



Knowledge. Faith. Service.

Southwestern Adventist University
Department of Nursing
Student Handbook



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Welcome to Southwestern Adventist University!

Welcome to the Southwestern Adventist University Nursing Department! You have chosen a program that offers excellence in academic learning within a Christian environment. The SWAU Nursing Department has a rich history of achievement in which graduates are making notable differences within all areas of the nursing profession.

This educational program requires self-direction, commitment, motivation, and discipline. Faculty are committed to the teaching and learning partnership as together we embrace the new challenges of an ever-changing healthcare environment. It is a privilege for your faculty and staff to partner with you through the nursing program and we encourage you to take advantage of all the learning opportunities provided. Please let us know how we can best help you fulfill your goals. We offer you our support, encouragement, and commendation as you embark on this journey.

May God bless you,

Kerrie Kimbrow, DNP, MS, RN

AdventHealth Endowed Chair

FACULTY AND PROGRAM INFORMATION

Nursing Department Faculty and Staff

Kerrie Kimbrow, DNP, RN, Department Chair

Jean Alway, MSN, RN, CNE

Marcia Azevedo, MS, RNC-OB, RNC-MNN, C-EFM

Kathy Davis, MSN, RN

Lakicia Foster, DNP, MPH, RN-BC

Terri Gibson, DNP, MSN, RN, AMB-BC, DipACLM

Elisane Grellmann-Almeida, MSN, RN

Joyce Melius, EdD, MSN, RN

Rima Seaman, EdD, MSN, RN

Flavia Illingworth, BS, Office Manager and
Pre-Nursing Advisor

Sheri Denny, AS, Clinical Coordinator



Faculty Office Hours

Faculty office hours are posted on their office doors and syllabi. Students are encouraged to make appointments during these times. If this is not possible, students may request an appointment with the faculty member at a mutually satisfactory time. This may be done by phone or e-mail.

Each faculty member has voicemail. Please leave a message and callback number. The faculty member will return calls as soon as possible but may not be available every day due to clinical or Skills/SIM lab responsibilities. If the issue is an emergency, please call the department Office Manager to request assistance. Please note that faculty/staff will not be available for academic purposes during Sabbath hours (sundown Friday to sundown Saturday).



F **UN** **ACT**

The SWAU Nursing Program started in 1975—almost 50 years ago. You’re joining a long legacy of SWAU nurses!

Make friends for life in our “nursing family”.

Nursing Student Handbook

The Nursing Student Handbook includes important information, policies, and guidelines to help make your experience at SWAU a productive one. Please become familiar with the information contained in this handbook, as you will use it throughout your time in the nursing program at SWAU. *The Nursing Student Handbook* is intended to accompany the [SWAU Catalog](#), course syllabi, and other information distributed or posted online. For questions or clarifications please visit with your academic advisor.

Accreditation

The baccalaureate degree program in nursing at Southwestern Adventist University is accredited by the [Commission on Collegiate Nursing Education](#), 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

The nursing program is fully approved by the [Texas Board of Nursing](#), George H. W. Bush State Office Building, 1801 Congress Avenue, Suite 10-200, Austin, TX 78701, 512-305-7400.

Student/Faculty Communication

The Canvas course, “Info Central” for each nursing class (Sophomore; Junior 1; Junior 2; Senior 1; Senior 2; RN-BS) will serve as an avenue for communication between faculty and students concerning program requirements, assignments, and other topics of interest to students. Messages for the department bulletin/message boards must be submitted to the Department of Nursing Office Manager for posting. Emergency alerts will follow university protocol.

Chain of communication: 1) Course Professor, 2) Department Chair, 3) Nursing Faculty Committee, 4) Academic Vice President, 5) President, 6) Board of Trustees. If questions or problems arise, follow the proper chain of communication and refer to the university grievance policy.

SWAU Nursing Program Mission Statement

“The mission of the Southwestern Adventist University Department of Nursing is to prepare caring and competent generalists in the profession of nursing with a Christian perspective of a liberal arts foundation, a sense of mission grounded in applied Christian beliefs, and a professional practice built on natural, behavioral and nursing sciences. The program fosters an environment that facilitates development of students who engage in civic and professional accountability, critical inquiry, and the pursuit of life-long learning.”

Department of Nursing Philosophy

The philosophy of the Department of Nursing is in harmony with the Southwestern Adventist University philosophy and the basic beliefs of the Seventh-day Adventist Church, and consistent with

the views of the nursing profession in regard to professional nursing and Christian values. This includes the concepts of Health, Environment, Society, and Nursing Education.



Ethical Responsibility

Southwestern Adventist University students are expected to display professional behaviors that reflect professional nursing. Professionalism is a concept that embraces conduct, attitudes, values, behaviors, and standards of practice.

Service Learning in the Community

In accordance with SWAU’s tagline “Knowledge, Faith, Service”, the Department of Nursing seeks to strengthen future graduates’ lifelong commitment to service and civic responsibility through participation in community-related service. We believe “Christ’s method alone will give true success in reaching the people. The Savior mingled with men as one who desired their good. He showed sympathy for them, ministered to their needs, and won their confidence. Then He bade them ‘Follow Me’” (White, 1942, p. 143). Therefore, it is our goal that students will emulate Jesus’ concern for others as demonstrated by involvement in community service.

Students may choose how they will provide two hours of service in their community, each semester. Guidelines and suggestions are provided. Upon completion of this experience, students complete a document that includes reflection on the activity and how participation enhanced their knowledge, skills, and attitudes in relation to core nursing values.

Regulatory and Professional Standards

This nursing program prepares graduates to provide quality, safe, and compassionate nursing care. The program aligns teaching and learning outcomes with guidelines and recommendations from the following organizations that represent and regulate professional nursing practice.

Texas State Nurse Practice Act

<https://www.bon.texas.gov/>

ANA Code of Ethics (American Nurses Association)

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

AACN Essentials (American Association of Colleges of Nursing) [What Nursing Students Need to Know](#)

[About the AACN Essentials \(aacnnursing.org\)](#)

NCSBN (National Council of State Boards of Nursing)

<https://www.ncsbn.org/>

QSEN (Quality and Safety Education for Nurses)

[QSEN Competencies | QSEN](#)

**FUN
ACT**

An important aspect of nursing is that it is a rewarding career of service to others through clinical expertise. You will make a difference in people’s lives and share God’s love with those in need. Knowing the impact you have on those around you, is the best “paycheck” you can imagine.



Southwestern Adventist University
Department of Nursing

PROGRAM CONCEPTS			
Clinical Judgment	CJ	Professionalism, Personal & Professional Leadership	PPL
Evidence-Based Practice	EBP	Population and Global Health	PGH
Informatics, Technology & Security	ITS	Safety and Quality	SQ
Interprofessional Collaboration	IC	Service Excellence	SE
Person-Centered Care	PCC	Whole Person Wellness	WPW

Program Goals/End-of-Program Outcomes

Program Goals (Essentials & DECS)	End-of-Program Outcomes
<p>1. Provides a broad-based liberal arts education in the natural, behavioral, and nursing sciences; spiritual domain; & humanities from a Christian perspective, in a variety of environments.</p> <p>AACN I Domain 1 DECS II-H</p>	<p>1. Integrates scientific, conceptual, and nursing practice competencies from the natural, behavioral, and nursing sciences; spiritual domain; and humanities from a Christian perspective, in a variety of environments.</p> <p>CJ; PCC; PPL; WPW</p>
<p>2. Prepares generalist students to utilize core nursing knowledge, skills, and clinical judgment in providing evidenced-based care for diverse clients.</p> <p>AACN III, IX Domain 2, 4 DECS II-B, C, F, H; III-B, D, F; IV-A, B, C, F QSEN EBP, QI</p>	<p>2. Demonstrates competence in evidence-based clinical judgment in providing safe, quality, person-centered care for diverse clients.</p> <p>CJ; EBP; PPC; PPL; SQ</p>
<p>3. Fosters clinical prevention and population health through integration of student and client self-care and whole person wellness concepts.</p> <p>AACN VII Domain 3 DECS II-E,G; III-C; IV-G QSEN: PCC</p>	<p>3. Provides care for self and diverse populations that is equitable, inclusive, and considerate of the determinants of health in clinical prevention.</p> <p>CJ; PCC; PGH; WPW</p>
<p>4. Facilitates the development of professionalism, personal and systems leadership, scholarship, and values, consistent with regulatory standards.</p> <p>AACN II, V, VIII Domain 7, 9 DECS I-A, C, D; II-E; III-A, D, E ; IV QSEN: QI, T&C</p>	<p>4. Demonstrates professional nursing values, scholarship, and leadership competence within legal, ethical, and professional standards and health care policy.</p> <p>IC; PPL; SQ</p>
<p>5. Fosters the development of effective communication skills, interprofessional collaboration, and a just culture to promote quality, safe nursing practice.</p> <p>AACN VI Domain 5, 6 DECS I-B; II-C, D; III-B, F; IV-A, B, C, D, E, F, G QSEN: Safety</p>	<p>5. Collaborates with members of the interprofessional health care team to provide compassionate, quality client care and contribute to a healthy, civil work environment.</p> <p>IC; SQ; PGH</p>
<p>6. Promotes safe and effective information management and use of health care technology.</p> <p>AACN IV Domain 8 DECS II-H; III-C; IV-D QSEN Informatics</p>	<p>6. Engages in appropriate use of healthcare technology and secure management of health care information.</p> <p>CJ; ITS; SQ</p>
<p>7. Promotes service excellence and community engagement.</p> <p>AACN VIII Domain 9 DECS I-B, C, IV-A QSEN PCC</p>	<p>7a. Engages in service excellence in clinical practice. 7b. Engages in community service.</p> <p>IC; PPL; PGH; SE</p>

SOUTHWESTERN ADVENTIST UNIVERSITY DEPARTMENT OF NURSING
Bachelor of Science in Nursing Degree Plan

FRESHMAN YEAR					
<i>PRE-NURSING SEMESTER 1</i>			<i>PRE-NURSING SEMESTER 2</i>		
BIOL 101	Anatomy & Physiology I*	4	BIOL 102	Anatomy & Physiology II*	4
HIST	History Elective	3	REL_	Religion Elective	3
KINA	PE Elective	1	HIST	History Elective	3
PSYC 212	General Psychology*	3	PSYC 220	Human Growth & Development*	3
ENGL 121	Freshman Composition*	3	SOCI 111	Intro to Sociology*	3
UNIV 111	Wellness for Life	2	NURS 112	Medical Terminology (optional)	1
Total		16	Total		17
SOPHOMORE YEAR					
<i>PRE-NURSING SEMESTER 3</i>			<i>NURSING PROGRAM SEMESTER 1</i>		
BIOL 220	Microbiology*	4	NURS 221	Fundamentals of Nursing	6
CHEM 105	Survey of Chemistry*	4	NURS 212	Physical Assessment	3
ENGL 220	Research Writing*	3	NURS 227	Gerontological Nursing	3
	Fine Arts Elective	3	REL_	Religion Elective	3
MATH 141	Intro to Probability & Statistics*	3			
Total		17	Total		15
JUNIOR YEAR					
<i>NURSING PROGRAM SEMESTER 2</i>			<i>NURSING PROGRAM SEMESTER 3</i>		
NURS 313	Pathophysiology	3	NURS 335	Medical-Surgical Nursing II	5
NURS 315	Medical-Surgical Nursing I	5	NURS 321	Evidence Based Practice	3
NURS 317	Pharmacology	3	NURS 318	Child Health Nursing	4
ENGL_	Literature Elective	3	REL_	Religion Elective	3
KINT 216	Nutrition	3	KINA_	PE Elective	1
Total		17	Total		16
SENIOR YEAR					
<i>NURSING PROGRAM SEMESTER 4</i>			<i>NURSING PROGRAM SEMESTER 5</i>		
NURS 418	Maternal Newborn Nursing	4	NURS 417	Mental Health Nursing	4
NURS 426	Nursing Leadership	3	NURS 434	Population Health	3
NURS 416	Medical-Surgical Nursing III	4	NURS 420	Medical-Surgical Nursing IV	2
REL_	Religion (upper division)	3	NURS 450	Nursing Capstone	4
NURS 410	Disaster Readiness & Intervention	1			
Total		15	Total		13
No non-nursing courses allowed during final semester.					

*Summer: Externship)

*Nursing program pre-requisites

Total Hours = 125

Recommendations for Elective Courses:

History: HIST 111, HIST 112

Religion (lower division): RELB 211, RELT 101, RELT 212, RELH 233, RELH 230, RELP 220

Religion (upper division): RELT 312, RELT 410

Fine arts: ARTS 222, ENGL 272, HIST 221, MUHL 221, MUHL 355, ARTS 135

Pre-nursing course: NURS 112 Medical Terminology (highly recommended)

NOTE:

- Anatomy & Physiology, Microbiology and Chemistry courses require registration for lab day/time.
- Required scores for ENGL 121 can be either: SAT ERW of 480, ACT English of 17 or TSI 351 (Writing 340 & Essay 4).
- **Nursing externship:** Recommended during final summer prior to graduation.
- See SWAU Catalog for complete listing of graduation requirements. catalog.swau.edu

Revised 09/05/2023

ACADEMIC POLICIES AND INFORMATION

Academic Success and Advising

The Center for Academic Success and Advising (CASA) is a student-oriented service designed to strengthen academic skills for student success. CASA is equipped with an incredible team of academic coaches ready and willing to work with students, assisting in an understanding of a specific subject, providing support for building stronger study habits, and offering a spiritual shoulder to lean on. CASA offers any student an opportunity to participate in study sessions, quiz and test reviews, time management, and test prep presentations. Visit CASA for hours of availability:

<https://www.swau.edu/casa>

Student Representation on Committees

Students are encouraged to contribute to the nursing education experience. A Nursing Department committee includes student representatives selected by each nursing cohort through the Student Nurses Association. Student representatives are encouraged to contribute input. If topics involving confidentiality are discussed, the student may be asked to step out. Nursing Department committees are responsible for curriculum development, policy development, and departmental planning.



Membership in Professional Organizations

Students are encouraged to become active members in professional organizations, such as:

- Student Nurses Association (SNA) of Southwestern Adventist University
- Texas Nursing Students' Association
[The Texas Nursing Students Association | Nursing Network](#)
- National Student Nurses Association
<https://www.nсна.org>
- National Association of Hispanic Nurses
<https://www.nahnnet.org>
- National Black Nurses Association
<https://www.nbna.org>

Professional Journals

Professional nursing journals are a means of continually updating one's knowledge. Students are encouraged to read a variety of peer-reviewed nursing journals. Use of the Library and online resources are encouraged.

Social Media Policy

Privacy, HIPAA, and FERPA regulations protect university students, faculty, and staff, as well as clinical facility staff and patients/visitors.

The following types of student-generated social media postings are prohibited:

- Pictures that include peers, SWAU faculty or staff, without consent.
- Confidential information.
- Sinister/derogatory remarks or pictures.
- Copyrighted or proprietary information.
- Any patient or clinically-related information.

Electronic devices may not be used in any direct patient care area. No pictures may be taken at any clinical facility that includes patients, visitors, staff, or any other facility/patient-related information.

Failure to abide by this policy will result in disciplinary action, up to dismissal from the Nursing Program.

Student Employment

Employment in health care can provide valuable experiences and economic support to the student. However, it is suggested that students consider the demands of course work along with employment and personal responsibilities. Work should not conflict with education requirements such as class attendance, skills, simulation, and clinicals. Consider that some working hours may contribute to poor performance due to sleep deprivation, excessive stress, or other conditions.

Disability/Accommodation Services

Southwestern Adventist University complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, offering reasonable accommodations to qualified students with documented disabilities. In keeping with Southwestern Adventist University policy, any student with a disability who requires academic accommodations will need to call Disability Services at 817-202-6614 or email: cruzd@swau.edu, to arrange a confidential appointment with Dorie Cruz, the Coordinator of Disability Services during the first week of classes.

To review the University's disability accommodations visit <https://www.swau.edu/disability-services>.

Non-Students in the Learning Environment

The SWAU Nursing Department is committed to maintaining an educational environment conducive to learning. Friends and family members are not permitted to attend classes, clinical, skills, simulation, or any other course-related requirements. This practice may create issues with safety, confidentiality, disruption, and appropriateness. Students must make arrangements for childcare so they can meet the demands of the nursing program.

FUN FACT

Five semesters in the Nursing Program will go by quickly. Graduation day will be here before you know it! With a Bachelor of Science degree in nursing you will be well prepared for a rewarding career – perhaps in ICU, ER, Labor & Delivery/Post-partum, OR, or as a school nurse, nurse manager, educator ... or maybe even a travel nurse to an exciting location!

Athletic Involvement for Nursing Students

It is possible for a nursing student to participate in sports. The student should be aware, however, that difficulty in managing both athletics and the major requirements increase as the student progresses through the nursing program and participate in clinical rotations. Nursing students who participate in athletics must maintain a nursing GPA of at least 2.75 and a passing grade in all nursing courses.

The policy of the Nursing Department is to support student involvement in extracurricular activities such as a sports team and accommodate reasonable requests to be absent from planned learning experiences, within the following conditions:

- ⇒ **ATHLETICS AND NURSING CLASSES** – Students who plan to attend athletic events that conflict with nursing class time must make arrangements in writing with the course professor during the first 2 weeks of the semester, with a reminder sent to the professor the week of the missed class. The student is responsible for asking a classmate to record the class, take notes, etc.
- ⇒ **ATHLETICS AND EXAMS** – Students who plan to attend an athletic event that conflicts with a nursing course exam must communicate in writing with the course professor during the first 2 weeks of the semester, with a reminder email to the professor the week of the exam. The rescheduled date/time will be at the discretion of the professor and a different exam may be given. If circumstances change through the semester (i.e. a team makes it to final, etc.), students must communicate this to the course professor immediately, at least 1 week prior to the exam.
- ⇒ **ATHLETICS AND NURSING SKILLS OR SIMULATIONS** – Students who plan to attend an athletic event that conflicts with nursing skills or simulation lab must find a classmate to trade with and notify the course professor during the first 2 weeks of the semester. The classmate who agrees to trade must be copied in the email to the professor.
- ⇒ **ATHLETICS AND NURSING CLINICALS** – Given the faculty's responsibility to prepare competent and safe clinicians, attendance at clinical experiences is mandatory. No missed clinicals due to athletic team involvement are permitted.

GENERAL ACADEMIC REQUIREMENTS

Nursing Department Policies

The policies of the Nursing Department are in harmony with the policies of the University. Responsibility for meeting the requirements for graduation rests primarily with the student. The student is encouraged to carefully review and be familiar with the requirements for the nursing degree. See the [SWAU Catalog](#) for more information regarding specific university policies.

The student is encouraged to make note of all announcements and posted changes. SWAU email and Canvas should be checked daily for departmental and course communication.

Graduation Requirements

See [SWAU Catalog](#) requirements.

1. Satisfactory completion of a minimum of 125 semester hours to include:
 - General Education and Cognate requirements.
 - 60 semester hours of nursing courses.
 - Completion of at least 30 of the last 36 semester hours in residence.
2. Fulfillment of the general education requirements for a BS degree (students of nursing fulfill the writing component of the English requirement with NURS 321 and NURS 426. Competence in computer applications and communications is fulfilled in nursing courses throughout the curriculum).
3. A minimum Major GPA of 2.5.

Attendance

Active participation in the program is vital for success. Students are required to attend all classes, clinicals, simulations, and skills experiences, as these sessions are an essential part of learning.

Student orientation for on-campus classes is required! Missing the initial program orientation disqualifies the student from beginning the Nursing Program.

Notification of impending absence from class, clinical, simulation, or skills lab is required. All missed clinical, simulation, or skills time must be made up.

Students who will be absent from clinical must follow the notification procedure as outlined by the instructor in the course syllabus. Any missed clinical/simulation/skills lab with no notification will require completion of the "Accountability Plan for Students" (see end of student handbook).

Students who miss clinical because (a) immunizations are not current, (b) they have not completed the background/drug screen, (c) have not provided a copy of their health insurance card, (d) have not completed the hospital orientation, or (e) otherwise have outstanding requirements will have an unexcused absence and will be removed from the clinical experience.

A missed clinical due to an unexcused absence will require double time for clinical makeup. The course professor will assign the clinical makeup time and experience.



Promptness

Promptness to all class, skills, simulation, and clinical assignments is expected of all students. In clinical facilities, patient care is delegated to students and that care is compromised with late arrival. Patient care and/or student assignments may need to be altered as a result. It may therefore be necessary to send students home who arrive late to a clinical appointment. A repeated tardy to clinical/simulation/skills lab will require completion of the "Accountability Plan for Students".

Continuation and Progression

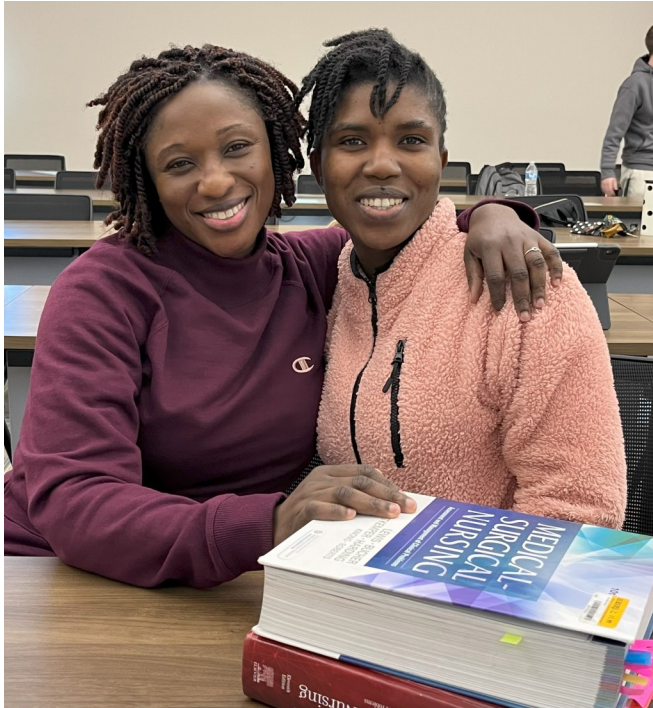
All nursing students must read and abide by the rules set forth in the SWAU Department of Nursing Student Handbook and sign all Nursing Student Agreements. [SWAU Catalog](#)

1. The Department of Nursing reserves the right to require withdrawal of a nursing student from the program or a nursing course who fails to demonstrate competence or academic integrity and/or displays inappropriate, unprofessional, dishonest, or unsafe behavior. Additional criteria for continuation in the program are consistent with the standards of the Texas Board of Nursing.

2. Students must maintain a cumulative nursing GPA of at least 2.5 in required NURS nursing courses to progress in nursing and to graduate. No grade lower than 75% (C) will be accepted in nursing and nursing cognate courses. Students whose nursing GPA falls below 2.5 at any time during the program must raise their nursing GPA to 2.5 or better in the next semester to continue in the program. If the nursing GPA remains below 2.5 for a second semester, the student will be required to repeat one or more nursing courses (including clinical), specified by the Nursing Progression Committee to raise the nursing GPA to 2.5 or above. Students who repeat a nursing course to raise their nursing GPA must re-enroll in the course within one year. If the nursing GPA remains below 2.5 after the repeated nursing course(s), the student will be permanently dropped from the program.

3. Students are allowed only one repeated nursing course due to course failure (this policy does not include NURS 450 Nursing Capstone).

4. Students are allowed only one nursing course withdrawal, which must be withdrawn by the university withdrawal date (last day to withdraw from a class).



5. Students who fail or withdraw from a required NURS course cannot enroll in further nursing courses, except for the following, which allow continuation: NURS 226 Gerontological Nursing, NURS 321 Evidence-based Practice, and NURS 426 Nursing Leadership. Students may repeat the failed/withdrawn course on a space available basis.

6. All nursing courses are to be completed within a six-year time frame. Students must complete all nursing courses at Southwestern Adventist University. Exceptions to this policy will be evaluated on an individual basis.

7. LVN students must maintain current unencumbered Texas licensure throughout their enrollment in the nursing program. LVN students must complete nursing courses in the sequence specified in the full-time degree plan.

8. After acceptance but before the first clinical, all students must submit to and pay for a background check and drug screen completed through the Nursing Department's compliance management company, CastleBranch. Proof of required immunizations, TB test, and CPR documentation must also be submitted to CastleBranch prior to Nursing Orientation and updated to remain current throughout the Nursing Program.

FUN FACT

Take advantage of spiritual programs on campus. You will find that classes start with worship and prayer to focus our priorities on the important and eternal. Don't hesitate to reach out to faculty for encouragement and prayer anytime you need it!

9. Students must successfully complete all NCLEX review components as outlined in the NURS 450 Nursing Capstone syllabus. A probability score of at least 94% on the comprehensive NCLEX predictor exam, along with nursing program completion, is required for early NCLEX release to the Board of Nursing. Students who score below 94% on the NCLEX predictor exam are required to achieve Virtual ATI Green Light, along with nursing program completion, before NCLEX release to the Board of Nursing. An extension of Virtual ATI beyond the twelve-week program is at the student's expense.

10. In order to support student success, nursing graduates are required to take NCLEX within three months of NURS 450 Nursing Capstone course completion. Graduates who fail to meet this deadline must complete an approved remediation program prior to NCLEX release. Remediation costs are the responsibility of the graduate.



Termination

The following situations or conditions will result in termination from the nursing program:

- Unsafe, unethical, or unprofessional nursing practice.
- Failure to abide by the SWAU Nursing Student Handbook.
- Unresolved issues with the drug screen and background checks.

Readmission

Readmission is possible for nursing students who left the program in good standing and according to the nursing progression criteria. Students who fail to complete a nursing course, or for any reason are out of the program for one or more semesters, must reapply to the nursing program. Readmission is not guaranteed and space for re-entering students may be limited. All nursing courses must be completed within six years.

A new background check and drug screen must be completed and approved before a student is readmitted to clinicals. Readmitted students must also complete a skills checkoff,

assessment checkoff, and dosage calculation exam from the level at which the student was last in the program. Students who have been out of the program will return under the current University *Bulletin* [SWAU Catalog](#) at a point in the program specified by a nursing department committee.

FUN FACT

Small class size means we're "family". Even from your first semester in the nursing program, you will get to know your classmates very quickly. Students encourage and support each other throughout the program, and of course, your faculty are always happy to help as well!

STUDENT'S RIGHTS AND APPEALS POLICIES

The Nursing Department abides by the student rights and appeals policy as outlined in the [SWAU Catalog](#).

A student who feels that he or she has been treated unfairly or unjustly by a faculty member of the university with regard to an academic process has the right to appeal according to approved procedure. Specific grounds for an appeal include one or more of the following occurrences:

- A computational/recording, or other technical error was made but has not been acknowledged by the instructor.
- The grade has been assigned in an arbitrary, capricious, or vindictive manner, or in a manner intended to inappropriately manipulate or control the student.
- The assigned grade does not reflect the grading criteria in the course syllabus.
- Published department policies have not been followed.

Matters Not Grievable

University policies, regulations or procedures adopted by the University and/or the Board of Trustees are not subject to the grievance process. Students may request discussion and recommend changes to such policies, but this dialogue is advisory and not grievable.

Initial Appeals Procedure

To initiate the appeals procedure, the student must talk with the course instructor for explanation/review of the decision within three (3) University days of the occurrence (university days are defined as time during the fall, spring or summer semester that the academic program is in session from registration through final exams).

If the problem is not resolved within two (2) University days of talking with the course instructor, the student must obtain an Academic Appeals Review Form from the course instructor's

department chair. Within two (2) University days, the student must submit the form with a written summary and talk to the instructor's department chair. The chair has two (2) University days to respond to the student. This completes STEP 1 on the Academic Appeals Review Form.

If the problem is not resolved, the student has two (2) University days from the receipt of the chair's decision to contact the Vice-President for Academic Administration, providing the written summary of the complaint and the Academic Appeals Review Form. Within two (2) University days, the Vice-President for Academic Administration will provide a written decision. This completes STEP 2 on the Academic Appeals Review Form.

Formal Appeals Procedure

If the problem is not resolved with the decision of the Vice-President for Academic Administration, the student may file a formal grievance. A formal grievance is a serious matter and should be done with careful consideration.

Within two (2) days of the Vice-President for Academic Administration's decision, the student must request in writing to the

Vice-President for Academic Administration a formal hearing before the Grievance Committee, an ad hoc subcommittee of the Academic Policies Committee. The Grievance Committee will meet within three (3) days of the request to hear the student's case and will issue a decision, which will constitute final action by the University. This completes STEP 3 on the Academic Appeals Review Form.



Withdrawal of Grievances

At any time during the grievance procedure, the student may withdraw the complaint. Additionally, missing a deadline or failure by the student to appear for any scheduled hearing without prior notification or evidence of extenuating circumstances, shall constitute final action by the University.

ETHICS POLICIES

Honor Code

The nursing students of Southwestern Adventist University understand that it is a privilege to learn the practice of their chosen profession. At the same time, they recognize the obligation that they have to the health and welfare of their patients and to their patient's families. As they enter this profession, students will strive to hold themselves to the highest standards of academic integrity and conduct. Ethical and professional behavior is integral to the practice of the health professional. Violations of the Honor Code will be considered as an academic issue and will jeopardize advancement and graduation (see "Accountability Plan for Students").

The Honor Code, included within the Nursing Student Handbook, is written to promote a sense of intellectual honesty, trustworthiness, accountability, and professionalism. Students are expected to follow the Honor Code at all times. The Honor Code is to be signed/dated by the student and a copy retained in Canvas.

Plagiarism

When using outside sources in a paper [assignment], students must cite the source plainly in the text of the paper and on a references page, using the style which their professor requests. Failure to cite sources properly may result in failure on the paper or in the class. Students must cite the source when quoting, when paraphrasing, or even when using an idea which is unique to that source. If a student fails to do so, he or she may be subject to failure in the class. Fabricating a quotation, a paraphrase, or any part of a bibliographic reference also constitutes academic dishonesty. Students may not turn in written work as their own which was produced wholly or partly by others. If a student will receive credit for the work, the student must have, in fact, done the work. Students may not turn in material taken from the Internet as their own work, whether the material was taken from a free website or a pay service. Repeated acts of plagiarism may result in expulsion from the University. *(Excerpt from SWAU Catalog)*


Violations of Academic Honesty

Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, unauthorized use of technology, and the abuse of resource materials. What constitutes an act of academic dishonesty may, in part, depend on the particular course expectations for academic integrity in the context of course objectives.

This includes, but is not limited to, the following:

- Copying, without instructor authorization, from another student's test paper, laboratory report, other report, computer files, data listings and/or programs.
- Using materials during a test that are not authorized by the person giving the test.
- Collaborating with another person without instructor authorization during an examination, quiz, assignment, or in preparing academic work.
- Knowingly and without instructor authorization, using, buying, selling, stealing, transporting, soliciting, copying or possessing, in whole or in part, the contents of an exam, quiz, or other required assignment.
- Substituting for another student or permitting another person to substitute for oneself in taking an examination, preparing academic work or attending class.
- Asking or bribing another person to obtain test questions or any information about a test.
- Using technological equipment such as calculators, computers, mobile phones, tablets, watches or other electronic aids in taking tests or preparing for academic work in ways not authorized by the instructor or the university.

See [SWAU Catalog](#) for further information.



FUN FACT

Work opportunities during college means you get paid for excellent nursing-related experiences — possibly as a nursing assistant, patient care tech, or medical scribe. Work one day a week during the school year and full-time during summers and vacations.

ATI ENGAGEMENT AND SUCCESS POLICIES

The Nursing Department has chosen to use the Assessment Technologies Institute (ATI) program which is designed to provide students with various learning tools that assist in reviewing course content, identifying strengths and weaknesses, improving test-taking abilities, and ultimately, passing the NCLEX-RN licensure exam.

The Practice Assessment, Focused Review, and Proctored Exam will account for 10% of the course grade, within the assignment section of the course grade (Practice Assessment and Review work 6%, Proctored Exam 4%):

1% Practice A Assessment

2% Focused Review completion with appropriate documents

1% Practice B Assessment

2% Focused Review completion with appropriate documents

4% Proctored test. Student may reclaim some points on retest, see below.

ATI exams will be given in the following nursing courses:

- Fundamentals: Practice A exam
- Medical/Surgical Nursing I: Fundamentals practice B and proctored exams
- Pharmacology: Practice A exam
- Child Health Nursing: Practice & proctored exams
- Medical/Surgical Nursing II: Nutrition practice & proctored exams
- Medical/Surgical Nursing III: Pharmacology practice B and proctored exams
- Medical/Surgical Nursing IV: Med/Surg practice & proctored exams
- Maternal-Newborn Nursing: Practice & proctored exams
- Mental Health Nursing: Practice & proctored exams
- Nursing Leadership: Practice & proctored exams
- Population Health: Practice & proctored exams
- Nursing Capstone: Practice & proctored NCLEX Predictor exams

Practice Assessment Exams

All ATI Practice Exams will be completed in a proctored class environment. Question rationales will not be available during the Practice Exam but will be made available after each Practice Exam.

After completing each Practice Exam, required Focused Review work will occupy the remainder of class time. ATI Focused Review for each exam must be completed, reviewing all videos and resource materials.



Students are also encouraged to review the ATI book and use customized dynamic quizzing for content covered within each course. The following documentation must be submitted online as required within each course assignment:

- Copy of Practice Assessment Result showing topics review and required Active Learning Templates (ALTs). Student is to mark topics/templates addressed.
- Twelve (12) handwritten/legible ALTs, maximum, for subscale items with score of 50% or less, according to Assessment Result document. ALTs must include all important information (partial points may be given for ALTs that are not robust).
- Focused Review Quiz completion report (the student will receive a custom quiz if scoring 75% or less on the assessment).
- Documentation of time spent on Focused Review.

Note: Senior level courses may allow submission of three (3) Critical Points, labeled for each subscale item to review (as outlined above), rather than ALTs.



Proctored Exam Grading

Each proctored exam will represent four (4) percent of the grade for that course. Level 2 is the benchmark for passing all proctored exams. Points (as defined in the course syllabus) will be awarded as follows:

Level 3 – 105% of allocated points (5% bonus points)

Level 2 – 100% of allocated points

Level 1 or below – No points

Second Proctored Exam

If a student scores a Level 1 or below on the Proctored Exam, a Focused Review for that exam must be completed. A second Proctored Exam will then be given.

“Ticket” to the Second Proctored Exam retake includes:

- Copy of Proctored Assessment Result showing topics to review and required ALTs. Student is to mark topics/templates addressed.
- Twelve (12) handwritten/legible ALTs, maximum, for sub-scale items with score of 50% or less, according to Assessment Result document.
- Documentation of time spent on focused review.

Points will be awarded for the second proctored exam, following submission of ALTs/Critical Points as outlined above:

Level 3 – 100% of allocated points

Level 2 – 90% of allocated points

Level 1 – 60% of allocated points

Below Level 1 – 30% of allocated points

TESTING AND GRADING

Students are encouraged to utilize a variety of resources and tools to support their learning and success, including the library, CASA Coaching, and ATI. A student should consult with their academic advisor and course professors on a regular basis, and if an exam grade drops below the 75% requirement. The Nursing Student Success Program offers resources to assist all students at any point throughout the program, however, any student who scores below 75% on any course exam should make an appointment to meet with the Nursing Success Coach, Dr. Foster (lfoster@swau.edu).

Grading

The following departmental grading scale is utilized in all nursing courses.

Grade	Percentage	GPA	Grade	Percentage	GPA
A	93-100	4.0	C ***	75-77	2.0
A-	90-92	3.7	C-	72-74	1.7
B+	87-89	3.3	D+	68-71	1.3
B	84-86	3.0	D	64-67	1.0
B-	80-83	2.7	D-	60-63	0.7
C+	78-79	2.3	F	Below 60	0.0

*** Minimum passing grade

Theory Grading

Each student will assume responsibility for being present for classes, skills, simulations, clinicals, and testing while meeting deadlines for all course requirements as defined by the course syllabus. Assignments are due on or before the due date.

Exams are to be taken at the scheduled time. A student who is unable to take an exam at the scheduled time is expected to make arrangements prior to the exam time. Make-up exams will be administered at the instructor's discretion according to the guidelines in the course syllabus. **Note: 10% of the achieved test grade will be deducted for any rescheduled or late exam** regardless of the reason for missing the scheduled testing time. Final exams will only be administered as scheduled by the department (NOTE: THE NURSING FINAL EXAM SCHEDULE MAY BE DIFFERENT FROM THE PUBLISHED UNIVERSITY FINAL EXAM SCHEDULE). Travel plans must be made around the test schedule to avoid conflict.



A final comprehensive exam will be given at the end of each course. One overall letter grade is assigned for the total nursing course. The cumulative nursing GPA is calculated on the final grade earned in each course.

Clinical Grading

Criteria for successful achievement are based on course and clinical/simulation/skills objectives and requirements identified in the course syllabus and clinical evaluation.

Consistent unsatisfactory clinical performance will result in course failure, with grade of F, regardless of the student's grade in the theory component of the course.

Each student is expected to be prepared for clinical, simulation, and skills assignments according to the written clinical guidelines and objectives. The student will not be allowed to participate in the clinical/simulation/skills experience if preparation is not adequate.

Clinical performance is graded. A final grade of “C” or better must be attained on all core competencies on the Clinical Evaluation Tool to pass the course, although the final course grade does not include points for clinical performance. Written clinical assignments/work is graded according to the syllabus. An average of 75% must be achieved on clinical paperwork to pass the clinical and the course, although the final course grade does not include points for clinical paperwork.



Course Grades

An average of 75% or greater must be attained on combined quizzes and course exams to pass all required nursing courses. Other points, such as for class assignments, ATI components, etc., are added to the grade only when the exam/quiz grade is 75% or greater. If a student does not pass the exam/quiz part of the course with an average of 75%, a final grade of C-, D+, D, D- or F will be assigned for the course based on the percentage achieved from the exam/quiz average without the additional assignment points added to the final grade.

To pass a clinical nursing course, the student must pass clinical as well as theory components. If the student does not pass clinical, a grade of F will be assigned for the course.

Exam Process Policy

DAY OF EXAM

- **Be on time!**
- All personal items must be left at the back of the test room. This includes phones, calculators, watches, pens, and extra clothing such as caps, jackets, hoodies, etc. No food or drinks are allowed at the computer testing stations.

- Students may be asked to relocate (spread out in the room).
- Students may not leave the testing room until they have completed the exam. (Use restroom prior to exam).
- In the event of an emergency and a student is unable to take an exam at the scheduled time, it is the student’s responsibility to contact the instructor at least one hour prior to the scheduled exam time.

AFTER THE EXAM

- Make-up exams for an excused absence will be scheduled at the professor’s discretion.
- Make-up exams may not be the same as the one given on the scheduled exam day.
- There will be no make-up exams for any exam missed due to an unexcused absence; a grade of zero (0) will be recorded for the exam.
- Consult with the lead course faculty member (or designee) by appointment for questions, following the posting of the final course grade.

FUN FACT

- Partnerships with AdventHealth, Kettering Health, and other well-known healthcare organizations give students amazing internship opportunities, job offers after graduation, education scholarships, and support during the program.
- Plan on a 5 or 10-week nursing internship during the summer prior to graduation. It will really jump start your nursing career!

CLINICAL POLICIES

Professional Liability Insurance

Students are legally responsible for their own actions and are expected to perform within the framework of their current educational program. Each student is covered by the university liability (malpractice) insurance throughout the nursing program. The coverage is effective on the date of enrollment in a clinical nursing course. This coverage will only cover the students during performance of university-related clinical activities.

Health Records

The following health records must be current, uploaded, and approved by CastleBranch, SWAU Nursing Department's clinical compliance system:

- ⇒ **PHYSICAL EXAMINATION** – Required for admission as a means of helping to assure that students are in such a physical condition that they will neither endanger others nor be endangered by their experiences during the educational period. Continued attention to health needs and regular dental care should be maintained.
- ⇒ **IMMUNIZATION REQUIREMENTS** – Proof of immunization status is mandatory due to requirements from clinical sites:
 - Tetanus/Diphtheria/Pertussis immunization or proof of immunity/positive titer.
 - Two doses of Measles, Mumps, Rubella (MMR) immunization or proof of immunity/ positive titer.
 - Two doses of Varicella (chicken pox) immunization or proof of immunity/positive titer.
 - Hepatitis B immunization series (3 immunizations), or proof of immunity/positive titer.
 - Annual flu vaccine before posted date.
- ⇒ **TUBERCULOSIS CLEARANCE** – Annual Negative TB Skin test (PPD) or QuantiFERON blood test or Chest X-ray.
- ⇒ **CPR REQUIREMENT** – CPR for the Healthcare Provider (American Heart Association - Basic Life Support).
- ⇒ **COVID19 VACCINATION REQUIREMENT** – Varies by clinical facility – see Clinical Coordinator or Department Chair for further information.



Health Insurance

Students are required to provide proof of year-round health insurance coverage while in the nursing program. This is a requirement of clinical facilities.

Drug Testing and Background Screening

The Department of Nursing adheres to all policies of the facilities where students participate in clinical experiences. This includes required drug testing and background screening which must be completed through CastleBranch, the Nursing Department document management company. If any student is out of the nursing program for one or more semesters, the drug screen and background check must be repeated.

Any student having a positive drug screen will be required to withdraw from all clinical courses and will be suspended from all clinical courses for a minimum of one calendar year. The student must complete chemical dependency evaluation and treatment at the student's expense. The student may be readmitted to clinical courses at the end of this suspension if proof of successful treatment for chemical abuse or dependency and a negative drug screen is provided to the Nursing Department Chair. The student may continue in non-clinical nursing courses, subject to program progression requirements, while in a treatment program.

Clinical experiences at excellent local hospitals and in the DFW metroplex are a definite PLUS, starting your first semester in the nursing program.

Great clinical instructors are there to guide you through each clinical experience — in small groups of 6-8 students. These hospitals love SWAU student nurses!

Random drug screens and close monitoring will be required as a component of the recovery process. Any student assigned to a clinical facility, suspected by the facility staff or faculty of substance use or abuse, will be asked to complete an immediate drug test. Refusal to consent will be grounds for dismissal from the program. If a student voluntarily seeks counseling for drug or alcohol use, the student will come under the guidelines and policies for students who test positive for alcohol or drugs, in regard to nursing courses. Southwestern Adventist University Nursing Program complies with all Texas Board of Nursing (BON) reporting and requirements.

Standards for background screening are those commonly required of hospital employees. Reasons for disqualifying a student for admission or continuation in the nursing program are in accordance with the Texas Board of Nursing Nurse Practice Act (**Subchapter J. Prohibited Practices and Disciplinary Actions**). A student who is convicted of any criminal offense while enrolled in the program must report the conviction to the Department Chair within three (3) days of the conviction. See the Texas Board of Nursing website for rules and regulations that require disciplinary action (https://www.bon.texas.gov/discipline_and_complaints_policies_and_guidelines.asp.html).

A student may be considered for admission/readmission to the Nursing Program if the Texas BON issues a Declaratory Order (DO) stating the individual is eligible for initial licensure or license renewal or determines that the individual is eligible to return to practice. Specific information about this process may be found on the Texas BON website.

In compliance with the Texas BON policy, completion of the nursing program does not guarantee eligibility for the NCLEX-RN. An individual who may be ineligible for licensure due to physical/emotional disabilities or legal encounters, regardless of outcome, should seek departmental and legal advising and contact the BON prior to enrolling in any professional nursing program in Texas.

Nursing Student Clinical Orientation

Student clinical orientation attendance is required for each clinical course throughout the program. Clinical orientation contains two parts. Each student must complete the standard DFW Hospitals Orientation Module that applies to all facilities, as well as a facility-specific orientation that often includes on-campus activities, on-boarding or obtaining facility ID, and computer training. No clinical experience is allowed until all orientation requirements have been completed.

Professional Appearance

Nursing students represent SWAU and the standards of the nursing profession whenever they are completing program requirements. **Uniforms must be worn to all clinicals, clinical orientations, skills and sims labs, and other clinically related activities.**

- No visible jewelry except wedding band. If the unit policy is nothing below the elbow, then the wedding band must also be removed.
- No nail polish, artificial nails, or nail jewelry.
- Nails trimmed to no longer than fingertips.
- Tattoos must be covered.
- Clean, neat, and modest professional appearance reflecting SWAU Nursing standards.
- Shoes and shoelaces need to be clean and appropriately tied.
- Uniform, including jacket and t-shirt must be laundered daily and have minimal wrinkles.
- Well-groomed appearance without strong, offensive odors and/or scents.
- Beards and facial hair clean and neatly trimmed.
- Hair should be a color naturally occurring in humans.
- If make-up is worn, only light (natural looking) facial make-up is acceptable.

SWAU's Nursing Student uniform requirements.

See next page for the nursing uniform key.



SWAU Nursing Uniform Requirements

Uniform must be worn to all clinicals, clinical orientations, skills/simulation assignments. *See example on previous page.* Burgundy top, pants, jacket, or dress must be worn with SWAU nursing school patch permanently attached to specified locations. Please purchase from the Nursing Department appointed vendor to ensure proper color, style, placement of patches, and fit. Other colors and styles are NOT acceptable.

- 1) If headband/head covering is worn, it must be burgundy (to match uniform) or black. Hair longer than shoulder length must be pulled back and out of the face.
- 2) Current SWAU picture badge, and as appropriate, hospital picture ID badge. Please do not lose or damage to avoid additional fees and appointments for replacement.
- 3) Burgundy warm-up jacket may be worn (optional). The jacket must have the SWAU nursing school patch permanently attached to the sleeve.
- 4) Watch that allows counting in seconds.
- 5) Scrub pants must extend to the ankle. Hem of scrub pants must be at least 1" from the floor. Pants must be loose fitting enough to allow for comfortable bending and squatting.
- 6) A short-sleeve burgundy T-shirt may be layered underneath for warmth but must be tucked in and not visible below scrub hem.
- 7) Stethoscope
- 8) Burgundy short-sleeve scrub shirt with SWAU nursing school patch permanently attached to sleeve.
- 9) Pen for taking reports and a penlight.
- 10) Small notebook that can fit in scrubs pocket.
- 11) Shoes must be **ALL BLACK** walking style, closed toe, closed heel, and impervious to fluid. Mesh and canvas shoes are not acceptable, as they will allow spills and/or biohazard waste to soak through to the skin. Shoes must be clean, comfortable, and quiet.

Students may be instructed to bring additional materials to the clinical area as appropriate (if allowed by the clinical facilities policies). All items will need to meet infection control and safety guidelines. Personal items need to be compact and in pocket (or assigned storage). Many facilities do not have secure places for student's belongings. Leaving them under desks and station counters is not appropriate.



Students Should Avoid

- Wearing the uniform outside of clinical, simulation, or skills activities. This may require bringing a change of clothes to attend activities before/after clinical-related experiences.
- Wearing non-uniform jackets/sweaters over the uniform while in clinicals, skills, simulation activities.
- Using products that will potentially impair judgement and safe practice including medications, illegal drugs, alcohol, and e-cigarette/vaping.

**FUN
FACT**

Enjoy our beautiful building — large classrooms, computer lab, skills and simulation areas equipped just like a hospital environment. These are perfect places to learn and practice so you are ready to provide excellent patient care in the hospital.



Clinical Guidelines for the Nursing Student

Students are expected to be on time for all clinical appointments. In case of illness or emergency, students must contact the clinical instructor at least one hour prior to the clinical start time. Late arrival/no show may be grounds for a failed clinical. A health care provider's note is required for a clinical absence.

CastleBranch is the Nursing Department's document management company. Students are expected to be current with all requirements throughout the nursing program (see Clinical Policies Prerequisites). Failure to maintain compliance will jeopardize participation in clinical experiences, and ultimately progression in the program.

Students are expected to bring a current copy of their CastleBranch report showing all requirements are met, to every skills, simulation, and clinical appointment. Failure to provide this documentation will result in an unexcused absence.

Preparation for clinicals, skills and simulations: Students are to come prepared and should complete all preparatory work prior to each activity and clinical experience.

Report: After pre-conference, obtain report and check the patient's medication record and electronic medical record for recent changes.

Use of medical records: Access to the patient's electronic health record is to be protected at all times. Students must abide by facility-specific requirements related to use of the

patient records and charting. Log-out of computer records immediately after use. Passwords are not to be shared with anyone.

Preparation for performing a procedure in the clinical setting: Review all procedures with your clinical instructor and assemble all equipment before entering the patient's room.

Continuity of care: Students are expected to remain on the unit to which they are assigned for the duration of the clinical hours. Other arrangements must be made for childcare, etc.

Medications: Handle medications according to hospital/facility policy. The instructor and/or nurse may require a review of the medications with you before administration. Never administer medications without a licensed nurse in attendance.

Meals: Assist patients with meals as needed. Be careful to check their dietary orders prior to assistance (e.g. NPO, restricted fluids, etc.)

Care: The patient and their environment should reflect quality care given by the student.

Accountability: Students are responsible for completing assigned care of their patients and for documenting all care and medications completely and accurately as allowed by the facility, before leaving the assigned facility. Report must also be given to the primary nurse before leaving.

Electronic devices: Electronic devices may only be used for matters relating to clinical but must not be used in any patient care areas. No private personal communication will be allowed during clinical time.

Bloodborne Pathogens Exposure

Any exposure to bloodborne pathogens should be immediately reported to the clinical instructor or course professor. If exposed at a clinical facility, the facility's policy must be followed. If an exposure occurs on campus, the student should immediately consult the student health nurse or Nursing Department Chair for further instructions. Documentation will be completed by the student and clinical instructor after the student receives appropriate care.

Transportation Policy

Students are expected to provide their own transportation to and from off-campus clinical experiences. Faculty do not provide transportation. Students are not to transport patients in their own vehicles under any circumstances. This policy protects both the student and the patient. Texas law requires proof of automobile liability insurance.

Assignment of Clinical Sections

Students may give clinical day preferences to the course instructor; however, final determination of clinical assignments will be made by the course instructor. Once clinical groups are finalized, placement assignments may not be altered.

Accountability in Nursing

Accountability is a key concept in the profession of nursing. Accountability means taking responsibility for one's actions regardless of the consequences. We are accountable to God, our values, our patients, and the nursing profession.

Accountability as a nursing student is reflected in academic achievement combined with a positive and caring attitude toward patients, colleagues, and faculty. Such a combination should lead to safe and quality nursing care.

Clinical Behavior

- Pleasant, considerate, respectful, and dignified behavior toward instructors, patients, families, professionals, and co-workers is expected at all times. Good manners are the basis of professional conduct and courtesy. Students are expected to address instructors, classmates, and others with respect.
- Follow the proper channel of communication when questions and problems arise. (Refer to Student/Faculty Communication)
- The student nurse safeguards the individual's right to privacy by judiciously protecting information of a confidential nature, sharing only that information relevant to the

patient's care with only individuals with a need to know. There will be **no discussion of a patient** other than that needed for learning/professional purposes and even then, names are to be deleted. Any lapse in this area will be looked upon as a serious failure in ethical behavior. **Clinical assignments must not include any patient personal identification.**

- Loud talking and laughing should be avoided in all learning facilities.
- Avoid giving advice beyond acquired education and responsibility.
- Professional boundaries must be honored in nurse/patient relationships. Nursing student/patient interaction outside the clinical setting is unethical.
- **No use of any electronic technology is allowed in the clinical setting for any purpose other than what is required for patient care.**
- Personal cell phones are to be silenced and used only outside patient care areas. Personal calls must be made during the student break time and away from patient care areas.

Telephone Etiquette

- **At no time should students answer a facility telephone.** Phone calls should be answered by facility employees or personnel. Do not give any information involving a patient or the hospital over the phone; **refer calls to facility employees/personnel.**
- Do not take phone or verbal orders from a physician or other healthcare provider.
- Hospital unit telephones are not to be used for personal calls.

FUN
ACT

- Take advantage of great leadership experiences within student clubs and student-led programs.,, Get involved!
- Mission trips within the U.S. and to other countries provide outreach opportunities you'll never forget!

Procedure When Unsafe Practice Is Observed

- The instructor will alert the student immediately of unsafe behavior that is jeopardizing the patient and will remove the student from the situation.
- The instructor will summon the student to an individual conference to discuss the unsafe behavior. A “Near Miss/Clinical Error Report” process will be initiated.
- Unsafe practices may be reason for dismissal from program.

A student may be asked to consent to a urine drug screen test at his/her own expense.

Skills and Simulation Labs

To protect students, staff and equipment, please observe the following during all skills and simulation sessions:

- Instructors will give assignments for simulation and skills experiences. Students are expected to meet completion deadlines.
- Display professional and respectful demeanor in the Skills Lab and the Simulation Center.
- Be present and on time for all appointments. Prior notification regarding tardiness or absence is expected. Make-up assignments will be required.
- Complete assignments for missed appointments as assigned by the instructor. Incomplete make-up work will negatively influence the clinical evaluation and course grade.
- Wear the full student uniform and bring supplies as instructed.
- Personal electronic device use during skills lab/simulation is only for learning purposes, with permission of instructor. No personal use during skills/simulation time is allowed.
- Leave all food, drinks, and personal items such as backpacks, purses, etc. in designated areas.

SKILLS LAB AND SIMULATION STUDENT POLICIES

Simulation Policy

Simulation in nursing is a group clinical activity to practice nursing in a safe environment. Since students watch one another perform in various scenarios it is important that the student observe confidentiality, display professional behavior, and respect. Inappropriate discussion or disclosure of the simulation experience is not permitted. The student must sign and abide by a confidentiality statement. Since the Simulation Center and the simulation experiences are part of an educational activity, visitors may view the Simulation Center and/or simulations in action. Visitors will be held under the same accountability of confidentiality. All simulation equipment is to be handled with care. Intentional abuse of equipment will be regarded as vandalism.



GRADUATION INFORMATION



Graduation Contract

A completed graduation contract provides assurance that all degree requirements have been accounted for, with a plan in place to complete required courses. This contract is submitted at the beginning of the Junior 2 semester. The student is responsible for completion of all graduation requirements.

Nursing Licensure

In compliance with the Texas State Board of Nursing policy, completion of the Nursing program does not guarantee eligibility for the registered nurse license exam (NCLEX-RN). An individual who may be ineligible for licensure due to physical/emotional disabilities or past criminal convictions which are likely to affect professional practice and/or behavior, should seek departmental and legal advising prior to enrolling in any professional nursing program in Texas.

The SWAU Nursing Program prepares graduates for RN licensure in Texas. Licensure eligibility has not been determined for other states. Before applying or enrolling in the SWAU Nursing Program, prospective students are advised to determine licensure requirements for another state in which they may wish to obtain an RN license.

FUN ACT

Take these actions to ensure learning success and optimal wellbeing!

Engage in-

- * Regular, refreshing physical activity
- * Restful sleep & time for spiritual rejuvenation
- * Nutritious food, in the right amounts
- * Adequate water hydration

Foster-

- * Supportive relationships & gratitude
- * Reframe your perceptions of stress
- * Positive outlook /“can do” attitude
- * Strategic time management
- * Realistic expectations

ADDENDUM

CHRISTIAN VALUES AND BEHAVIORS

That Reflect Professional Values Expected of SWAU Nursing Students

Altruism

Concern for the welfare and wellbeing of others

Autonomy

The right to self-determination

Human Dignity

Respect for the inherent worth and uniqueness of individuals and populations

Integrity

Acting in accordance with an appropriate code of ethics and accepted standards of practice

Social Justice

Assuring equal treatment and access to health care

- Participates with the multidisciplinary team and patient to provide safe and competent health care
- Participates in community service activities
- Participates in college life

- Offers information to patients to make informed choices
- Supports patient and family input in making health care decisions
- Respects “patients’ Bill of Rights”
- Listens and respects opinions of classmates in group discussions

- Provides nursing care with sensitivity to lifestyle, culture, and values of patients
- Respects differences in patients and peers
- Demonstrates respect for self, patients, peers, teachers, and agency staff
- Honors privacy and confidentiality
- Assesses for and provides spiritual care appropriately

- Honors professional code of ethics and accountability in their own behavior
- Accepts constructive criticism
- Demonstrates academic honesty, and cites sources appropriately in written reports
- Documents nursing care accurately and honestly
- Maintains professional boundaries in the nurse-patient relationship
- Demonstrates trustworthiness in interactions with patients, peers, and teachers
- Reports illegal and unethical behaviors in an objective manner
- Refrains from illegal or unethical substance use

- Provides equitable nursing care to patients regardless of status
- Advocates for equal access to care
- Respects multiple perspectives and opinions
- Uses reflection and introspection to develop self-awareness of own biases and their possible implications

ADDENDUM

SWAU NURSING PROGRAM CONCEPTS WITH DEFINITIONS

Nursing - Nursing is a profession dedicated to guiding and empowering human beings to embrace the original plan of healthful living.

Nursing Education - Nursing education is a shared responsibility between teacher and learner, promoting and empowering changes in behavior, attitudes, and values. It is sequential, progressive, and cumulative, and guided by program goals and outcomes.

Health and Environment - Health is on a continuum ranging from optimal wellness to states of illness and is influenced by the environment. The environment includes physical, mental, sociocultural, and spiritual factors that interact in dynamic ways to influence health.

Society - Society consists of individuals, families, aggregates, and communities that comprise client systems who are the recipients of health care.

Clinical Judgment (CJ) - “. . . the process by which nurses make decisions based on nursing knowledge (evidence, theories, ways/patterns of knowing), other disciplinary knowledge, critical thinking, and clinical reasoning.” (Manetti, 2019 as cited in AACN, 2021, p. 12).

“Clinical judgment is defined as the observed outcome of critical thinking and decision-making. It is an iterative process that uses nursing knowledge to observe and assess presenting situations, identify a prioritized client concern, and generate the best possible evidence-based solutions in order to deliver safe client care.” (NCSBN, 2019)

Evidence-Based Practice (EBP) - “EBP is a problem-solving approach to the delivery of health care that integrates evidence from studies and patient care data with clinical expertise and patient preferences and values.” (Melnik, Fineout-Overhold, Stillwell, & Williamson, 2010 as cited in AACN, 2021, p. 13)

Informatics, Technology & Security (ITS) - “Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision-making, and support professionals as they expand knowledge and wisdom for practice. Informatics and technologies are used to manage and improve the delivery of safe, high-quality, and efficient health care services in accordance with best practice and professional and regulatory standards.” (AACN, 2021, p. 11)

Interprofessional Collaboration (IC) - “Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.” (AACN, 2021, p. 10)

Person-Centered Care (PCC) - “. . . focuses on the individual within multiple complicated contexts, including family and/or important others. PCC is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. PCC builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.” (AACN, 2021, p. 10)

Professionalism, Personal & Professional Leadership (PPL) - “Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.” (AACN, 2021, p. 11)

(Addendum Continued—Program Concepts with Definitions)

Population and Global Health (PGH) - Includes a focus on local, national, and international communities and populations and “... spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.” (AACN, 2021, p. 10)

Additionally, emphasis includes addressing vulnerable populations- “those at greater risk for poor health status and healthcare access, [who] experience significant disparities in life expectancy, access to and use of healthcare services, morbidity, and mortality.” (TxBON DEC, 2021, p. 76)

“The health and well-being of the global population and as such, is linked to public health; content is global health that promote competencies include travel and migration, determinants of health, environmental factors, cultural competency, communication, health care delivery, ethics, human rights, and collaboration and management skills.” (Clark et al., 2019 as cited in TxBON DEC, 2021, p. 75)

Safety and Quality (SQ) - “Employment of established and emerging principles of safety and improvement science. Quality and Safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.” (AACN, 2021, p. 10)

Service Excellence (SE) - “Caring in action that is fundamental to the achievement of optimal outcomes for the patient, nurse, and system. SE is a combination of compassionate caring and competent practice.” (TxBON DEC, 2021, p.76)

Whole Person Wellness (WPW) - Addresses all aspects of a person to promote well-being through positive wellness choices. This includes the six dimensions of wellness: Spiritual, Emotional, Intellectual, Social, Physical, and Occupational (National Wellness Institute, 2020). For additional descriptors and SWAU campus usage: <https://nationalwellness.org/resources/six-dimensions-of-wellness/>

AACN, (2008). *The Essentials of Baccalaureate Education for Professional Nursing Practice*.

AACN. (2018). *Defining Scholarship for Academic Nursing: Task Force Consensus Position Statement*

Boyer, E. (1990). *Scholarship reconsidered: Priorities of the professoriate*. San Francisco: Jossey-Bass.

Boyer, E. (1996). The scholarship of engagement. *Journal of Public Service and Outreach*, 1(1), pp. 11-20.

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FORMS & AGREEMENTS

FOR STUDENT USE AND REFERENCE



FUN FACT

Many SWAU nursing graduates go on to get master's or doctoral degrees to become nurse practitioners, nurse anesthetists, etc. Whatever you decide to do with your nursing career, you have chosen a great career with an excellent salary and flexible work hours (full-time, part-time, or even over-time for extra pay).

SWAU DEPARTMENT OF NURSING

Accountability Plan for Students

The Accountability Plan for Students (APS) is intended to help students identify, improve, and correct areas of concern and to promote a high standard of professionalism. Please read and complete the requested information.

Level & Involvement	Action	Types of Incidents
Class I Instructor & Student	Completion of APS and: <ul style="list-style-type: none"> •Written warning •Recorded/filed by Nursing Progression Committee (NPC) 	<ul style="list-style-type: none"> •Second tardy to Clinical/Simulation/Skills lab •Failure to turn in clinical paperwork on time •Poor Performance in Clinical/Sim/Skills lab •Personal work during clinical •Dress code violation •Cell phone use during clinical •Sleeping during clinical •Absence from clinical area without permission •CastleBranch Noncompliance •Displays inappropriate attitude or behavior(s)* •Repeatedly missed/rescheduled exams •Other
Class II Instructor, Student, & NPC (with VPAA notification)	Completion of APS and: <ul style="list-style-type: none"> •Appeal sent to NPC – action per committee decision •Probation for the semester •Probation may extend to the next semester •Potential Course failure 	<ul style="list-style-type: none"> •Did not meet expectations of Class I Action Plan •Repeated Class I offense •Multiple Category 1 offenses •Cheating •Missed Clinical/Sims/Skills Lab-NO notification •Unprofessional behavior* •Other
Class III Instructor, Student, NPC, SWAU Admin. & 2 faculty from other dept.	Completion of APS and potential: <ul style="list-style-type: none"> •Course failure •Program Level failure (failure to progress) •Conditional Dismissal •Dismissal 	<ul style="list-style-type: none"> •Did not meet expectations of Class II Action Plan •Repeated Class II offense •HIPAA/Social media violation •Unsafe patient care** •Substance Use*** •Other

These examples provided are not exhaustive.

See Student Handbook and Syllabi for more information on SWAU Professional Standards.

* See SWAU Nursing Student Handbook for Professional Standards and Values. NOTE: Any breach in professional behavior, by word or action may result in unsafe care.

**Process will require completion of the Clinical Error/Near Miss form.

***Process will involve referral to TPAPN.

Please fill in the requested information on Accountability Plan for Students- Page 2

SWAU DEPARTMENT OF NURSING

Accountability Plan for Students—page 2

The Accountability Plan for Students (APS) is intended to help students identify, improve, and correct areas of concern and to promote a high standard of professionalism. The SMART Goal format is utilized to guide the development of identified actions and timeline for addressing and resolving the issue of concern. The outcome of the APS process may range from written warning to dismissal.

Complete each item below.

Student Name		Class 1		Type of incident:
Student ID#		Class 2		
Course Name		Class 3		

SMART Goals are Specific; Measurable; Attainable; Relevant; and Time-oriented.

Date of Incident		Incident Location	
	Detailed Description of Incident		Action Plan: Timeline & SMART Goal(s)
Student			
Faculty			

Signature denotes acknowledgement of content.

_____ /___/202__
Student Signature Date

_____ /___/202__
Instructor Name Instructor Signature Date

Student Next Steps:	Additional Comments:
Implement Action Plan	
Follow up Appointment by: / /202	
With:	

This form will be retained in the student file.

The following agreements: the **Honor Code**, **Confidentiality Statement for Simulations**, **Nursing Student Agreement**, and **Clinical Assumption of Risk** forms must be signed and uploaded to Info Central prior to the end of the first week of school.

SWAU DEPARTMENT OF NURSING

Honor Code

Southwestern Adventist University is dedicated to scholarship, leadership, and service to the principles of honesty, fairness, trustworthiness, respect for others and accountability. Students commit to reflect upon and uphold these principles in all academic and non-academic endeavors and to protect and promote a culture of integrity.

Therefore, to uphold the Southwestern Adventist University Nursing Department's Honor Code:

I will conduct myself honorably in all my endeavors;

I will not lie, cheat, steal, or plagiarize; I will not copy, receive, use, or share exam questions;

I will not access ATI or textbook questions, or other items from any source not intended for students;

I acknowledge that I am asked to report any knowledge or witness of academic dishonesty or violation.

I make a commitment to uphold the SWAU Department of Nursing Honor Code at all times.

Student Signature

Date

Student Name (please print): _____

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SWAU DEPARTMENT OF NURSING

Confidentiality Statement for Simulations

- I will not share information regarding how other students perform.
- I will maintain confidentiality regarding simulation scenarios, team members' actions, and debriefing discussions.
- If observing, I will be engaged in the learning experience.
- I will work as a positive contributor of a team during simulations.
- I understand that viewing, discussing, and/or disclosure of the simulation experience is a violation of HIPAA laws and regulations, and I will maintain confidentiality.
- I will respect all information as privileged regardless of its format.
- I will treat simulation equipment and surroundings with respect at all times.

Student Signature

Date

Student Name (please print): _____

SWAU DEPARTMENT OF NURSING

Nursing Student Agreement

I understand and assent to:

- The current Catalog for Southwestern Adventist University.
- The current *Southwestern Adventist University Nursing Student Handbook*.
- Legal limits of licensure, as explained to me: I may not be eligible to take the NCLEX-RN should I have a criminal record or physical/emotional disabilities. I may apply to the Board of Nurse Examiners for the State of Texas for a Declaratory Order but am not guaranteed approval.
- The HIPAA regulations and agree to keep all patient information confidential and to never remove identifiable data from any agency.
- Nursing faculty and staff having access to my departmental record.

I agree to abide by the standards and academic regulations as well as by the code of student conduct found in the above documents.

Student Signature

Date

Student Name (please print): _____

SWAU Nursing Students

Clinical Experiences Assumption of Risk

Clinical experiences (clinical rotations or observations) are a required component in the Nursing Program at Southwestern Adventist University. These experiences allow students to practice skills and techniques learned in didactic courses as well as develop clinical judgment that is important for health care providers. Clinical experiences occur in hospitals, clinics, schools, community organizations, and other appropriate settings where students interact with patients and clients. Students may have the opportunity to be placed in an alternate clinical setting. However, other site options are not always available and changes may delay completion of the student's degree.

Sites selected for student clinical experiences are required to take reasonable and appropriate measures to protect students' health and safety in the clinical setting. Before participating in clinical experiences students will receive training related to potential hazards and prevention techniques. Appropriate policies and procedures relating to student safety and prevention of exposure to disease are outlined in the DFWHC Standard Hospital Student Orientation packet, which must be completed with 100% on the post-test prior to clinical rotations. Students will have access to appropriate PPE during their clinical experiences. Students have the responsibility to report any potential exposures to the supervisor at their site as well as their clinical instructor.

However, even with such measures, there are risks inherent to clinical experiences. Potential risks of completing clinical experiences include, but are not limited to:

- Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes or parenteral contact
- Exposure to infectious diseases through droplet or air-borne transmission
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment.

These risks can lead to serious complications, trauma, bodily injury or death.

SPECIAL NOTICE REGARDING COVID-19

COVID-19, the disease caused by the novel coronavirus, is a highly contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness. COVID-19 can cause severe and lasting health complications, including death. Everyone is at risk of COVID-19.

Although anyone who contracts COVID-19 may experience severe complications, the CDC has found that individuals with certain underlying health conditions are at higher risk of developing severe complications from COVID-19. These medical conditions include chronic lung disease, asthma, conditions that cause a person to be immunocompromised, obesity, diabetes, chronic kidney disease and liver disease.

COVID-19 is believed to spread primarily by coming into close contact with a person who has the disease. Participating in clinical experiences, even when wearing recommended PPE, may increase the risk of contracting COVID-19, and these risks cannot be eliminated.

If a clinical facility should require student testing for pandemic or disease, such testing must be done at the student's own expense.

SWAU Nursing Students

Clinical Experiences Assumption of Risk—page 2

I certify that I have carefully read and understand this document. I acknowledge and understand that, as explained in this document, my degree program requires the participation in clinical experiences, and that such participation carries risks that cannot be eliminated. I fully understand these risks.

I understand that it is my responsibility to follow all instructor and supervisor instructions and take all available precautions so that the risk of exposure is minimized. I will follow all program specific information relating to prevention of diseases.

Knowing these risks, I certify that I desire to pursue my chosen degree program, including the participation in clinical experiences. I expressly agree and promise to accept and assume all risks associated with doing so. I am voluntarily agreeing to be bound by this document's terms.

Student Signature _____ Date _____

Student (print name) _____

If Student is under 18 years of age, Parent/Guardian must also sign:

Parent/Guardian Signature _____ Date _____

Parent/Guardian (print name) _____

<http://swau.edu/academics/nursing-department>



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