships, writing, and psychomotor abilities consistent with course and program expectations.</td>
</tr>
<tr>
<td>Emotional Coping Skills</td>
<td>Ability to demonstrate the mental health necessary to safely engage in the practice of nursing as determined by professional standards of practice.</td>
</tr>
<tr>
<td>Intellectual/Conceptual Skills</td>
<td>Ability to measure, calculate, analyze, synthesize and evaluate to engage competently in the safe practice of nursing.</td>
</tr>
<tr>
<td>Other Essential Behavior Attributes</td>
<td>Ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair behavior or judgment. The student must demonstrate responsibility and accountability for actions as a student in the School of Nursing and as a developing professional nurse consistent with accepted standards of practice.</td>
</tr>
</tbody>
</table>

Adopted from Indiana University School of Nursing

Students failing to meet any one of these essential abilities, at any point in the Nursing Programs may be asked to withdraw from the program.
Documents Required for Clinical

Accepted students must meet the clinical requirements of all affiliating clinical sites by established deadlines, to include, but not limited to:

A) Completed health history and physical form*
B) Immunization form
C) TB screening
D) Criminal background check**
E) Urine drug screen**
F) Base Life Support for Healthcare Providers through the American Heart Association
   (CPR classes will generally be provided to students at a nominal fee)
G) Professional Liability Insurance and
H) Health Insurance***

*Students must maintain ability to meet requirements of Nursing Practice Performance Standards/Essential Abilities. Students experiencing a change in health status may be required to resubmit health forms.

**Students who enter the program must have a Criminal Background Check and Urine Drug Screen performed by a company approved by the Nursing Program. Clinical agencies will review Criminal Background Check and Urine Drug Screen results. The student must be approved by the affiliating clinical agencies in order to participate in clinical experiences and progress in the program. Students denied acceptance by any clinical affiliates will not be able to attend clinical experiences and therefore will not be enrolled in the Nursing Program.

Students must be aware that criminal background and urine drug screen findings may affect their ability to attend clinical experiences. If a clinical affiliate at any time does not allow a student to attend clinical experiences and the student is unable to meet class, lab, or practicum objectives, the student will not be allowed to progress or continue in the Nursing Program.

Random Criminal Background Checks or Urine Drug Screen may be required while in the Nursing Program, based on professional judgment of the faculty. This testing, if required, will be at the student’s expense.

*** Student Health Insurance
Students enrolled in nursing courses are required to have health insurance that meets minimum standards as mandated by the University System of Georgia. If the student is not covered by an acceptable policy – one held by a parent or spouse, or a company or organization on an approved waiver list – the student must purchase the SHIP policy if he/she wishes to remain a student. Students who are covered by an acceptable policy held by a parent, spouse, company, or organization may request a waiver at www.uhcsr.com. Individual or Association Policies will not be considered for a waiver.
If the student is required to have health insurance, the cost of the SHIP premium will be automatically added to his/her Tuition and Fees bills. It is the student’s responsibility to initiate the waiver process to order to avoid paying the premium.

The student must have secured a waiver or have paid for coverage from Pearce & Pearce, Inc. each semester by the Middle Georgia State University payment deadline in order to remain enrolled in classes. Students who do not secure the waiver or the coverage will be removed from Middle Georgia State University courses for non-payment. Any student removed from enrollment in the Nursing Program will need to reapply for readmission.

**Students must make and keep a copy of all clinical requirements.**

**General Statement**

Laboratory experiences are conducted on campus and in a variety of health care settings. Campus laboratories are available and should be used by students to review and practice skills. All experiences are designed to promote student learning and all procedures will be performed under the supervision of the instructor. Demonstration of satisfactory performance of all designated psychomotor behaviors is required and students are expected to maintain competency in all learned psychomotor behaviors. A student has two opportunities to successfully demonstrate nursing skills. Satisfactory performance in both settings is required to pass the course.

**Latex Allergy Information**

Any student who believes they have a Latex Allergy, for their safety, should reveal this information to the Middle Georgia State University Nursing Programs via the “Health Requirement Form” completed on admission, or via written communication with any Middle Georgia State University Nursing Program Faculty. Students must notify the clinical instructor each semester to ensure availability of latex free supplies and equipment. The student must follow the Board of Regents policy re: Accommodation and have an appointment with Disability Services.

**Clinical Placement**

- Clinical experiences are scheduled according to site availability.
- Clinical experiences vary each semester. At times, clinical experiences may be during the day, evening and/or weekend.
- The faculty reserves the right to place students in a specific clinical area based on individual student learning needs. It is preferable that a student not be assigned in an area where they are employed.
- Students are responsible for making arrangements regarding childcare, transportation and work schedules.
- Students are not excused from clinical experiences because of schedule conflicts.
Clinical Attendance Policy

Students are required to attend all clinical laboratory experiences. Clinical is inclusive of campus skills labs, simulations, alternative, and hospital experiences. Any unexcused clinical absence will constitute a clinical unsatisfactory. Two unsatisfactory clinical evaluations will result in a clinical failure and a course grade of F.

When reporting absence from clinical STUDENTS are required to:

1. Call Nursing Service of the clinical facility where you are assigned at least one hour prior to scheduled experience.

2. Give the following information:
   - Your name and your school
   - Your clinical instructor's name
   - The clinical area to which you are assigned
   - Reason for absence

3. Obtain the name of the person to whom you spoke

4. Notify the appropriate faculty person prior to the clinical experience at the time given by the clinical instructor and give an acceptable explanation for missing scheduled clinical experience.

5. Contact the Course Coordinator to arrange a make-up clinical.

Excused clinical absences in excess of two per semester will be brought before the appropriate faculty. At this time, clinical status in regard to course completion will be decided.

Makeup clinical practicums will be determined by the teaching team and scheduled by the Course Coordinator.

When a clinical experience is to be made up, the student is responsible for obtaining a "Clinical Make-up Form" from the program secretary. This form should be given to the instructor with whom the student is making up the clinical experience.

Students are not permitted to give gifts to their clinical instructor.
Punctuality

Punctuality is an expected behavior. When a student is tardy for any scheduled laboratory experience, appropriate action by the faculty might consist of dismissal from the clinical lab for that day.

Confidentiality

Patients have the right to their health care information being treated as completely private and confidential, known and discussed only by those directly involved in their care. No patient information, even without names or other identifying information should be removed or shared outside of the clinical facility. In addition to not removing documents containing patient information from the clinical facility, students are not to discuss patient situations verbally or by any electronic means, including blogging, text messaging, or posting on websites such as Myspace, Facebook, Wiki, or any electronic means other than over a secured network, such as Desire 2 Learn (D2L). Any breach of patient confidentiality will result in clinical failure in the course involved and may result in dismissal from the Middle Georgia State University Nursing Program.

Documentation

Students are responsible for documentation of client care according to health care agency policy. Student signature is to be written as follows: A. Student, MGA-NS.
Uniform Policy

Adherence to the uniform guidelines is an expected behavior. The MGA Student Uniform must be worn in clinical, campus lab, simulations, and alternative clinical areas. Failure to follow the uniform guidelines will result in dismissal from the clinical area. Make-up of the clinical time will be required. At the discretion of the clinical instructor, students who are not in compliance with the Uniform Policy may be dismissed from the clinical area.

- All uniforms shall be purchased from [www.Meridys.com](http://www.Meridys.com). The uniforms will be neat, clean and without wrinkles.
- Female students may wear a uniform pants or skirt and shirt. Sleeves should be short or 3/4 length. Dresses or skirts should be at least knee length.
- Male students shall wear a uniform shirt or tunic and pants.
- Shoes must be white and be kept clean and/or polished. All white socks or hose shall be worn.
- The color and style of undergarments shall not be seen through the uniform.
- The Middle Georgia State University Photo ID must be worn during all clinical lab experiences.
- Students must have a watch with a second hand, bandage scissors, a stethoscope and a writing pen with permanent black ink with them during clinical lab experiences.
- Tee shirts, jeans, and “sweats” are excluded as uniforms.
- No jewelry shall be worn except for a simple wedding band without raised stones or projections and a wristwatch. No visible piercings, including tongue rings, nose rings, and other facial piercings are allowed in the clinical or lab settings. Earrings must be small post earrings and limited to two pairs per ear.
- Hair shall be neat, clean and controlled, away from the face, and off the collar. Male facial hair shall be trimmed and neatly groomed (1 inch or less).
- No extreme hair colors, colored hair spray or colored mousse (i.e. gold, silver, purple, blue, orange) will be allowed.
- No strong odors (perfumes, powders, lotions, or smoke) will be allowed during clinical or lab setting.
- Fingernails must be short and neatly groomed. Only natural fingernails without polish are allowed.
- All tattoos must be covered by the uniform.
- Chewing gum and smoking are not allowed during the clinical lab experience.
- Professional street clothes should be worn with a white lab coat and Middle Georgia State University Photo ID for pre-assessment.
- The uniform policy for Psychiatric/Mental Health Nursing, Women and Infant Health Care and Children’s Health Care is specified in the respective course syllabi.
- No electronic devices will be allowed in the clinical area.
- In addition to adherence to the Middle Georgia State University Uniform Policy, students must comply with individual clinical agency dress code policies.
**Standard Precautions**

The following measures for preventing blood-borne pathogen transmission in health care settings are recommended by the Centers for Disease Control:

- Students are expected to wash hands or use wall mounted antimicrobial solution dispensers before and after every patient encounter.
- Barrier Protection should be used at all times to prevent skin and mucous membrane contamination with blood, body fluids containing visible blood, or other body fluids.
- Barrier protection should be used with all tissues.
- Examples of barrier protection include disposable lab coats, gloves, and eye and face protection.
- Gloves are to be worn when there is potential for hand and skin contact with blood, other potentially infectious material, or items and surfaces contaminated with these materials.
- Wear face protection during procedures that are likely to generate droplets of blood or body fluid to prevent exposure to mucous membranes of the mouth, nose or eyes.
- Wear protective clothing when there is a potential for splashing of blood or body fluids.
- Wash hands and other skin surfaces thoroughly and immediately if contaminated with blood, body fluids containing visible blood or other body fluids to which universal precautions apply.
- Wash hands immediately after gloves are removed.
- Avoid accidental injuries that can be caused by needles, scalpel blades, laboratory instruments, etc., when performing procedures, cleaning instruments, handling sharp instruments, and disposing of sharp needles.
- Used needles, disposable syringes, scalpel blades and other sharp items are to be placed in puncture resistant containers marked with a biohazard symbol for disposal.

**Incident/Accident Reporting**

All incidents involving injury occurring in the clinical setting, e.g. needle sticks, student injury, etc. should be reported to the clinical instructor immediately. A Middle Georgia State University Incident/Observation Report Form will be completed by the instructor and student. The student will be offered appropriate treatment in accordance with the procedures specified by the clinical agency. No references to identifiable patient and/or clinical facility employee information should be included in the report.
Clinical Competency & Performance

Clinical performance is graded on a satisfactory/unsatisfactory basis. To meet clinical requirements for the course, the student must demonstrate satisfactory achievement of each competency by the end of the semester. Failure to accomplish a satisfactory “S” on the second attempt of a clinical competency return demonstration will result in a course grade of “F” and the student may not further progress in the nursing program.

Clinical improvement contracts may be given at the discretion of the clinical instructor at any time during the semester.

Two unsatisfactory evaluations constitute a clinical failure, earning a course grade of “F”.

Evaluations by Clinical Instructor

Evaluations by clinical instructors will be arranged on a one-to-one basis with students and will be scheduled so as to not interfere with clinical experience time. Prior to mid-clinical, students should give their instructor one of the individualized clinical evaluation forms from their syllabus. For both mid-clinical and end-of-clinical evaluations, students are required to bring their already completed self and clinical site evaluation forms. Attendance at midterm and final evaluation conferences is required to pass clinical.

Evaluation of Clinical Assignments

Satisfactory completion of weekly clinical assignments is required. Criteria are included in the course syllabus. **Formal papers will be written in APA format** utilizing the most current edition of the American Psychological Association Manual. Written content will meet course guidelines.
Policy Regarding Safe Nursing Practice

- The student must act as a reasonably prudent nursing student (i.e., as a nursing student with the same educational experience would behave in a given situation in the clinical laboratory experience.

- If, in the professional opinion of the clinical instructor, the student fails to act as a reasonably prudent nursing student in the clinical laboratory setting, the student will be informed by the clinical instructor and may be dismissed from the clinical unit.

- The instructor will inform the Nursing Department Chair of the events as soon as possible.

- The student should meet at the time designated by the clinical instructor for a conference to discuss the incident. Documentation of the conference will be forwarded to the Course Coordinator and the Nursing Department Chair. At the conclusion of the conference, the clinical instructor may:
  1. permit the student to return to the clinical laboratory setting,
  2. recommend voluntary withdrawal from the course,
  3. assign an unsatisfactory clinical grade to the student, or
  4. recommend to the Nursing Department Chair that the student be dismissed immediately from the nursing program.

- The student may, within three (3) working days of the conference, appeal the decision in writing to the Department of Nursing Chair.

- The Department of Nursing Chair may impanel a committee of three (3) nursing faculty members. Each of the following (the student, clinical instructor, and the Department of Nursing Chair) will choose one member to interview the parties involved, review the evidence, and advise the Department Chair as to the findings and recommendations of the committee.

- The student who is dismissed for unsafe nursing practice would receive a grade of “F” in the course and according to the guidelines of this policy will not ordinarily be readmitted to the nursing program.

- For further appeal, refer to the Grade Appeal Policy in the Middle Georgia State University Academic Catalog.
Nursing Lab Procedure

To provide a standardized approach to nursing lab procedures and student referral process for skill remediation for all nursing programs of study the following applies to nursing lab usage:

- Students are to use the Labs during open lab hours, posted in D2L. The laboratory coordinator will supervise scheduled open lab hours.
- Additionally, students may have the lab opened by the faculty, on an individual or group basis, after making prior arrangements with faculty.
- A sign in book is present in lab for all students to sign in when using the lab for practice.
- No needles shall be taken from lab.
- Needles or sharps should only be used on models and manikins.
- Students may use the lab computers to access resources from the ATI website.
- Students must wear uniforms while working in the lab.
- Students must bring any supplies from their nursing kits they will need for practice.
- Children and visitors are not allowed in the lab.
- No markers, pens, or betadine are permitted on the mannequins.
- No food or drinks in the lab.
- After practicing, straighten lab so it is ready for the next student. Mannequins and beds are to be left neat and tidy as one would in the hospital. Chairs should be replaced under the tables. Pick up any trash and place in trash containers.
- Report any and all incidents or malfunctioning equipment to the laboratory coordinator or nursing faculty.
- The Sim Man, Meti Man or other computer operated mannequins are not to be used unless under direct supervision from the laboratory coordinator or nursing faculty.

With regards to student referral for skills remediation the following applies:

- Students will contact the Laboratory Coordinator to schedule a remediation session in the laboratory. Remediation should be completed in a timely manner.
- Faculty shall fill out information on the Student Referral Form for Skills Remediation. The form shall be forwarded via email to Laboratory Coordinator.
- The Laboratory Coordinator shall schedule time for student’s skill remediation to be completed. The laboratory coordinator will complete the areas describing the student’s skill level post remediation and return to the referring faculty/ instructor.


**Testing Policies and Related Information**

**Exams**

Written examinations represent a major evaluation component in all courses. The times, dates and weights of examinations are identified on the course syllabus. If you are unable to be present for an exam, the Course Coordinator or the Program Secretary must be notified **BEFORE** the exam is scheduled to begin. In the absence of an immediate and acceptable explanation for missing any scheduled exam, 10 points will be deducted from the make-up exam grade.

Appointments to make up exams must be scheduled with the Course Coordinator. Exams must be made up within three (3) school days. Appointments to make up exams must be scheduled with the Course Coordinator. Exception to this rule requires approval of Course Coordinator and provision of written documentation of the emergent medical care and/or death of immediate family members. Students who must make up a written exam can expect to have a different form of the test.

Program Secretary Phone:
Macon/ Warner Robins: 478-471-2761
Cochran: 478-934-3057
Dublin: 478-275-6808

**Testing Policy**

The use of the College’s Technology for testing is governed by the Student Code of Conduct as stated in the *Middle Georgia State University Student Handbook*. Any violation will result in disciplinary action. See the *Middle Georgia State University Student Handbook* for Computer and Network Usage Policy.

- Grades on course assignments and exams which are determined by percentages involving decimals will not be rounded up to the next whole number. This policy also applies to final course grades.

- Students must have a **75%** average on all non-standardized nursing course exams to pass the course. After meeting the **75%** average on the exams, the remaining course requirements will be added to obtain the final course grade. Students not achieving a **75%** average on the non-standardized nursing exams will receive the average of those exams as the final course grade.

- Students will be notified of time and location for all scheduled exams. All students testing must adhere to the Testing Policies.

- Students may not have access to cell phones at any time during testing. Ringers on phones must be turned off.

- For computer testing students may use a computer calculator or calculator supplied by the nursing department only. For pencil and paper testing students may use only simple
calculators. Students may not use programmable calculators, share calculators with classmates, or use a calculator that beeps or make other noises.

- Students may not have access to any course materials including, but not limited to, books, notes, documents, computer files or websites at any time in the testing area.
- Students will not be allowed to take any personal items to the testing station. Pencils and paper will be provided by faculty.
- Students who score less than a 75 on a test are required to meet with a designated member of the course teaching team for remediation within two weeks following the exam date.
- Neither individual nor group test review will be conducted following test administration.
- Students will not be allowed to wear shirts, sweaters, jackets, pullovers, hoodies, hats, etc. that have pockets during testing.
- Students will not be admitted to the testing area to start an exam once exam administration has started and the exam is open. Students testing in the Testing Center will not be allowed to start exams after the scheduled start time.

Dosage Calculations Policy

To verify safe level of knowledge and understanding of medication administration procedure, it is required that all students will successfully complete a Dosage and Solutions (D & S) Qualifying Exam prior to the start of clinical practice each semester. Failure to satisfy this requirement will result in an “Unsatisfactory” clinical grade for the semester. Use of calculators provided by the nursing department is permitted. Students enrolled in a clinical course that requires successful completion of a dosage & solutions exam must pass the exam with a passing score before allowed to attend clinical.

A minimum grade of 90% is required. Students will be allowed one retest. Failure to achieve a score of 90% after two attempts will result in a clinical failure (grade of “F”).

A student may exempt the D&S exam by successfully completing Clinical Calculations, the semester immediately preceding the clinical nursing course and meeting the following criteria:
- A grade of 90% is required on the D&S exam included in the course, and
- A grade of C or better in the course

Critical Thinking Exam

Students will complete a Critical Thinking Exam prior to beginning the Program and again upon completing the Program. This standardized exam is used as a component of program evaluation and will provide program administrators with information on the degree of critical thinking development that has occurred during your time at Middle Georgia State University.
Communication Policies and Related Information

Communications/Information Sharing – Announcements

Official announcements for all nursing students are posted on the student bulletin boards located in the nursing office. Class specific announcements are posted via class meetings and through Desire 2Learn. All Middle Georgia State University students have an official Middle Georgia State University email address which will be used for communication. Students are responsible for information distributed by the institution and faculty to the students MGA email address. Students are responsible for communication delivered within courses in D2L and the MGA college email and are expected to check email communication & newsfeeds daily.

Middle Georgia State University students are provided a Middle Georgia State University e-mail account free of charge. The University considers this account an official means of communication. The purpose of the official use of the student e-mail account is to encourage the use of existing technology to provide a more effective means of communicating important College-related information to Middle Georgia State University students in a timely manner. Students are encouraged to check their account frequently.

Instructions for Accessing Student E-mail

Go to www.mga.edu – “Click for Quick Links” at top of webpage, then click on envelope, then Account Activation – Follow instructions -You are encouraged to change your password the first time you log in.

Please read the Middle Georgia State University Computer and Network Usage Policy listed in Section IV of the Middle Georgia State University Student Handbook.

Class Cancellation/School Closure

In the event of inclement weather conditions, the student is advised to tune to public broadcast media (WMAZ) for school closing announcements. The MGA Emergency Alert System is a free service for quick and accurate notification of campus emergencies including severe weather conditions and campus closings. It is imperative that your contact information including phone numbers and email addresses provided at admission is current and up to date. Information for updating contact information may be found at: http://www.mga.edu/police/alert.aspx
Use of Social Networks by Nursing Students

Students using social media and networks shall be aware of issues that could violate the Educational Training Program Agreement signed at orientation. This includes the statements:

“To keep in confidence all medical, health, financial and social information (including mental health) pertaining to particular clients or patients.”

And

“To not publish any material related to my educational training program that identifies or uses the name of the Institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association, the Facility or its members, clients, students, faculty or staff, directly or indirectly, unless I have received written permission from the institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association and the Facility.”

Confidentiality Considerations!!
- Do not include the name of the clinical agency on your social network.
- Do not include the name of your clinical preceptor, agency staff or clinical instructor on your social network.
- Do not include photos of your clinical preceptor, agency staff or clinical instructor on your social network without their permission.
- Do NOT post a patient name, diagnosis, agency where receiving care or any identifying information – such as gender, age, ethnicity, etc. No photos of patient or family. Even a general posting regarding a patient can be linked back to an individual.
- Be very careful what you say about your clinical preceptor, the staff at the agency, your clinical instructor and your fellow classmates in your blog or on your social network.
- Problems or issues with faculty, clinical instructors, clinical facility employees, and other students should be addressed through the appropriate chain of command. Any issues should not be addressed through the use of social media or personal blogs.
Nursing students are expected to abide by the Department of Nursing’s Electronic and Social Media Policy: E-Professionalism.

A. The language governing portions of this policy can be found in federal law (i.e., Public Law 111-148, otherwise known as the Patient Protection and Affordability Care Act (PPACA), the Health Insurance Portability and Accountability Act (HIPPA), 1996, and Health Information Technology for Economic and Clinical Health (HITECH) Act, 2009).

B. State laws that may be applicable (i.e., privacy, defamation, harassment or cyberbullying, nursing regulation, and case law) should also be consulted to reduce the exposure of the students, faculty, and nursing programs.

C. The Middle Georgia State University Social Media Guidelines (2015) are applicable and can be reviewed at http://www.mga.edu/marcomm/docs/social_media_guidelines.pdf

D. In addition, the applicable language in the School of Nursing Educational Training Program agreement that governs is the following:
   a. “To keep in confidence all medical, health, financial and social information (including mental health) pertaining to particular clients or patients.”
   b. “To not publish any material related to my educational training program that identifies or uses the name of the Institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association, the Facility or its members, clients, students, faculty or staff, directly or indirectly, unless I have received written permission from the institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association and the Facility.”

E. Professional organizations, legal and ethical guidelines provide the framework for this policy (i.e. American Nurses Association (ANA) Code of Ethics for Nurses with Interpretive Statements, 2015, National Council of State Boards of Nursing (NCSBN) White paper on Nurses Use of Social Media, 2011, and ANA’s “Six Tips for Nurses Using Social Media” can be found at www.nursing world.org). Guidelines can also be found within the Code of Ethics (ANA, 2015) regarding the duty to act within the professional role and to recognize and maintain boundaries and limits to relationships with patients. (Westrick, S.. 2016)

F. Examples of Electronic and Social Media can include, but are not limited to, Facebook, Twitter, Myspace, YouTube, LinkedIn, Instagram, and SnapChat. Taking pictures or videos at clinical sites with phones, cameras or any other electronic recording device can also subject students to liability and/or academic disciplinary actions leading to termination from the nursing program.

G. All nursing students entering the program must acknowledge awareness of, and agreement to this policy and the Educational Program Training Program Agreement. It is recommended that prior to each class, instructors provide the policy again, to be reviewed by the student to ensure that they are aware of the specific course’s applicability to this policy.

H. Students should be aware that their student status will not shield them from the consequences of inappropriate use of social media and/or electronic communication.
and that all information, irrespective of privacy settings is public, and subject to retrieval even when deleted from a social media site (Westrick, S., 2016).

I. Students using social media and electronic networks shall be aware of issues that could violate this policy and the Educational Training Program Agreement. Examples include, but are not limited to:

   a. Postings, images, recordings, or commentary that intentionally or unintentionally breaches the duty to maintain privacy and confidentiality (ANA, 2015, p.9) whether on-duty or off-duty.

   b. Failure of the student nurse to act within the professional role by not recognizing and maintaining boundaries and limits to relationships with patients. (ANA, 2015)

   c. Failure of the student nurse to exercise extreme caution when discussing any patient-related experience or information on social media sites. Even with a small amount of information, coupled with other revelations (possibly by another person), can result in identification of parties who are entitled to privacy protection (Westwick, S., 2016).

   d. While the State Board of Nursing does not generally have jurisdiction over student nurses until licensure, unprofessional behavior may subject professional registered nurses to fines, censure, reprimand, suspension, and or possible revocation of licensure, therefore nursing students should not engage in any such behavior. To do so, may result in refusal to license by the applicable regulatory nursing board. Disciplinary actions by state boards of nursing have included charges of unprofessional conduct, moral turpitude, mismanagement of patient records, and release of privileged information and breach of confidentiality (Stokowski, 2011).

   e. Revelation at any time, via any medium of private health care information learned as a result of clinical experiences. This includes releasing photographs from clinical sites that could, in any way, identify patients or expose their protected health information. It is a violation of this policy to take photographs or videos in patient care areas, or to violate any clinical facilities policies regarding this type of prohibition.

   f. Failure to notify the patient of any breaches of confidentiality, and failure to provide for the security protections for patient’s data (Melnik, 2013).

   g. Failure to protect patient’s private health care information may create a private cause of action for breach of confidentiality, intentional or negligent infliction of emotional distress harassment, defamation, or harm to reputation.

   h. Breach of confidentiality by sharing privation information (often inadvertently), even when the patient’s name or other identifying information is not revealed.

   i. Engaging in criticism or negative comments online of co-workers, employers, administration, and or clinical facilities may subject the student to civil suits for defamation, breach of privacy or harassment. Caution should be exercised when commenting on any work-related situation. To prevent potential liability or exposure to academic discipline, the student should not include the name of the clinical agency, clinical preceptor, agency staff, or clinical instructor on your social network. Do not discuss school or work-related issues online, including complaints about others. According to Barry & Hardiker, 2012, this
includes not criticizing or presenting unflattering images of your educational institution, teachers, or fellow classmates.

j. Do not include photos of your clinical preceptor, agency staff or clinical instructor on your social network without their specific permission and pictures/recordings should never be taken in a patient care area.

k. Do NOT post a patient name, diagnosis, agency where receiving care or any identifying information – such as gender, age, ethnicity, etc. No photos of patient or family. Even a general posting regarding a patient can be linked back to an individual.

l. Be extremely cautious what you say regarding your clinical preceptor, the staff at the agency, your clinical instructor and your fellow classmates in your blog or on your social network. That includes Facebook pages for your classes.

J. Failure to comply with these standards will result in disciplinary action. Any breach of patient confidentiality will result in clinical failure in the course involved and may result in dismissal for the Middle Georgia State University Nursing Program.
**Student Employment**

The unlicensed student enrolled in the nursing curriculum may not be employed at any health care agency in a capacity which involves those activities and functions which are designated as the role of the registered nurse.

This policy is consistent with the specified rules and regulations of the Board of Nursing of the state of Georgia which is as follows:

1. Unlicensed students, in conjunction with faculty members and/or preceptors, are exempt from licensure during the practice of nursing that is an integral part of a curriculum in a nursing education program.
2. Students, who are not otherwise licensed or certified, shall be employed only as unlicensed nursing personnel. They shall not represent themselves as nursing students nor assume responsibilities within the scope of practice of a registered nurse.
3. Graduates, who are not otherwise licensed or certified, shall be employed only as unlicensed personnel prior to licensure. They shall not assume responsibilities within the scope of practice of a registered nurse.
4. The registered nurse supervising employed unlicensed students and/or graduates prior to licensure is referred to Rules 410-3-.08(2) and 410-3-.08(3) re job responsibilities.

ORGANIZATIONS

Middle Georgia State Association of Nursing Students (MGSANS)

All nursing enrolled and nursing indicated students are members of MGSANS, a professional and service organization. MGSANS assists its members in becoming aware of the central role of the nursing profession in providing health care for all people. MGSANS also is the local chapter for the Georgia Association of Nursing Students and the National Student Nurses’ Association. For an additional fee, members of the local chapter may join the state and national associations.

Nursing students wanting to participate in out of town meetings or conventions during school hours must maintain a 75% class average in order to be eligible to attend.

Approval to attend must be obtained from the course coordinator.

SCHOLARSHIPS

Nursing Scholarships

More than 40 scholarships are available to students who have been accepted to Middle Georgia State University or currently are enrolled here. There are several scholarships dedicated to nursing students. Specific information about nursing scholarships is available by contacting the Financial Aid department. These scholarships, which are available through Middle Georgia State University and the Middle Georgia State University Foundation, are awarded on a competitive basis. Generally, recipients are selected on the basis of academic achievement and financial need.

Scholarship applications may be picked up in the Office of Development, Office of Admissions, Office of Financial Aid and the Academic School Offices. Scholarship applications should be completed and returned to the Office of Development, in the Administration Building. Applications list the criteria for each scholarship.
For more information, contact the Office of Development, at (478)471-2732.
PINNING AND GRADUATION REQUIREMENTS

Nursing Pin

The nursing pin is a replica of the Middle Georgia State University seal and an official representation of Middle Georgia State University. The student must present appropriate personal identification at the time of purchase from the Middle Georgia State University Bookstore. Unofficial pins are not allowed to be worn by graduates of Middle Georgia State University.

Graduation

It is recommended that students apply for graduation at least two semesters before their expected graduation term.

Graduation requirements are located in the college catalog at:

It is the student's responsibility to see that incomplete grades, transfer of credits, etc., have been submitted to the appropriate office well in advance of graduation. The process of applying for graduation can be found at: http://www.mga.edu/academics/academic-catalog.aspx

A student will normally satisfy the degree requirements of the catalog in effect at the time of entrance. Although students' degree requirements are not changed ordinarily it must be recognized that revisions may be required to provide a more effective program.