

**OLD DOMINION UNIVERSITY
SCHOOL OF NURSING**

Undergraduate Nursing Program



OLD DOMINION UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

**Inspiring Minds.
Transforming Lives.
Creating the Future**

STUDENT HANDBOOK

Welcome from the Chair

On behalf of the faculty and staff I would like to welcome you to the School of Nursing. You have chosen Old Dominion University at an exciting time. The profession is growing and changing as our health care delivery system is trying to meet societal needs. The knowledge that you will obtain-about people, society, health and nursing-will equip you to meet the challenges and changes of the future.



As chair, my office is open to you. I hope you will enjoy your educational experiences at Old Dominion University. During the next several years your educational experience at the School of Nursing will be perhaps one of the most demanding yet positive learning experiences you will encounter. Faculty, staff, peers, alumni, and community and agency partners all contribute to providing an educational experience that is both priceless and has distinguished the School of Nursing as one of the best nursing programs in the Commonwealth of Virginia. Our graduates can be found everywhere in the United States and beyond providing cultural-sensitive quality, safe patient-centered care. We are excited to have you join the School of Nursing family. You too will be among those who consider themselves as the "Pride of ODU".

In exchange for this exceptional educational experience, you are expected to be responsible, accountable partners in this process. This handbook, revised yearly, is designed to help you become oriented with the policies and procedures affecting your education in the School of Nursing and your successful progression in the nursing major. The handbook has everything you need to know and we are certain that you will find this information an invaluable resource. Should you have questions, concerns or problems, please contact your instructor first. If the instructor is unable to help you, contact the course coordinator next, then the program directors, and finally the Chair of the School. I hope you will enjoy your education experiences at Old Dominion University. Do take time to enjoy all that Old Dominion University has to offer.

Good Luck!

Karen Karlowicz

Karen Karlowicz, EdD, RN
Chair, School of Nursing

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Mission

The mission of the School Of Nursing is to transform healthcare by:

- Preparing exceptional nurses
- Extending nursing science
- Partnering with our global community

Vision

Create a health care future where inspired minds transform lives as exceptional nurse leaders, scientists, and advocates.

Values

The School of Nursing values:

- Integrity
- Collaboration
- Innovation
- Inspiration

Motto

- Inspiring Minds
- Transforming Lives
- Creating the Future

Philosophical Statement Organizational Framework

The philosophy of the School of Nursing is consistent with the mission of the College of Health Sciences and the University. Incorporated into the philosophical statement of the School of Nursing are faculty beliefs reflective of the health and nursing needs of man and society. The philosophy statement revised in 2002 and reviewed in 2008 follows.

The faculty believe:

A person is a unique individual of dignity and worth, holistic in nature with biological, psychological, social, cultural, spiritual and developmental dimensions. Perceptions, values, and goals motivate a person to adopt health behaviors.

Throughout the life cycle, a person's health is influenced by their constant interaction with the environment. The environment is characterized by dynamically interacting internal and external components.

Health is comprised of wellness and illness dimensions with both subjective and objective components that are viewed from both the perspective of the client and the nurse.

Nursing is a profession that assists patients in developing adaptive responses to dimensions of health. Nursing practice is based on nursing knowledge with concepts integrated from biological, behavioral, and social sciences and incorporates technical, interpersonal, ethical, legal, leadership and scientific inquiry skills. The nurse utilizes critical thinking to develop therapeutic nursing interventions to promote, maintain, or restore health or support a peaceful death within a nursing process framework. Professional nursing practice is based upon accepted Standards of Practice. The nurse uses communication techniques to provide nursing care, patient education and leadership.

Education is an integral component of personal and professional growth and development. The student is viewed as a self-directed learner who is committed to life-long learning. Faculty view education as a process of continuous improvement enhanced by innovative techniques to support student development as a professional nurse.

History of the School of Nursing

Interest in university based nursing education began when area diploma schools enrolled student in the University's physical and behavioral sciences courses. In 1962 a departmental chairperson for nursing was employed to develop a curriculum for a baccalaureate nursing program and The Board of Visitors of Old Dominion College approved the establishment of the program of nursing in 1962. In 1963, a Department of Nursing was established within the School of Arts and Sciences. The first class was admitted in 1964 and consisted of eight students. By 1967, the first two nursing students graduated with a Bachelor of Science in Nursing degree and, in 1968, the program was granted accreditation by the Virginia State Board of Nursing.

In 1975, the Department of Nursing sought and was granted accreditation for the Bachelor of Science in Nursing program by the National League for Nursing (NLN).

Approval for the development of the master's program at Old Dominion University was obtained from the Virginia State Council of Higher Education in March 1979. Dr. Helen Yura, PhD, FAAN, a nationally known scholar, was recruited as program director. The Graduate role options were Nursing Administration, Nursing Education and Adult Nurse Practitioner. The first students graduated in May 1981. Accreditation by the National League for Nursing was achieved in December 1982.

In 1986, as part of the University reorganization process, the School of Sciences and Health Professions separated into two different colleges. The Department of Nursing became the School of Nursing within the newly created College of Health Sciences.

Televised nursing education began in 1987 with broadcasts of lecture courses in the RN-BSN curriculum to Northampton-Accomac Memorial Hospital on the Virginia Eastern Shore. Community College and hospital sites throughout the Commonwealth of Virginia have been added over the past years with TELETECHNET sites now numbering 30. Graduate nursing courses via TELETECHNET became available in 1990. The School of Nursing's TELETECHNET initiative (classroom and video streamed) has gone beyond the Commonwealth of Virginia with coast-to-coast broadcast sites throughout the United States.

In the fall of 1999 the School of Nursing was again awarded the maximum eight-year accreditation by the NLN and ten years by Commission on Collegiate Nursing Education [CCNE]. In 2004 asynchronous nursing courses (on-line) began to be offered. The RN>BSN curriculum as well as Master of Science Nurse Educator role and the Nurse Administrator role are now accessible worldwide. In October of 2006 the John A. Hartford Foundation Institute for Geriatric Nursing and the American Association of Colleges of Nursing gave its annual award for "Infusing Geriatrics into Baccalaureate Curriculum to the School of Nursing of Old Dominion University. In the Fall of 2009 the School of Nursing was again awarded the maximum ten year accreditation by the CCNE.

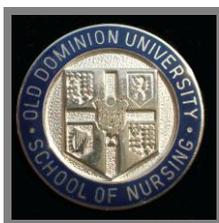
The School of Nursing offers three professional degrees: The Bachelor of Science in Nursing as preparation for the generalist of nursing, the Master of Science degree in Nursing in preparation for advanced nursing practice and the Doctor of Nursing Practice. The MSN graduate curriculum offers preparation for advanced practice in six role options: Family Nurse Practitioner, Women's Health Nurse Practitioner, Nurse Leader, Nurse Educator, Pediatric Nurse Practitioner, Nurse Midwifery, Advanced Maternal Child Nursing and Nurse Anesthesia. In addition, a 30 credit Master of Science in Nursing is offered for the Certified Registered Nurse Anesthetist (CRNA). As has been true from its inception, the School of Nursing does not discriminate on the basis of race, age, religion or gender.

Undergraduate (BSN)

The baccalaureate degree (BSN) is offered to two distinct student populations: pre-licensure students and post-licensure (Registered Nurse) students. The pre-licensure curriculum is available as a traditional schedule of fall and spring semesters and an accelerated schedule of fall, spring and summer semesters. This flexible scheduling allows the School of Nursing to admit more students, and to meet the needs of those who bring extensive educational backgrounds to the major and/or desiring different options. The post-licensure curriculum is offered in a synchronous TELETECHNET and video stream format to registered nurses at 28 sites across the Commonwealth and the United States. In addition, students may choose the asynchronous on-line format extending the availability of the BSN degree to registered nurses world wide. The program of study for each of these delivery methods leads to the achievement of the same educational objectives, although there are some variations in sequence and learning experiences designed to meet the adult learner needs.

SCHOOL OF NURSING PIN

The School of Nursing pin, designed and adopted by the first graduating class in 1967, incorporates the University Seal with the words "School of Nursing" added on the perimeter and set off by a scalloped border. The words and coat of arms are ODU blue set on a silver background.



The University Seal

The seal for Old Dominion University was designed to incorporate the origin of Virginia, the first permanent English colony in America, with The College of William and Mary, the second oldest college in America and Old Dominion's parent institution. The central portion of the seal, a large shield divided into quadrants by a St. George's cross, is a modified and simplified version of the royal arms of the Stuarts, rulers of England at the time Virginia became known as the Old Dominion. Repeated inside the large shield are four shields of the kingdoms of England, Scotland, Ireland and France, the last of which England still claimed at the time. Over the center of the cross has been placed the coat of arms of The College of William and Mary, granted by the College of Heralds in England in 1694, indicating Old Dominion University's origin. Within the concentric rings around the central shield are the name of the university and the date of its founding: "Old Dominion University" and "1930." Colors in the seal are light azure or sky blue, carmine red, mustard yellow, emerald green, and ultramarine.



End of Program Behaviors

Bachelor of Science in Nursing

Upon completion of the baccalaureate degree, the graduate will be able to function as a generalist in acute, chronic, rehabilitation or community health settings. The graduate will have developed a synthesized knowledge base of models, theories, and research in biological, psychological, social, and nursing sciences.

The graduate of the Baccalaureate Program in Nursing will be able to:

1. Demonstrate critical thinking to facilitate nursing practice through inquiry, problem solving, and synthesis.
2. Perform dependent, independent, and interdependent therapeutic nursing interventions to deliver nursing care in the cognitive, affective, and psychomotor domains.
3. Utilize verbal, non-verbal, and written communication techniques appropriate for patients and professionals.
4. Utilize teaching strategies to maximize patient health and enhance professional development.
5. Incorporate primary nursing research findings as a basis for therapeutic nursing interventions.
6. Demonstrate leadership principles of self-direction and professional accountability reflecting legal and ethical standards as a designer, manager and coordinator of care.
7. Demonstrate professionalism through self-direction, accountability, advocacy and autonomy within the scope of nursing practice
8. Demonstrates cultural sensitivity to human diversity in the practice of nursing.

The End of Program Behaviors were developed utilizing *The Essentials of Baccalaureate Education for Professional Nursing Practice* developed by the American Association of Colleges of Nursing

GENERAL INFORMATION

ACADEMIC FREEDOM

The faculty employ a variety of teaching styles to meet differing learning needs in addressing course objectives. This variety enhances the assimilation of knowledge and the application of nursing in clinical settings.

The ODU School of Nursing faculty believe that adult learning is a shared undertaking wherein the faculty are facilitators and the learners are active participants in knowledge.

UNDERGRADUATE AWARDS

Several prelicensure undergraduate awards are given to outstanding graduating seniors each year at the convocation. The awards and criteria for each are as follows:

- Academic Achievement Award
 - Is awarded to the graduating senior with the highest grade point average.
- Community and Professional Service Award
 - Is awarded for community and professional service. The recipient is nominated and voted upon by the faculty for this award based upon service and clinical application of theory.
- Clinical Achievement Award
 - Is awarded for documentation of outstanding clinical nursing achievement. The recipient is nominated and voted upon by the faculty. Additional information on criteria and selection processes is available from the senior class advisor.
- Nursing Students Association Award
 - Outstanding senior NSA member of the year is presented to a graduating senior who has demonstrated outstanding leadership abilities and contributed greatly to the successful accomplishments of ODU-NSA and its goals. The recipient is voted on by ODU-NSA.
- Chairs Award
 - Is awarded to prelicensure baccalaureate nursing graduates who have achieved a cumulative grade point average of 3.9 or above.

CONVOCATION

The School of Nursing holds a celebratory ceremony recognizing graduating students and their accomplishments in May and August. It is most often held the day before Graduation/Commencement Exercises with the School of Nursing Faculty, Honored Guests and a Keynote Speaker. Congratulating the students on their achievements and recognizing them individually is a very joyous event. Family and friends often attend and many students choose a special person to receive their Nursing School pin from. Awards are given in various nursing areas related to their years as a student of Old Dominion University's School of Nursing: including the student with the highest grade point average, clinical excellence, the Chair's Award and Nursing Honors.

CPR CERTIFICATION

School of Nursing policy requires that all prelicensure students successfully complete CPR / Basic Life Support Certification (1 man, AED, 2 man, adult, child) in the month of August prior to starting in the nursing major and maintain the certification while a student in the program. Documentation of continued certification must be submitted to the School of Nursing by the first day of fall semester classes each year.

DISABILITY SERVICES

In order to meet student-learning needs, special accommodations will be provided for those students presenting documentation and recommendations from the University's Office of Disability Services. (See Technical Standards)

Students with special needs are required to comply with the guidelines set in the University's Disability Services Office.

E-VALUE

E-value is a required online service which will allow the student to track their personal progress throughout the nursing program. It will be used to track the types of patient the student provides care to and the procedures students do in each clinical experience. In addition, it will facilitate the evaluation of the student performance and professional portfolio process. The system is called E-Value. There is an annual fee for the services they provide.

FINANCIAL AID RESOURCES

University Financial Aid resources are found in the Financial Aid Office. Information is available on the University web site at the following url:

| <http://www.odu.edu/admission/financial-aid>.

There are scholarships available which are targeted only for nursing students. These scholarships are administered jointly with the University Financial Aid Office and the School of Nursing. Information about Nursing Scholarships can be found on the School of Nursing Website at: <http://hs.odu.edu/nursing/opportunities/scholarships.shtml>.

For questions regarding Nursing Scholarships contact Ms. Janice Lader at jlader@odu.edu

HONOR CODE

At time of enrollment, each student signs the honor pledge. The School of Nursing adheres to the University's Honor System as described in the University Catalog. Violations of the Honor Code include: Lying, cheating, plagiarism, and/or failure to report the same. Students and faculty are responsible for familiarizing themselves with Academic Dishonesty Procedures and reporting processes:

<https://www.odu.edu/hs/honor-code>. The pledge statement to be written out in full on each assignment turned in for credit (homework, quizzes, tests, papers, examinations, etc.) is:

"I pledge to support the Honor System of Old Dominion University. I will refrain from any form of academic dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the academic community, it is my responsibility to turn in all suspected violators of the Honor Code. I will report to a hearing if summoned."

Name: _____
(Print Name)

Signature: _____

Faculty in the School of Nursing will not tolerate dishonesty in any form. Integrity is considered to be a vital component of professional behavior. Consequently, an action by the University Student Conduct Committee resulting in a sanction against the student will be cause for course failure and/or dismissal from the nursing major.

HONORS IN NURSING

The Old Dominion School of Nursing offers departmental honors to highly motivated and qualified students. The Honors curriculum in the School of Nursing reflects the school's commitment to scholarship, leadership, clinical practice, and community service. Students who are interested in receiving a Bachelor of Science in Nursing "With Honors" degree must meet the following requirements:

- A. A minimum GPA of 3.5

- B. An application to the Nursing Honors Committee. Applications are reviewed by the Nursing Honors Committee. Faculty input is also solicited as a component of the selection process.
- C. Completion of two required departmental honors courses (Nursing 387: Nursing Science, and Nursing 487W: Nursing Leadership).
- D. Completion of the capstone course (Nursing 489: Role Transition). In the capstone course the Honors student will design a project in addition to the usual course requirements.
- E. Completion of a Community Service Project. The student will discuss the topic with his/her Nursing Honors mentor.

Requirements for continuation in the program include completing the above courses and assignments and maintaining a GPA of 3.5 or above throughout the program. Students are also expected to maintain a professional code of conduct at all times.

If you are interested in applying to the Nursing Honors Program, you must submit your application to the Nursing Honors Committee **prior to enrolling in Nursing Science [Nurs 363]**. A completed application and attached copy of your most recent transcript are required. (An "unofficial" copy of your transcript is acceptable). Selections will be determined by the Nursing Honors Committee and announced via written notification/e-mail.

INCLEMENT WEATHER POLICY

The School of Nursing follows the University's policy for class cancellation due to inclement weather; however, many clinical laboratory experiences begin before University decisions regarding class cancellation are made. Students should check with their course coordinator/clinical instructor about clinical experiences that are off campus.

LIABILITY

All students are required to carry personal liability insurance. Currently, the University provides this insurance. However, it only covers students who are enrolled in nursing courses and their approved clinical components. It is effective only when students are participating in approved clinical experiences associated with these nursing courses. It does not cover student employment, co-op program activities, or volunteer work/activities. Students are not covered by the University when they travel to and from clinical sites in private automobiles.

STUDENT MEMBERSHIP ON FACULTY ORGANIZATION COMMITTEES

Student representation is valued on several Faculty Organization Committees. Students who have declared nursing as a major are eligible to serve on these committees. Student representation is included to provide input; students do not hold voting privileges.

Committee	Number of Representatives	Selection
Chairs Advisory Committee	2	<ul style="list-style-type: none"> • 1 elected by NSNA
Undergraduate Curriculum Committee	3	<ul style="list-style-type: none"> • 1 traditional tract Senior student elected by class • 1 accelerated tract Senior student elected by class • 1 RN to BSN student
Learning Resources	2	<ul style="list-style-type: none"> • 1 elected by NSA

STUDENT ACTIVITIES

Alumni Association: Nurse Alumni Chapter

Upon graduation from Old Dominion University's School of Nursing the student automatically becomes an alumni of the University. There is a distinct nurse alumni chapter where the Old Dominion School of Nursing graduate can be involved and/or informed of events and Nursing School accomplishments or activities. The Alumni Office is located in the Barry M. Kornblau Alumni Center @ 49th and Hampton Blvd. For more information contact www.odu.edu/alumni

Undergraduate Nursing Student Association (NSNA)

The National Student Nurses' Association is a pre-professional branch of the American Nursing Association. The Old Dominion University chapter of the Nursing Student's Association of Virginia is open to all interested nursing students in good academic standing. The NSNA strives to increase professionalism in nursing and to support professional nursing. Membership in NSA offers numerous benefits to students as well as the opportunity to develop leadership skills. NSNA officer elections are held in the spring for the following academic year.

Sigma Theta Tau, International (STTI)

Founded in 1922, it is the honor society for nursing. The Old Dominion University Chapter of STTI, Epsilon Chi, was established in 1982. The mission of the Honor Society of Nursing, Sigma Theta Tau International is to support the learning,

knowledge, and professional development of nurses committed to making a difference in health worldwide www.nursingsociety.org. Membership is available by invitation through active Chapters and assumes acceptance of the purposes of the society and responsibility to participate in achieving the goals consistent with professional and scholastic character of Sigma Theta Tau, International. Epsilon Chi accepts invitations beginning January of each year. Induction is held later in the spring semester. Students have up to one year after graduation to make application as a student. Applications and further information is available on the Epsilon Chi website <http://orgs.odu.edu/sigmathetatau/>

Criteria for pre licensure and post licensure undergraduate membership include:

- Undergraduate Pre Licensure
 - Undergraduate students must have completed ½ (25 semester hours) of the required nursing component of the BSN curriculum. Pre requisite course credits do not calculate in this total.
 - Those students who meet the eligibility criteria will receive an invitation for membership via email early in the spring semester. Instructions for accepting membership and online registration will be within this email.
 - Junior level students will have a GPA in the upper 10% of the class.
 - Senior level students will have a GPA in the top 25% of the class
 - Students in the concurrent AND and BSN program will not meet the criteria for membership until after graduation. These students will have up to one year after graduation to apply.
- Undergraduate Post Licensure
 - Undergraduate students must have completed ½ (25 semester hours) of the required nursing component of the BSN curriculum. Pre requisite course credits do not calculate in this total.
 - Possess a GPA of at least 3.0 on a 4 point scale as indicated by the official record of grades
 - Must submit application to the Faculty Counselor. Those students accepted by the Executive Board will receive an invitation for membership via email early in the spring semester. Instructions for accepting membership and online registration will be within this email.

Criteria for graduate membership include:

- Completed a minimum of one-fourth of the required graduate curriculum.
- Grade point average of at least 3.5 on a 4.0 scale as indicated by the official record of grades.
- Must submit application to the Faculty Counselor. Those students accepted by the Executive Board will receive an invitation for membership via email early in

the spring semester. Instructions for accepting membership and online registration will be within this email.

Phi Kappa Phi

An honor society established in 1897, promotes the pursuit of excellence in all fields of higher education. To be eligible, a candidate must demonstrate superior academic success and outstanding achievement. Students are nominated for consideration by department chairs.

TECHNICAL STANDARDS

Students admitted to the undergraduate nursing programs are expected to complete all program requirements. Any student who thinks he/she does not possess one or more of the following skills should seek assistance from an academic counselor, faculty advisor and Disability Services concerning any flexibility in program requirements and possible accommodation through technical aids and assistance.

1. Assimilate knowledge acquired through lectures, discussions, demonstrations, and readings and make appropriate judgments/decisions in a timely manner during clinical practice.
2. Comprehend and apply basic mathematical skills, e.g. ratio and proportion concepts, use of conversion tables, calculation of drug dosages.
3. Demonstrate competence in applying concepts from biological, sociological and psychological sciences in clinical practice.
4. Communicate (verbally and non-verbally) effectively and prepare written documents that are correct in style, grammar and mechanics. Communicate effective oral presentations to a variety of audiences.
5. Read charts, records, scales, small print, handwritten notations and distinguish colors accurately.
6. Distinguish tonal differences and use phones.
7. Distinguish orders.
8. Differentiate changes in sensation, e.g. pulses, temperature, texture.
9. Manipulate equipment necessary for providing nursing care to clients, e.g. syringes, infusion pumps, life support devices.
10. Move from room to room and maneuver in small places.
11. Perform one-rescuer/two-rescuer cardiopulmonary resuscitation (CPR) on adults, children and infants without any limitation to space or environment.
12. Establish interpersonal rapport with individuals, families and community groups who have a wide variety of social, emotional, intellectual and cultural differences.

INFECTIOUS DISEASE POLICY

Introduction

The management of issues related to infectious diseases in Schools of Nursing is a

significant concern, since the rapid increase of blood-borne diseases has caused an awareness of the need for policies and guidance. The following policy is concerned with all infectious diseases, which may potentially be transmitted during the clinical education of students, including Human Immunodeficiency Virus (HIV), and Hepatitis B virus (HBV). This policy is consistent with "AIDS Guidelines for Schools of Nursing", (The National League for Nursing, 1988). "AIDS on the College Campus, (The American College Health association, 1994), and "Policy and Guidelines for Addressing Human Immunodeficiency Virus and Hepatitis B Virus Infection in the Nursing Education community" (AACN – 1992), "HIV Prevention Strategic Plan through 2005: (Centers for disease Control – 2000). Risk Management Committee of the School of Nursing will review this policy for continuing scientific correctness on an annual basis.

The Old Dominion University School of Nursing complies with non-discrimination policies of the University and with the College of Health Sciences regarding individuals with potentially disabling conditions including those resulting from infectious diseases. Qualified individuals will not be denied admission to nursing program or employment as faculty on the basis of HIV status. Services normally provided by the university, college and school may not be abridged due to such conditions.

It is the goal of the School of Nursing to promote a safe environment for students, faculty, and the clients with whom we come in contact. These risks are minimized by careful adherence to Centers for Disease Control (CDC) Universal Precautions guidelines for all client contacts.

However, the nature of the profession of nursing is such that students and faculty may potentially become infected by clients with infectious diseases and may in some cases have the potential to infect those clients with whom they come in contact. Although confidentiality of medical information and individual rights are recognized and supported, the importance of maintaining safety for clients, students and faculty may take precedence in some circumstances. The necessity for the School of Nursing to comply with infectious disease policies of affiliating institutions utilized for student clinicals must also be considered in the development of School of Nursing policies relating to infectious diseases.

Testing and Immunization Guidelines

Current requirements for student infectious disease testing/immunization are documented in the School of Nursing physical examination form, which must be submitted by students prior to entry into clinical settings. Faculty testing/immunization are documented on the faculty physical examination form, which is submitted by new clinical faculty upon hiring. After initial documentation of immunizations and titers, students and faculty must submit documentation of annual PPDs. These requirements are reviewed and revised annually by the Risk Management Committee to ensure adherence to current Centers of Disease Control (CDC) recommendations and the requirements of affiliating institutions. HIV screening is not currently recommended by

Centers for Disease Control for health care workers and is accordingly not required. Students who desire voluntary anonymous or confidential HIV testing will be referred by faculty to appropriate testing sites. Knowledge of current testing sites will be maintained by the Infection Control Committee.

HBV vaccination series is required for non-immune students and faculty due to the risk of blood exposures during clinical experiences. Students and faculty declining HBV vaccine for due to medical risk conditions must sign a form documenting their awareness of the risk of exposure to HBV during clinical experiences as well as the potential outcome from such exposure.

Affiliating agencies are required to provide necessary supplies for caregivers to comply with CDC Universal Precautions guidelines. This requirement will be documented in affiliation agreements.

Clinical Experience Guidelines for Faculty and Students

Nursing professionals, including faculty, have a fundamental responsibility to provide care to all clients assigned to them. Refusal to care for AIDS patient or any other patient is contrary to the ethics of the nursing profession. Student comfort in caring for these clients is facilitated by the demonstration of role modeling by faculty in the rendering of skillful and compassionate care to such clients. Faculty counseling will be provided for those students who refuse to care for any assigned client. Such cases will be handled as individual instances in which student have not met the course requirements.

Nursing students, faculty, or staff who believe they may be at risk for HIV antibody, HBeAG, or HBsAG have an obligation to be tested. While the testing decision should be voluntary for the individual, there may be instances (such as an exposure of a client to a student's blood) in which testing could be required. Testing records will be kept separately from academic or employment files with the School of Nursing Chairperson. They will be kept in a location where they are accessible only to the Chairperson, and will be accessible only on a need to know basis with the individual's written consent. Penalties will be imposed upon those who release testing information without authority.

All students with known or suspected airborne infections must notify their clinical instructor prior to initiation of direct client contact. Student with known or suspected blood borne infections or non-intact skin must notify the clinical instructor prior to performing any invasive procedure with may place the client or student at risk of infection. Student with known or suspected immune deficiencies should consult with their clinical instructor prior to caring for clients who may place them at undue risk of infection.

Infection with HIV or other agents does not automatically preclude participation in clinical experiences, but needs to be considered on a case-by-case basis, with concern

for client, student and faculty safety foremost. Students or faculty with HIV should consult their own health care providers to determine the risks of specific clinical settings to their own health. If modifications accommodations in clinical education or job functions are required, these will be determined on a case-by-case basis by a panel of health care experts designated for that purpose. Any modification of clinical activity of HIV positive students or faculty should take into account the nature of the clinical activity, the technical expertise of the infected person, the risks posed by HIV carriage, functional disability and the transmissibility of simultaneously carried infectious agents.

A student or faculty member has an ethical duty to report an accident that exposes him/herself or a patient to a risk of transmission of blood-borne disease. The Significant Exposure Policy of the Old Dominion University College of Health Sciences will be followed if such an accident occurs. Accidental exposure to blood or body fluids should also be documented via incident report forms according to institutional and School of Nursing College of Health Sciences policy.

Guidelines for Prevention of Infection

It is the responsibility of students and faculty to maintain knowledge of up to date guidelines for prevention of blood-borne (CDC University precautions) and airborne agents in the workplace, and to adhere to these guidelines. Prior to their first clinical experience, and annually thereafter, all students are required to review written materials documenting risks of clinical practice in the laboratory/clinical setting, and strategies to minimize these risks. These materials also contain procedures to follow in the event of known or suspected exposure to infectious agents in clinical settings.

In the clinical setting, it is the responsibility of the student to discuss questions that may have with respect to any procedure or practice with their clinical instructor prior to undertaking the activity. It is the responsibility of the clinical faculty to reinforce safe practice, and to provide appropriate supervision for students performing potentially hazardous activities.

Hepatitis B Vaccine Information and Policy

The Hepatitis B virus (HBV) is a serious occupational risk in the nursing profession. According to the Centers for Disease Control (CDC) between 15-25% of health care workers will contract HBV during their careers. Exposure to blood and body fluids places an individual at risk for contracting Hepatitis B.

Hepatitis B is a viral infection caused by the HBV. Most people with the HBC recover completely, but approximately 5-10% become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. Some carriers of the disease develop chronic, active Hepatitis that may progress to cirrhosis. Hepatitis B causes death in approximately 1-2% of those who are infected with the disease.

Infection with HBV can be prevented through vaccination. The CDC and/or clinical partners require a vaccination series for anyone frequently exposed to blood and other body fluids. Three vaccines are available: serum derived Hepatitis B and two genetically engineered vaccines - Recombivax HB and Engerix-B. These vaccines are highly effective and provide immunity from the HBV after receiving the full course of therapy (series of three injections).

Possible side effects of the vaccine are minimal. A few persons experience tenderness and redness at the site of injection. Low grade fever may occur. Rash, nausea, joint pain, and mild fatigue have also been reported.

All nursing students at Old Dominion School of Nursing are required to have Hepatitis B immunization and titer as proof of serum immunity. The series and titer must be completed prior to first clinical experience unless there is a medical contraindication or the student can document immunity.

Post Exposure Guidelines for Blood-Borne Pathogens

The following guidelines should be followed after exposure to a blood-borne pathogen:

- Identify source person and test source person for HIV and blood-borne hepatitis strains (Hbc Ab, HBsAG, ANTI-HCV).
- Disclose source-testing results to the exposed health care worker/student. Be certain exposed individual understands that the source patient's confidentiality must be maintained.
- Collect blood from the exposed health care worker for HIV and Hepatitis testing as follows:
 1. Hbs Ab (if has received Hep B Vaccine)
 2. ANTI-HIV (baseline, 6 weeks, 12 weeks and 6 months Post-Exposure)
 3. ANTI-HIV (baseline, 12 months)
- Administer post-exposure prophylaxis of the exposed health care worker according to current U.S. Public Health Service, CDC, OSHA, and clinical facility recommendations. Counsel the exposed health care worker about risks, symptoms of possible infection and strategies to prevent infecting others.
- Evaluate any reported health care worker symptoms.
 - Students are responsible for expenses associated with clinical incidents (see health insurance information)

Acknowledgement of Risks Associated with Clinical Practice Policy

Students are required to read materials prior to each Clinical Laboratory experience from the following websites

- www.cdc.gov/niosh/topics/bbp
- www.osha.gov/SLTC/bloodbornepathogens/

In addition, the student needs to read the materials and forms found in the SON Undergraduate Student Handbook prior to each Clinical Laboratory experience.

- Universal precautions and prevention of occupational exposures
- Needle stick injuries
- HIV, HBV, HCV and resources regarding these diseases
- What healthcare workers need to know in the event of an accidental exposure to bloodborne pathogens
- Procedures following exposure to bloodborne pathogens
- Infectious disease policy
- Guidelines for prevention of infection
- Hepatitis B Vaccine information and policy

UNDERGRADUATE GENERAL POLICIES

ACADEMIC PROGRESSION

In addition to the Old Dominion University Continuance Policies as stated in the University Catalog, the following policies apply to all declared majors in the School of Nursing.

1. **Pre-licensure students** are required to successfully complete all freshman and sophomore-level courses as described in the current curriculum guide prior to beginning their junior year. The Admissions, Continuance and Advanced Placement Committee consider decisions on exceptions to this policy.

Post-licensure students must complete all 100 and 200 level requirements prior to enrollment.

2. A grade of "C" or better in all nursing courses is required to continue in the nursing program. In order to achieve a grade of "C", objective test grades in a nursing course must average to a minimum of 80. A student who does not achieve an 80 or better average on objective test grades in a nursing course will receive a grade of "D or F" and will not be considered to be in good academic standing in the major. Any nursing course in which a grade less than "C" is earned must be repeated.
3. A student may be readmitted to the nursing major following an academic or clinical failure only once. Students admitted to the School of Nursing with advanced placement in nursing may have an admission agreement that permits no readmission to the School in the event of a nursing academic or clinical failure.
4. A cumulative grade point average of 2.0 or better is required to continue in the

nursing program.

5. A nursing student who fails a nursing course and is readmitted to the nursing program is allowed to repeat the failed course only once.
6. A student who leaves the major and is readmitted may be required to take additional course work prior to or concurrent with readmission. Because of the dynamic nature of the nursing profession, currency of both nursing content and clinical skills is essential. If greater than one academic year has elapsed since the student has been successfully enrolled in BSN level nursing courses, the student must complete the entire nursing major upon their return to the major. This may involve repeating nursing courses in which a grade of "C" or better was previously earned.
7. Pre-licensure students are required to be enrolled in a clinical course during the last semester of the nursing major. A student who has failed or withdrawn from a nursing course may be "out of sync" with the prescribed curriculum. In such a case, the student will still be required to enroll in a clinical course during the last semester to maintain clinical skills. If the student is enrolled in a lecture course and has completed the corresponding clinical course with a satisfactory grade, the student will enroll in an independent study clinical course (Nursing 395/396) in order to be able to maintain the required clinical practice.
8. Because of the dynamic nature of the nursing profession, currency of both nursing content and clinical skills is essential. If greater than one academic year has elapsed since an applicant has been successfully enrolled in BSN level nursing courses, no transfer of nursing courses into the pre licensure ODU BSN curriculum will be approved.
9. **Pre-Licensure Curriculum**
(Traditional and Accelerated)
All students begin the nursing major in the FALL semester.

All junior nursing courses have sophomore nursing courses as prerequisites. (Junior Courses: N320, 321, 330, 340, 341, 350, 351, 358 and 375) (Nurs 375 is a pre or co-requisite for Nurs 340.)

All senior nursing courses have junior courses as prerequisites. (Senior Courses: N420, 421, 431, 440, 441, 450, 451, 470, 471, and 480) (Nurs 450 is pre requisite for Nurs 440 and Nurs 441)

Nurs 431 Transition to Professional Nursing Practice is the capstone course and must be completed in the last semester of the BSN curriculum.

Unless repeating, courses listed as co-requisites must be taken in the same semester. See Curriculum Guides for specific course of study.

10. **Post-Licensure BSN Curriculum [RN to BSN] / Concurrent BSN Enrollment Curriculum [RN toBSN]**

Post Licensure BSN Curriculum

Students may begin the nursing major in either the fall or spring semester. Students may choose a full time or part time course of study. Please see the University Catalog and Curriculum Guides for further information. Students are required to notify the School of Nursing if a change occurs in their professional licensure status.

Nursing 401 must be completed in the first semester of the major.
Nursing 403 must be completed in the final semester of the major.

Concurrent BSN Enrollment Curriculum

Students may begin the nursing major in either the fall or spring semester. Students complete a part time course of study at ODU while enrolled concurrently in RN courses with partner institutions. Please see the University Catalog and Curriculum Guides for further information. Students must successfully complete the RN program at the partner institution and obtain RN professional licensure as part of the degree requirements for this curriculum.

Nursing 401 must be completed in the first semester of the major.
Nursing 403 must be completed in the final semester of the major.

11. **Withdrawal Procedures**

Students who desire to withdraw from classes or the University should consult the procedures outlined in the University Catalog. Students who desire to withdraw without penalty must do so by the deadline designated in the University calendar (by the end of the first ten weeks of a semester); a grade of "W" will be assigned. Withdrawal after the designated deadline is usually not permitted. In the event of extenuating circumstances, a written petition for permission to withdraw must be submitted to the instructor and the chair no later than the last day of classes. If both grant permission, a grade of "W" will be assigned. A student who stops attending classes without officially withdrawing will receive a grade of "WF" unless the student's performance has been an "F", in which case a grade of "F" will be assigned.

12. **Continuance / Readmission Policies**

Any student who withdraws passing (W) from a required nursing course must

request continuance in writing within three months of the date of withdrawal. Any student receiving a "D or F" in a required nursing course, or whose cumulative grade average falls below a 2.0, must request readmission to the nursing program. The request must be in writing and made within three months of the date the failing grade is received or the end of the semester in which the minimum GPA is not achieved. The request of continuance or readmission, addressed to the Admissions, Continuance and Advance Placement Committee of the School, must include:

- A. Reasons for withdrawal or failure;
- B. Identification of plans to enable return; and
- C. Desired date of return to the program.

Students seeking readmission or continuance are strongly encouraged to request a letter of support from a nursing faculty member who can speak to the student's potential for nursing.

When a continuance or readmission is granted, the details and contingencies of any necessary remedial work shall be developed by the Admissions, Continuance and Advanced Placement Committee (in consultation with course faculty) and communicated in writing to the student.

NOTE: A student who receives a "D or F" in a nursing course and is readmitted to the nursing program is permitted to repeat that course only once. Procedures to be followed when repeating a course will be those outlined in the policy on repeating courses in the University Catalog. A student who requests and receives a continuance or readmission is responsible for curricular changes in the program of nursing study that occur during his or her absence. A student follows the curriculum guide for the class that he or she joins upon returning to the program.

ADVISEMENT

The school's Chief Academic Advisor (CAA) advises undergraduate pre-licensure students enrolled in the nursing major. Academic advisement occurs prior to pre-registration each semester on an appointment basis. Pre-licensure students should schedule an appointment with the academic advisor well in advance of pre-registration for the next semester.

The School of Nursing's CAA, along with the Site Directors, will provide advisement to the distance post-licensure student. The CAA will advise Post-licensure [RN] students by email, mail, phone, Blackboard, or online announcements.

Advisor Responsibilities

The advisor is responsible for reviewing the student's folder and advising the student on the program of study. Academic records for RN/BSN students at distance sites are maintained by the CAA who can be reached by phone at 1-800-YOUR BSN (1-800-968-7276) or through e-mail Janice Hawkins at jhawkin@odu.edu. Before each registration period, an advisor letter is posted in the Blackboard announcement site.

Student Advising Responsibilities

The pre-licensure student folder documents the student's achievement throughout the program of study. It is the student's responsibility to periodically review his or her folder to ensure that it includes documentation of all courses taken. It is the student's responsibility to obtain information and documentation, which are missing from his or her folder, as per the academic advisor (e.g., transcript evaluation, transcripts from other institutions, Old Dominion University transcripts, and the like).

It is the post-licensure student's responsibility to periodically review documentation with site director or CAA.

NOTE: It is the student's best interest to review his or her progress on a regular basis with the advisor.

APPEALS PROCESS

A student may appeal a course grade or dismissal decision on the basis of prejudice or caprice. The burden of proof rests with the student.

- A. Students must initiate the appeal within one semester of earning the grade or receiving the dismissal decision.
- B. The student will first consult with the instructor (for a grade appeal) or the Clinical Review Committee (for a clinical dismissal appeal).
- C. If the student is not satisfied with the results of the conference and wishes to pursue the appeal, the case must be presented in writing for a first-level appeal. The student's appeal letter must (1) state specific reasons and give examples of faculty prejudice or caprice, (2) show that prejudice or caprice affected the awarding of the final course grade or dismissal decision, and (3) be presented as a complete package and include all supporting documentation.
 1. The student will submit the appeal letter to the undergraduate program director or, if the undergraduate program director is the course

- coordinator, to the chair of the School of Nursing.
2. If the chair of the School of Nursing is the instructor, the student will submit the appeal to the dean.
- D. If it is concluded at the first-level appeal that there is no cause for complaint, the person to whom the appeal was submitted will notify the student in writing that the appeal is denied. The student may then submit a second-level appeal.
1. If the chair or undergraduate program director initially concludes in the first-level appeal that there is no cause for complaint, the student has the right to appeal to the dean. The student should request in writing that the chair forward the appeal package to the dean to initiate the second-level appeal.
 2. If the instructor / course coordinator is the chair and the student has appealed directly to the dean and the dean concludes in the first-level appeal that there is no cause for complaint, the student has the right to appeal to the provost and vice president for academic affairs to initiate the second-level appeal.
- E. If the person to whom the second-level appeal is submitted concludes that there is no cause for complaint, the student will be notified in writing that the appeal process is complete and no further appeal is allowed.
- F. If during the first- or second-level appeal process it is concluded that there may be valid cause for complaint, the person to whom the appeal has been submitted should consult with the instructor and a student and attempt to mediate the dispute. If mediation fails, the person to whom the appeal has been submitted will offer to form a committee to carry out an independent investigation and a hearing will be held.
1. The person to whom the appeal has been submitted will convene a committee from the department or college. The committee will consist of two faculty and one student. Both the instructor and student will have the right to challenge, for valid cause, any or all of the members of the committee, and in that event replacements will be appointed and no further challenge will be permitted. The committee will hear the instructor, the student and other pertinent witnesses. The hearing will be taped, but the tapes will be erased after careful deliberation, will make its recommendation to the person to whom the appeal was submitted, who will relay the information to the instructor and the student.
 2. If the committee finds that there is no cause for complaint the appeal process is complete and no further appeal on the merits of the case is allowed. Only one hearing on the merits of the case is allowed.
 3. If the committee finds on behalf of the student and recommends a change of grade or dismissal decision, appropriate action will follow through.
 4. If either the instructor or student believes that the established procedures

for the appeal have not been followed, an appeal for a hearing may be to the person identified as the second level of appeal. The only basis for appeal will be the failure to have been provided due process as prescribed by the policy.

ATTENDANCE

Class Attendance

Class attendance is expected for all courses delivered in real time (classroom, TELETECHNET, video streamed). Class participation may be used as a measure of evaluation.

Clinical Attendance: Pre-Licensure

Clinical experiences are essential and are of such importance that attendance is **mandatory** and cannot routinely be made up. If a clinical experience is missed, it may result in an unsatisfactory evaluation for the semester and an "F" for the course. If an emergency occurs and a student cannot attend a clinical experience, the student must contact the clinical instructor at least one hour prior to the required clinical time. Failure to do so will result in an unsatisfactory evaluation. Upon return to the clinical setting following an emergency, an alternative assignment (e.g. project, paper, presentation or clinical experience) designed to assist the student in meeting course objectives in addition to the course/clinical requirements will be determined by the clinical instructor. The clinical instructor, course coordinator and Undergraduate Program Director will evaluate extenuating circumstances.

Clinical assignments are made in health care facilities throughout the greater Hampton Roads area and are based upon learning needs as determined by faculty. Student geographic residence is not a determining factor for clinical practice assignments. Consequently, no changes will be made in clinical rotation assignments. Exceptional circumstances will be considered upon written request (with rationale included). Requests must be submitted to the Undergraduate Program Director and Course Coordinator and will require written approval by both.

Clinical Attendance: Extenuating Circumstances

When extenuating circumstances that interfere with classroom and/or clinical attendance exist (pregnancy, major illness, surgery, etc.) the faculty of the School of Nursing will make every effort to support the student's educational endeavors. However, at times the circumstances may not allow for progression through a clinical course or a class. In such cases the student may choose one of the following options:

- A medical withdrawal with proper physician verification

- A sabbatical from the course and clinical requested through the ACAP committee.
- Continue with physician approval to return to class and clinical missing no more than 20% of the clinical. The course coordinator is responsible to provide alternative clinical experiences for the time missed.

Documentation of clearance to return to class and ability to safely provide patient care in the clinical environment is required from the physician or nurse practitioner.

ATTIRE: Pre-licensure

Classroom

Students are expected to attend class dressed neatly and well groomed. Clothing should be clean and in good repair. Male students are expected to be clean-shaven or with neatly groomed facial hair. All students are expected to wear appropriate undergarments. Caps and sunglasses [unless accompanied by a doctor's note] **will be** removed in the classroom. The following are examples of dress items considered inappropriate and a student so attired will be asked to leave the classroom:

- Short shorts
- Micro-mini skirts
- Sheer fabrics revealing undergarments or lack of
- Constrictive clothing
- Printed T-shirts which are suggestive or lewd
- Baggy pants revealing underwear
- Halter tops
- Tank tops
- Tube tops
- Muscle shirts
- Bare mid-drifts
- Unlaced tennis shoes
- Sexually suggestive clothing

Clinical

A. Uniform Regulations:

All undergraduate pre-licensure nursing students must have ODU nursing uniforms for clinical experiences. Female students wear a purchased white ODU dress or pants uniform. Male students wear an ODU shirt with white slacks. Uniforms (dress, shirts, slacks and/or blouses) should be purchased from **Med Emporium** on Little Creek Road in Norfolk, VA. It is suggested that students

have two sets of uniforms and a white laboratory coat. In addition, students will need the following items:

1. Solid white hose if skirt/dress uniforms; solid white hose or socks with slacks. [No socks are worn with hose when wearing the dress uniform.]
2. Solid white, black or nude colored underwear (relative to skin tone) must be worn under white uniform pants, skirts, and tops.
3. Patches – to be worn on the left uniform sleeve and laboratory coat sleeve between 1 to 2 inches down from the shoulder seam. Patches may be purchased in Health Sciences, Room 2134 for \$3.00 in cash.
4. White clinical shoes (no canvas, no clogs).
5. Stethoscope with rotating diaphragm and bell (dark blue, black, gray-no neon, sparkle, no fabric covers).
6. Watch with second hand or a digital watch marking seconds.
7. Bandage scissors.
8. Hemostat [straight]
9. Click on pen light
10. ODU ID Badge
11. A small pocket size note pad [recommended]
12. Inexpensive pen light [recommended]
13. Sphygmomanometer (Blue/Black – no printed designs)
14. Transfer belt (for Nursing 441). Can be obtained from course coordinator.
15. Maternity Uniform: A professional white maternity uniform may be worn in lieu of the school uniform if pregnancy temporarily precludes wearing standard attire. A School of Nursing patch, name tag and ID Badge are worn with the maternity uniform.
16. **Name Pin:** Blue or black letters on a white background – (name pin size – 1 X 3).

**Mr. / Ms. / Mrs. S. Student
Nursing Student
ODU**

B. **Wearing the Uniform**

The School of Nursing uniform has a variety of functions. The uniform provides a source of identity and promotes confidence in the public receiving care by the nursing student. The School of Nursing uniform distinguishes the student from hospital employees and provides protection to the student from potential contaminants in the healthcare environment.

1. Uniforms shall be worn only in clinical settings. Caps are not required.
2. The hemline of a uniform skirt should be at mid-knee or longer. Pants uniforms shall be worn so that the pants brush the top of the shoes when standing. Pants waistline must fall at the natural waist. (Hip-Huggers, or

- baggy pants are not permitted.)
3. The shoes should be clean, polished, in good repair, and with clean laces. Hose/socks or stockings shall be white, clean and in good repair.
 4. No bangle bracelets are allowed.
 5. Students will be issued an ID Badge Holder into which they will place their ODU identification card. The badge holder with ID should be worn on the uniform/lab coat in laboratory and clinical settings. The initial badge holder will be issued at no cost; replacement holders will cost \$3.00 per holder.
 6. Earrings are limited to the ear lobe only. The earrings must be small gold, silver, ODU blue or white studs. No more than two studs per ear are allowed. No earrings with moving parts, hoops or dangles are allowed.
 7. Engagement rings, wedding rings and plain stud earrings shall be the only jewelry worn. Some clinical settings may prohibit the wearing of jewelry entirely.
 8. No body piercing jewelry, except in earlobes as noted above are to be visible at any time.
 9. Tattoos must be covered and not visible through clothing.
 10. Hair (including facial hair) shall be styled neatly and contained in such a manner that it does not interfere when the rendering of safe professional nursing care. Hair color must be a naturally occurring hair color.
 11. The CDC Recommendation is for the removal of all artificial nails when caring for high risk patients, including ICU's, OR's, Transplant, Isolation, etc. In healthcare today a system can not dictate who will interact or care for which patients on the step-down or regular patient units, therefore it is the safest action for all direct patient care givers to remove their artificial nails for their sake and the sake of their patients. Artificial nails include, fake nails, false nails, acrylic nails, acrylic cover coats, nail tips, nail extenders, glued on nails and appliquéés and are not allowed in the clinical setting. Nails should be short so that the nail is not visible when looking at the palm of the hand. The nails should be clean and well rounded and have no polish.
 12. Cosmetics may be worn in moderation and natural-looking.
 13. Out of consideration for patient wellness, no scented hair or body products will be worn in the clinical setting.
 14. Lab coats may be worn over uniform in clinical settings – name tag must be visible. When in a clinical setting a laboratory coat with ID I be worn over street clothes for clinical preparation.
 15. Professional dress is expected for clinical preparation in clinical settings (no shorts, no jeans, no mini skirts, no clogs, no sneakers, etc). Students are expected to follow clinical guidelines for jewelry, etc.

C. Uniform for Clinical Laboratory, Community Clinical Experience and Psychiatric Nursing Clinical Experiences

1. ODU School of Nursing polo shirt and black, navy, khaki, or white slacks/skirts (NO denim), not uniforms, are to be worn in the clinical lab, Psychiatric Nursing and Community clinical experience. All clothes are to be clean and in good condition. Women are to wear bras. Name tags shall also be worn.
2. The following are inappropriate for clinical:
 - Open toed shoes
 - Athletic shoes or attire
 - Excessive jewelry (follow clinical guidelines)

NOTE: A student failing to adhere to the uniform policy will not be allowed to participate in clinical experiences and receive a zero for that day's clinical experience.

D. Uniform for Rehabilitation Clinical Experiences

1. Students are expected to wear full ODU School of Nursing uniform for first clinical orientation day.
2. After first clinical orientation day, students are expected to wear ODU School of Nursing polo shirt with white pants. All clothes are to be clean and in good condition. Solid white or nude colored underwear must be worn under white uniform pants. Women are to wear bras and hose. Name tags shall also be worn.

E. Uniform for Role Transition Clinical Experiences

During the Role Transition clinical experience the student will dress per unit standard, which may include professional looking ironed scrubs in the appropriate unit color scheme. Military students may be required to wear the appropriate uniform for the Naval Medical Center.

BEHAVIOR

All students are held responsible for their actions and the consequences of their actions. Undergraduate School of Nursing pre-licensure classroom dress code must be followed. Disruptive or rude behavior will not be tolerated and will result in dismissal of student(s) from the classroom, televised receive site, laboratory or clinical area. Students are expected to be on time for classroom lectures, televised or video streamed lectures, laboratory and clinical experiences. Late students may be denied admission to the classroom. To promote an optimal learning environment the College Classroom Conduct Guide for Students published from the Office of Student Judicial Affairs will be followed.

Advanced notification of the faculty is required if a student is unable to attend a clinical or laboratory experience, or will be absent on the day of a scheduled test, exam or

class presentation. Without advanced notification, opportunities for making up the missed experience or tests may not be granted. Extensions on assignments, if allowed, must be arranged in advance of the due date. It is expected that students will abide by the university Honor Code at all times.

CPR CERTIFICATION – Prelicensure Students

School of Nursing policy requires that all prelicensure students successfully complete CPR/Basic Life Support Certification (1 man, 2 man, adult, child, infant) and AED for Health Care Professionals in August prior to enrolling in the nursing major and maintain the certification while a student in the program. CPR recertification must be obtained in the month of August and documentation* submitted to the School of Nursing by the first day of classes, fall semester each year.

*(a photocopy: student keeps original)

CLINICAL GENERAL POLICIES:

A. Student Incidents in the Clinical/Laboratory Setting

Any student involved in an incident related to laboratory/clinical experiences must adhere to the following:

1. Any incident must be reported immediately to the clinical supervisor/faculty at the facility and the Undergraduate Program Director. In addition, the course coordinator must be notified within 24 hours of the incident.
2. The College of Health Sciences Student Incident Report Form is to be completed and signed by the student, clinical supervisor/faculty, and course coordinator. If referral for treatment is indicated, the treatment facility should complete items 14-17.
3. The completed incident form should be returned to the course coordinator within seven (7) days of the incident.

The course coordinator will file all completed incident report forms with the Assistant Administrator to the Chairperson of the School of Nursing. The School of Nursing will maintain a file of completed incident forms for a period of seven (7) years.

Clinical/laboratory faculty will have copies of the College of Health Sciences Student Incident Report Forms available in the clinical/laboratory setting. A sample of the form is in the undergraduate student handbook.

Students who are unable to obtain appropriate follow-up at the facility when the incident occurred should call Student Health Services at 683-3132. After hours assistance may be obtained from the Nurse Practitioner on call for Student Health

Services by calling ODU Campus Security at 683-4000 and having the Nurse Practitioner paged.

Students are responsible for expenses associated with clinical incidents (SEE HEALTH INSURANCE INFORMATION).

B. Clinical Caution

Clinical Caution is a means by which difficulties meeting specific objectives in a clinical course can be identified and monitored within a single clinical course.

The evaluation of the student's clinical performance is based on the professional judgment of the clinical faculty. A student may be placed on Clinical Caution if the clinical faculty member determines that the student is having difficulties meeting specific clinical objectives. This is a method to identify and monitor behaviors that interfere with the attainment of clinical objectives identified on the Clinical Performance Appraisal. A student on Clinical Caution must correct the deficiencies in order to pass the clinical course.

- The student may be placed on Clinical Caution at any point in the clinical course.
- The student will be notified verbally of the Clinical Caution and the reason(s) for the Caution. The Course Coordinator must be notified of the Clinical Caution within 24 hours.
- The student will be given a "Plan for Success" that specifies the outcomes that must be attained for successful completion of the course.
- A copy of the "Plan for Success" will be e-mailed to the Academic Advisor and all clinical Course Coordinators for classes in which the student is enrolled. Clinical course coordinators will be responsible for notifying clinical course instructions of the Caution and the weaknesses noted.

If the student is able to attain minimum competence in all criteria identified on the learning but the clinical faculty assessment is that student behavior warrants continued monitoring, the clinical faculty and Course Coordinator may place a student on Clinical Notice at the end of the clinical rotation.

A student who successfully meets the criteria specified in the "Plan for Success" in addition to the course Clinical Performance Appraisal will receive a passing grade for the clinical course. An unsuccessful student may apply to the Undergraduate Admissions, Continuance, and Advanced Standing Committee to retake the course in the future unless this is the second failure of nursing undergraduate courses.

C. Clinical Notice

Clinical Notice is a means by which patterns of concern and/or clinical course objectives in which the student is minimally competent can be identified and monitored between clinical courses and consecutive semesters.

The evaluation of the student's clinical performance is based on the professional judgment of the clinical faculty. A student may be placed on Clinical Notice if the clinical faculty member determines that the student is having difficulties meeting specific clinical objectives or displays patterns of concerning behavior in more than one course. This is a method to identify and monitor behaviors that interfere with the attainment of clinical objectives identified on the Clinical Performance Appraisal. Clinical Notice can carry over between clinical courses or consecutive semesters.

- The student may be placed on notice at any point in the clinical course based on the assessment of student performance. Clinical Caution is not required prior to clinical notice.
- The student will be verbally notified of the notice and the reason(s) for the Clinical Notice. The Course Coordinator must be notified of the Clinical Notice within 24 hours.
- A letter detailing the reason for Clinical Notice will be sent within five working days of verbal notification of being placed on notice and include date, time and place for the counseling session.

A counseling session will be held with the student and Clinical Review Committee (CRC). The CRC constitutes the Course Coordinator from each clinical course in which the student is enrolled and may include faculty.

- The student is expected to participate in the counseling session and will be given an opportunity to respond to the Clinical Notice letter with oral and written materials.
- A "Plan for Success" will be developed to include required activities, schedules for activities, criteria for removal from notice and deadline for completion.
- If at the conclusion of the counseling session the student does not agree with the Clinical Notice, the student may appeal the decision to the Undergraduate Program Director.

The student will be evaluated by the clinical faculty and Course Coordinator during and at the completion of the Clinical Notice period. The Course Coordinator will make a recommendation to the Clinical Review Committee who then may remove the student from notice, extend the notice period or move to dismiss the student from the program at any time.

- If the student meets the requirements in the “Plan for Success”, the Clinical Notice may be removed.
- If the notice is extended to a subsequent semester, the Course Coordinator for the clinical in which the Clinical Notice was initiated is responsible for notifying the Course Coordinators for the clinical courses in which the student will be enrolled during the next semester. The subsequent semester Course Coordinators will then constitute the Clinical Review Committee for the student.
 - The student may appeal the decision to extend the notice period with the Undergraduate Program Director.
- **If at any point the student clinical behaviors threaten patient, faculty or staff safety and well-being or violate professional standards as determined by clinical faculty, the student may be immediately dismissed from clinical and receive a grade of F which prevents continuing in the clinical course. This includes willful neglect (not following through with patient care tasks after accepting responsibility for them).**
- A student who successfully meets the criteria specified in the “Plan for Success” in addition to the Clinical Performance Appraisal will receive a passing grade for the clinical course.
- An unsuccessful student may apply to the Undergraduate Admissions, Continuance, and Advanced Standing Committee to retake the course in the future unless this is the second failure of nursing undergraduate courses.
 - The student may appeal the decision to terminate the Clinical Notice period and/or continuation in the course with the Undergraduate Program Director.

Decisions of the Clinical Review Committee will be based on student performance during notice, past performance in the academic program, results of counseling sessions and all student data relative to their undergraduate performance. These are academic proceedings and legal representation is not allowed during these proceedings.

A student may be placed on Clinical Notice no more than twice during the program and the duration of any notice may not exceed two consecutive semesters. If a student is determined to require a third clinical notice or any single notice would enter a 3rd semester, the student will earn an F for the course and, if eligible, reapply for admission to the BSN curriculum.

1. **Students on Clinical Notice will not be eligible to attend Transition to Professional Nursing Practice clinical NURS 431-Preceptorship.**

- Since the Preceptorship clinical experience does not include direct faculty supervision while providing patient care, no student will be allowed to begin the NURS 431 Preceptorship clinical if they are on Clinical Notice.
- Students who enter their last semester on Clinical Notice must complete NURS 441 Rehabilitation Nursing Clinical during the first half of the semester, meet all stipulations in the "Plan for Success" and be released from Clinical Notice prior to being allowed to begin the preceptored clinical experience.
- If a student is placed on Clinical Notice in Nursing 441 and does not exceed the Clinical Notice semester stipulations as noted above, the student may not enter Nursing 431 until the terms of the "Plan for Success" have been successfully met. A directed medical-surgical clinical experience (2 semester credits) to demonstrate competencies in the "Plan for Success" will be required prior to entering Nursing 431. The medical surgical experience will be arranged to coincide with a medical surgical clinical course offered in the subsequent semester.

All documentation will be placed in the student's academic folder in the undergraduate nursing program office.

2. **Dismissal**

The Clinical Review Committee may recommend to the Admission's, Continuance and Advanced Placement Committee that dismissal from the program is appropriate. A student may be dismissed from the program without have a notice period. The student will be notified at the time of the decision. Dismissal is based on the evaluation of the student's performance and abilities as well as demonstration of student behaviors that endanger patient safety and well-being and/or violate the standards of the profession. Dismissal is a result of inability to satisfactorily perform the required functions in clinical learning experiences, demonstrate a mastery of theoretical course work, violation of the Honor Code and/or violation of the standards of the profession.

Notwithstanding any to the contrary, willful conduct jeopardizing patient safety will result in disciplinary action up to and including dismissal from the program for the first offense.

The student may appeal the dismissal recommendation of the Clinical Review Committee in writing to the Undergraduate Program Director within five working days. See the Appeals Process in the ODU Student Handbook, Undergraduate Policies.

A student who is found in violation of the University Honor Code and receives a sanction by the Honor Council or University Hearing Officer will be dismissed from the undergraduate program in nursing.

C. **Clinical Failure**

Clinical failure may occur if the student demonstrates unsafe, negligent or incompetent clinical performance. Clinical failure occurs with a Clinical Performance Appraisal (CPA) average less than 80% or inability to achieve minimal competency on any of the objectives.

COMMUNICATION

The School of Nursing communicates information to students via:

- A. Class announcements
- B. E-mail (ODU e-mail account)
- C. Blackboard Announcement
- D. School of Nursing website "News & Events"

Students must take an active role in the communication process; students are expected to check all communication sources on a regular basis (at **LEAST** every other day).

Students are expected to follow the American Nurses Association Code of Ethics in maintenance of patient privacy and confidentiality.

COMPUTER COMPETENCY REQUIREMENTS

Faculty have identified the following basic computer skills as imperative for all students in the BSN program. In addition to these personal skills, there are also requirements for appropriate hardware and software.

Word Processing Skills

- Open a new file
- Open an existing file
- Locate a file on: hard drive, disk, and server, if appropriate
- Save a file on a specific drive and folder
 - Save
 - Save As
 - Change drive
- Save a file in a new location or with a new name

- Save As
- Change drive
- Rename a file
 - Change file name property
 - Save As
- Copy, Cut, Paste text
- Format text
 - Typical format features in applications
 - Keyboard shortcuts for frequently used formatting
 - Change the layout of text for appearance
- Multi-Tasking
 - Navigate between two or more applications without closing and reopening them
 - Desktop Management

The University supports Microsoft Office suite [Word, Excel and PowerPoint]. The School of Nursing requires all electronically submitted assignments to be in Microsoft Office Word. PowerPoint is used for student presentations. Microsoft Office – Professional is available at special student rates from the ODU Tech Store in Webb Center (Norfolk Campus).

The School of Nursing undergraduate program requires the student to have a computer. Computers are available for purchase through the ODU Tech Store. The Tech Store can provide suggested ODU configurations for computers.

The School of Nursing communicates through the ODU email account and/or FSCS. Students are required to have an active ODU email account. Students are required to check their email accounts or FSCS at least every other day.

Internet accessibility is required.

Students enrolled in online course should have wide band width access to the internet. The connectivity speed of dial-up access may not allow some programs to run.

Online courses may require a webcam and a USB port headset microphone.

Internet skills include:

- Connect to an Internet Service Provider (ISP)
- Use a web browser
- Use Old Dominion University Student Account
- Attach (upload) documents to email or online applications

- Detach (download) documents from email or online applications

COURSE CREDIT / CLOCK HOURS

Lecture Courses 1 CR = 1 Clock Hour / Week

Laboratory Courses 1 CR = 2 Clock Hours / Week

Clinical Courses 1 CR = 3 Clock Hours / Week

CRIMINAL HISTORY/SEX OFFENDER BACKGROUND CHECK

Pre-licensure Students

Many clinical agencies require a criminal background and sex offender check. Students must complete a Criminal History and Sex Offender background check through CertifiedBackground.com. After you purchase your own background check from CertifiedBackground.com your background check is posted to the CertifiedBackground.com web site in a secure, tamper-proof environment when you can view the results.

It is easy to order your background check.

- Go to www.CertifiedBackground.com and click on "Students".
- In the package code box, enter the package code below:
 - ol107
[put in the letter "o", put in the letter "l", put in the number 0 and then put in the number 7]
- Select a method of payment. The company states they accept Visa, MasterCard and money orders. The Spring 2010 cost for the service is \$45.00.

For specific information you can call CertifiedBackground.com at 888-666-7788.

GRADING

Grade Appeal

Students who are unsatisfied with their final course grade and believe the course grade to be unjustly awarded due to faculty prejudice or caprice may appeal the final course grade only. Individual assignment grades may not be appealed. See the University Catalog or University Student Handbook for grade appeal policies and procedures.

Grading Scale

The grading Scale of the School of Nursing will be utilized to determine the course grade as follows.

A	95-100	4.0
A-	93-94	3.7
B+	91-92	3.3
B	87-90	3.0
B-	85-86	2.7
C+	83-84	2.3
C	80-82	2.0
D	70-79	1.0
F	69 and below	

The School of Nursing requires a grade of "C" or better in all nursing courses to continue in the nursing program. **A student must earn an average grade of 80 on objective exams in the course to receive a grade of C or better for any didactic (theory) course and 80% on the CPA of any clinical course.** Any student who does not earn an exam average of >80 will have their course grade listed as the letter grade of the in class exam average. If objective exams are not the evaluative measure required, the student must achieve an average of 80% on all course requirements. Any student receiving a grade of "D" or lower should consult the section on Continuance/Readmission Policies. **Pass/Fail** options are **not available** for required nursing courses or university general education courses. A complete policy covering pass/fail options is available in the University Catalog and/or the University Student Handbook.

Grades are rounded to whole numbers only once in a course when the final grades are calculated. Grades are reported with two (2) decimal places until the final grade. For example, a grade on an assignment or exam is reported as 89.23. A final course grade of 89.25 is reported as 89. Assignment or exam grades where the value of the hundredth's position is "0" will be reported to the nearest tenth, i.e. 91.50 is reported as 91.5. If the final grade for a course is XX.5 or above, the grade rounds to the next highest whole number. For example, a final course grade of 79.5 is reported as an 80.

GRADUATION REQUIREMENTS

University requirements for graduation will follow the university policy stated in the Catalog. It is the student's responsibility to apply for graduation. Students should consult the University's website for current application deadlines.

- **School requirements** for graduation will be those listed on the curriculum guide in effect at the time of admission to the nursing major. Students who

request and receive continuance or readmission to the nursing major are responsible for changes in the nursing program, which occur during their absence. Students must follow the curriculum guide for the class they join upon returning the program.

- **Exit Writing Examination.** All students are required to pass a writing proficiency examination prior to graduation. Please refer to the University Catalog website for details. **Students are strongly urged to take the exit writing examination prior to their final year in the major.**
- **Assessment of Academic Achievement.** Prior to completion of degree requirements, all Old Dominion University students must take one or more tests related to the University's assessment plans. There is no cost to the student for General Education assessment. Students should consult the University Catalog website for further details.
- **Undergraduate School Pins.** The official nursing pin is an exact replica of the University Seal. Since its inception in the sixties, the pin has been Old Dominion University blue and yellow gold. In 1989, the faculty reaffirmed the pin style and colors. The advisor will have information regarding the pin order.
- **Prelicensure Senior Class Composite.** Student senior portraits are necessary for the NCLEX-RN application process and verification at the location of the exam. A senior class composite is presented as a gift to the School of Nursing by the graduating class. Information about size of composite and frame is available from faculty advisor. Guidance will be given by faculty early in the fall semester of senior year regarding photograph time period.

GRIEVANCE PROCEDURE

A grievance is defined as any dispute with an instructor, excluding grade appeals. The burden of proof rests with the student.

- A. Students must initiate the process by first approaching the instructor to discuss the issue(s). For post-licensure distance students, the meeting may be conducted by phone.
- B. If the student is not satisfied with the results of the conference with the instructor, the student should make an appointment to meet with the course coordinator. For post-licensure distance students, the meeting may be conducted by phone.
- C. If the student is not satisfied with the results of the meeting with the course coordinator, the student must present the case in writing to the Undergraduate

- Program Director .
- D. The program director will forward a copy to the chair of the school. However, all communications with the student will remain with the program director.
 - E. If the program director determines that the case is valid, she may meet with the faculty to gather additional information. The program director will meet with the student and instructor in an attempt to resolve the issue. At the discretion of the program director, the meeting may be conducted by telephone conference.
 - F. If the program director determines that there is no cause for complaint, or if the issue remains unresolved after meeting with the student and instructor, the student has the right to appeal in writing to the school chair.
 - G. The school chair should meet with the student, the instructor, the course coordinator, and the program director. At the discretion of the chair, an independent faculty member may be appointed to the committee. Also at the discretion of the school chair, the meeting may be conducted by telephone conference.
 - H. If the issue remains unresolved, the student may appeal to the Dean of the College.
 - I. Students must initiate the process by the end of the semester in which she/he has the complaint.
 - J. No aspect of the above proceedings may be audio or video recorded without the expressed, written permission of each person.

GUIDELINES FOR WRITTEN ASSIGNMENTS

The School of Nursing has adopted the Style Manual of the American Psychological Association (APA Style Manual) for use in written assignments. Students are responsible for adhering to the guidelines set forth in the most recent edition of the Manual. Papers submitted in the School of Nursing will be graded on the basis of adherence to APA guideline. In addition, students are also responsible for meeting deadlines as indicated in course syllabi and/or by individual instructors. Papers submitted after established deadlines will be penalized.

- **Submission of Written Work to More than One Class**

In general, it is not acceptable for a piece of work such as a term paper to be submitted to more than one class for credit. In classes where submission of the same paper is appropriate, prior approval must always be obtained. In such circumstances, the student would approach the instructors of the two classes and obtain approval to submit the term paper to both classes, based on prior agreement concerning the depth of the study, amount of material covered, and the length of the paper to be submitted (which should be longer than a paper submitted to one class).

HEALTH INSURANCE-Prelicensure

Customarily, the University, the School of Nursing, and the agencies in which clinical education experiences occur do not provide accident/ injury insurance coverage. All students are encouraged to carry personal health insurance. Old Dominion University is pleased to confirm the continuation of a Health Insurance Plan for students, their spouses and eligible children. Old Dominion University **strongly recommends** that all students have adequate health insurance to defray any additional medical costs for services not available at the University Student Health Service. For more information about the health insurance, go to the URL at <http://studentaffairs.odu.edu/healthservices/announcements/healthinsinfo.shtml>

MATH FOR MEDICATION POLICY/Prelicensure

The faculty of the School of Nursing has developed and approved the following policy to assure that students are adequately prepared to administer medications while participating in clinical experiences. Continued competence and accuracy with the calculation of drug dosages and IV drip rates is extremely important for safe and effective nursing practice.

- Sophomore level students in the pre-licensure curriculum are introduced to Math for Meds in Nursing 303 during the second semester of the program. In order to ensure competence in the calculation of medication dosages prior to participating in the clinical component of Nursing 303, students will be required to pass the Math for Meds test with a minimum score of 90%. In the event a student does not obtain the minimum required score on the first attempt, successful completion of remediation activities specified by the faculty will be required before a retake of the Math for Meds test will be permitted. Failure to achieve the minimum score of 90% on the second attempt will result in a score of "0" for the Math for Meds test; participation in the Nursing 303 clinical experience will not be permitted
- Junior and senior level pre-licensure students will be required to take a Math for Meds test at the beginning of each semester to demonstrate their continued competence in the calculation of drug dosages as a prerequisite for all clinical experiences during that semester. In the event a student does not obtain the minimum 90% score on the first attempt, successful completion of remediation activities specified by the faculty will be required before a retake of the Math for Meds test will be permitted. Failure to achieve the minimum score of 90% on the second attempt will result in a score of "0" for the Math for Meds test; participation in the clinical experiences for the semester will not be permitted
- In the Senior year, a minimum score of 95% is required to participate in clinical experiences.

- Students will be permitted to use single function calculators to complete Math for Meds tests.
- If a student fails the Math for Meds test at the beginning of any semester, opportunities for remediation will be provided. Documentation of the successful completion of the remediation activities specified by the faculty member will be required before a student can retake the Math for Meds test. Failure to pass the Math for Meds test on the second attempt with the minimum score required will result in withdrawal from all clinical courses for that semester.

NURSING LICENSURE EXAMINATION (prelicensure)

Senior nursing students who successfully complete all requirements for the Bachelor of Science in Nursing degree program are eligible to write the NCLEX-RN examination for licensure as a registered nurse. Applications to write the NCLEX-RN examination for licensure in the Commonwealth of Virginia are available in the School of Nursing prior to May, August and December graduation. Students intending to apply for licensure in a state other than Virginia should contact that state's Board of Nursing for application procedure requirements. It is the student's responsibility to have final transcripts indicating BSN degree completion sent to the state board of nursing to ensure eligibility for taking the exam.

Completion of the BSN degree does not guarantee eligibility to become a Registered Nurse in Virginia.

"§ 54.1-3007. Refusal, revocation or suspension, censure, or probation.

The Board may refuse to admit a candidate to any examination, refuse to issue a license, certificate, or registration to any applicant and may suspend any license, certificate, registration, or multistate licensure privilege for a stated period or indefinitely, or revoke any license, certificate, registration, or multistate licensure privilege, or censure or reprimand any licensee, certificate holder, registrant, or multistate licensure privilege holder, or place him on probation for such time as it may designate for any of the following causes.

1. Fraud or deceit in procuring or attempting to procure a license, certificate, or registration;
2. Unprofessional conduct;
3. Willful or repeated violation of any of the provisions of this chapter;
4. Conviction of any felony or any misdemeanor involving moral turpitude;
5. Practicing in a manner contrary to the standards of ethics or in such a manner as to make his practice a danger to the health and welfare of patients or to the public;
6. Use of alcohol or drugs to the extent that such use render him unsafe to practice, or any mental or physical illness rendering him unsafe to practice;
7. The denial, revocation, suspension or restriction of a license, certificate,

- registration, or multistate licensure privilege to practice in another state, the District of Columbia or a United States possession or territory; or
8. Abuse, negligent practice, or misappropriation of a patient's or resident's property."

Taken from: **Laws Governing the Practice of Nursing and Health Professions in General Code of Virginia (as of July 1, 2008). Chapter 30, Nursing. Article 1. Board of Nursing.**

NURSING PRACTICE/PERFORMANCE EXPECTATIONS – Prelicensure

The curriculum for the BSN program includes 66 credits in the nursing major and provides classroom instruction, laboratory and clinical practice experience for students. This comprehensive program includes experiences in a variety of nursing specialties (critical care, obstetrics, pediatrics, adult health, community, and psychiatric nursing) giving the graduate a broad-based foundation in nursing practice. Graduates are not specialists, but generalists prepared for entry-level practice in these areas of nursing practice.

Students in the BSN program are expected to provide total, intimate personal care to both male and female clients of all ages, ethnic and racial backgrounds. These activities may include, but are not limited to:

- Complete baths
- Urinary catheterizations
- Colonic enemas
- Vaginal douches
- Perineal care
- Breast exams
- Testicular exams
- Providing nutrition (feeding) with all types of diets
- Complete Health Assessment

Students are expected to interact in a professional, non-judgmental manner with clients, classmates, faculty and other health team members of all ethnic, religious and national backgrounds. Students are required to participate in all aspects of patient care regardless of personal cultural practices.

PHYSICAL EXAMINATIONS-Prelicensure

During August, students are required to comply with the School of Nursing policy stipulating that all nursing students have a yearly physical examination during the period May through August and submit the findings, including laboratory results. Physical examination forms are located in the "Forms" section of the Handbook. **Initial prelicensure** students must have the "**New Student Physical Exam Form**" completed and turned in on the 1st day of class to the N302 course coordinator.

Returning prelicensure students must have the **"Returning Student Physical Exam Form"** completed and turned in on the 1st day of class to your course coordinator.

Any incoming sophomore student who does not have the required health information forms (including all lab work and titers); signed acknowledgement of risks, current CPR certification and completed criminal background check by the end of fall semester will receive an **"F"** for Nursing 302. Therefore, the student will not be able to register for spring nursing courses.

All required forms are not to be mailed, but hand delivered to the appropriate course coordinator. **The student should retain the original information and submit a copy to the faculty.**

Any returning nursing student must have the required returning student health information forms (including all lab work and titers), signed acknowledgement of risks, current CPR certification, and completed criminal background check turned in to the faculty the first day of class in Nurs 321, 341, or 421. If the student does not have these completed the student must withdraw from all clinicals.

PORTFOLIO

In the capstone nursing course [Nurs 431 for prelicensure students and Nurs 403 for postlicensure students] the student will complete a professional portfolio following the School of Nursing guidelines which demonstrates their achievement of end of program behaviors.

PROFESSIONALISM

The School of Nursing prepares nurses to practice as professional health care providers. Demeanor, as well as acquisition of knowledge and clinical skills, is an important component of role assimilation as a **professional person**. Appropriate appearance and professional behavior are expected of all nursing majors in both the classroom and clinical settings.

The student is expected to adhere to the American Nurses Association Code of Ethics. url: <http://www.nursingworld.org/codeofethics> in all interactions between self and others.

To protect patient privacy, under NO circumstances may students take photographs of patients in the clinical setting. Students failing to comply with these requirements will immediately be placed on clinical notice.

STUDENT CHANGE OF NAME/ADDRESS

Students are requested to use the "Change of Address/Name" form in order to notify the School of Nursing of changes in name or address.

[Students should also make changes with the university (web page)]. Completing this form is critical so that mailed communications do not go astray.

STUDENT INCIDENTS IN THE CLINICAL/LABORATORY SETTING

Prelicensure Student:

Any student involved in an incident related to laboratory/clinical experiences must adhere to the following:

- a. Any incident must be reported immediately to the clinical supervisor/faculty at the facility and the Undergraduate or Graduate Program Director. In addition, the course coordinator must be notified within 24 hours of the incident.
- b. The College of Health Sciences Student Incident Report Form is to be completed and signed by the student, clinical supervisor/faculty, and course coordinator. If referral for treatment is indicated, the treatment facility should complete items 14-17.
- c. The completed incident form should be returned to the course coordinator within seven (7) days of the incident.

The course coordinator will file all completed incident report forms with the Assistant Administrator to the Chairperson of the School of Nursing. The School of Nursing will maintain a file of completed incident forms for a period of seven (7) years.

Clinical/laboratory faculty will have copies of the College of Health Sciences Student Incident Report Forms available in the clinical/laboratory setting. A sample of the form will be placed in the undergraduate handbook and clinical/course syllabi.

Students who are unable to obtain appropriate follow-up at the facility when the incident occurred should call Student Health Services at 683-3132. After hours assistance may be obtained from the Nurse Practitioner on call for Student Health Services by calling ODU Campus Security at 683-4000 and having the Nurse Practitioner paged.

Students are responsible for expenses associated with clinical incidents (SEE HEALTH INSURANCE INFORMATION).

STUDENT PERSONAL DATA SHEET

All undergraduate students are required to download (Forms section of Handbook or course blackboard site), complete and submit the Student Personal Data Sheet **each fall semester**. Information included on this document is used in aggregate form for statistical reporting. **All sections must be completed.**

TRANSPORTATION (Prelicensure)

Nursing is a practice discipline and all major prelicensure nursing courses have a clinical component. Students are responsible for providing their own transportation to and from clinical experiences. Clinical practice assignments throughout the greater Hampton Roads area are not based on student's geographic residence and carpooling arrangements or public transportation may not be a viable option.

WRITING PROFICIENCY POLICY

A protocol to assure graduate's writing proficiency has been developed relating to diagnosis of the need for remediation, prescription to offset the deficiency, and referral to the University's Writing Center. The diagnosis of a writing deficiency is made through the review and analysis of written materials by the faculty. Specific problem areas are shared and discussed with each individual. Further information is available through the Writing Center (757-683-4112).

FORMS

Acknowledgement of Risks Associated with Clinical Practice in the Clinical Laboratory
Setting: Prelicensure Student

Blood Borne Pathogen Form

Hepatitis B Vaccination Release Form

Prelicensure Student: History and Physical Examination Form

Prelicensure Student: Returning Student Physical Examination Form

Student Change of Name / Address

Personal Data Sheet: Traditional and Accelerated BSN Program

Student Change of Address Form

Student Incident Report Form

Student Personal Data Sheet Form: Prelicensure

Student Personal Data Sheet Form: PostLicensure



OLD DOMINION UNIVERSITY

COLLEGE OF HEALTH SCIENCES

SCHOOL OF NURSING

ACKNOWLEDGEMENT OF RISKS ASSOCIATED WITH CLINICAL PRACTICE IN THE CLINICAL LABORATORY SETTING Prelicensure Student

Students are required to read materials from the following websites and from the SON student handbook prior to each Clinical Laboratory experience.

1. Universal precautions and prevention of occupational exposures
2. Needle stick injuries
3. HIV, HBV, HCV and resources regarding these diseases
4. What healthcare workers need to know in the event of an accidental exposure to bloodborne pathogens
5. Procedures following exposure to bloodborne pathogens

www.cdc.gov/niosh/topics/bbp

www.osha.gov/SLTC/bloodbornepathogens/index.html/

SON student handbook:

Infectious disease policy

Guidelines for prevention of infection

Hepatitis B Vaccine information and policy

I have read and understand the risks of bloodborne pathogens to healthcare workers. I am informed of the measures used to minimize these risks to myself and others. I understand the procedures to be followed in the event of an accidental exposure. I will report any exposure to my clinical faculty immediately. If I have any further questions I will ask my clinical faculty.

Student Printed Name _____

Student Signature _____

Date/Course _____

**OLD DOMINION UNIVERSITY - SCHOOL OF NURSING
BLOOD-BORNE PATHOGEN-POST EXPOSURE GUIDELINE
FORM**

1. Identify source person and test source person for HIV and blood-borne hepatitis strains (Hbc Ab, HBsAg, ANTI-HCV).
2. Disclose source testing results to the exposed health care worker/student. Be certain exposed individual understands that the source patients' confidentiality must be maintained.
3. Collect blood from the exposed health care worker for HIV and Hepatitis testing as follows:
 - Hbs Ab (if has received Hep B Vaccine)
 - ANTI-HIV (baseline, 6 weeks, 12 weeks and 6 months Post-Exposure)
 - ANTI-HIV (baseline, 12 months)
4. Administer post-exposure prophylaxis of the exposed health care worker according to current U.S. Public Health Service Recommendations. Hep B Vaccine if has not received + HBIG, Hep B Vaccine Booster if Hbs Ab low or undetectable + HBIG, Repeat HBIG in 30 days if refuse Hep B Vaccine. Prophylaxis for HIV should be offered within 1-2 hours if source patient has HIV or is at high risk for HIV.
5. Counsel the exposed health care worker about risks, symptoms of possible infection and strategies to prevent infecting others.
6. Evaluate any reported health care worker symptoms.

Health care worker has been evaluated according to guidelines 1-6 above:

_____Yes_____No

Signature _____

Health Care Worker _____Has or _____Has not received Hepatitis B Vaccine.

Signature _____

Type of Exposure	Antiretroviral	Source material* Antiretroviral prophylaxis†	regimens‡
Percutaneous	Blood†		
	Highest risk	Recommend	ZDV plus 3TC plus IDV
	Increased risk	Recommend	ZDV plus 3TC, ± IDV**
	No increased risk	Offer	ZDV plus 3TC
	Fluid containing visible blood, other potentially infectious fluid††, or tissue	Offer	ZDV plus 3TC
	Other body fluid (e.g., urine)	Not offer	
Mucous membrane IDV**	Blood	Offer	ZDV plus 3TC, ±
	Fluid containing visible blood, other potentially infectious fluid††, or tissue	Offer	ZDV ± 3TC
	Other body fluid (e.g., urine)	Not offer	
Skin, increased risk§§	Blood	Offer	ZDV plus 3TC, ± IDV**
	Fluid containing visible blood, other potentially infectious fluid††, or tissue	Offer	ZDV, ± 3TC
	Other body fluid (e.g., urine)	Not offer	

* Any exposure to concentrated HIV (e.g., in a research laboratory or production facility) is treated as percutaneous exposure to blood with highest risk.

† **Recommend**-Postexposure prophylaxis (PEP) should be recommended to the exposed worker with counseling (see text). **Offer**-PEP should be offered to the exposed worker with counseling (see text). **Not offer**-PEP should not be offered because these are not occupational exposures to HIV (1).

‡ Regimens: zidovudine (ZDV), 200 mg three times a day; lamivudine (3TC), 150 mg two times a day; indinavir (IDV), 800 mg three times a day (if IDV is not available, saquinavir may be used, 600 mg three times a day). Prophylaxis is given for 4 weeks. For full prescribing information, see package inserts.

† **Highest risk**-BOTH larger volume of blood (e.g., deep injury with large diameter hollow needle previously in source patient's vein or artery, especially involving an injection of source-patient's blood) AND blood containing a high titer of HIV (e.g., source with acute retroviral illness or end-stage AIDS; viral load measurement may be considered, but its use in relation to PEP has not been evaluated). **Increased risk**-EITHER exposure to larger volume of blood OR blood with a high titer of HIV. No **increased risk**-NEITHER exposure to larger volume of blood NOR blood with a high titer of HIV (e.g., solid suture needle injury from source patient with asymptomatic HIV infection).

** Possible toxicity of additional drug may not be warranted (see text).

†† Includes semen; vaginal secretions; cerebrospinal; synovial, pleural, peritoneal, pericardial, and amniotic fluids.

§§ For skin, risk is increased for exposures involving a high titer of HIV, prolonged contact, an extensive area, or an area in which skin integrity is visibly compromised. For skin exposures without increased risk, the risk for drug toxicity outweighs the benefit of PEP.



OLD DOMINION UNIVERSITY

COLLEGE OF HEALTH SCIENCES

SCHOOL OF NURSING

Prelicensure Student

Hepatitis B Vaccination Release Form

The Hepatitis B virus (HBV) is a serious occupational risk in the nursing profession. Contact with blood and other body fluids from infected persons is the major cause of Hepatitis B virus infection in nurses. In addition to infection control and needle precautions, Old Dominion University School of Nursing and our clinical partners requires that all nursing students be vaccinated against Hepatitis B virus. Students receiving the vaccination series must provide proof of the vaccination series. A signed release form must be provided annually to the School of Nursing from students electing not to receive the vaccine or do not have immunity.

I, _____ on
(Printed Name)

(Date)

elect not to receive the Hepatitis B vaccine and understand that Old Dominion University is released from any liabilities and consequences if I contract the Hepatitis B virus.

(Signature)



OLD DOMINION UNIVERSITY

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SCHOOL OF NURSING

PRELICENSURE STUDENT HISTORY AND PHYSICAL EXAMINATION FORM

This form is to be completed during the month of **August** and a photocopy (student is to keep the original) is due the **first** day of Fall semester to your **Course Coordinator in Nurs 302. DO NOT MAIL THIS FORM TO THE SCHOOL OF NURSING.**

Section I: To be completed by STUDENT:

Name: _____ DOB: _____

Address: _____ Phone (H): _____

_____ Phone (W): _____

Health History: Please complete the following information

	No	Yes	If Yes, Explain		No	Yes	If Yes, Explain
Recent weight loss or gain				Indigestion, nausea, vomiting, diarrhea, constipation			
Fatigue, fever, sweats				Frequent bladder infections or excessive urination			
Difficulty with vision or hearing				Abnormal menses or vaginal discharge (female)			
Freq. or unusual headache				Penile discharge or testicular lumps (male)			
Difficulty swallowing, hoarseness, sore throat				Joint pain, muscle weakness			
Swollen glands or lumps in neck, groin, axilla				Neck or Back pain			
Dizziness, fainting				Numbness, weakness or arms or legs			
Chronic cough, wheezing, short of breath				Excessive bruising or bleeding			
Chest pain, palpitations or ankle swelling				Depression, anxiety, insomnia			

Section II: To be completed by PHYSICIAN, NP OR PA:

Previous Medical History:

Pertinent Family History:

Pertinent Social History:

Under Current Medical Care: ___ NO ___ YES If YES, please explain:

Current Medications:

Allergies:

PHYSICAL EXAMINATION

Wt _____ Ht _____ Bp _____ Pulse _____ Vision: OS _____ OD _____ OU _____

	Check if WNL	Abnormality noted and comments
General appearance		
Skin, Hair, Nails		
Eyes (including vision screening)		
Ears (including hearing)		
Nose, Throat, Mouth, Teeth		
Neck, Thyroid, Nodes		
Lungs		
Heart		
Abdomen		
Breasts		
Musculoskeletal		
Neurological		

Reproductive * Pelvic exam/Pap not req.		
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Does this individual have any physical or mental conditions, disabilities or medical limitations that would prohibit the individual from functioning in the capacity of a Registered Nurse?

_____ **NO**

_____ **YES Please explain:**

LABORATORY TESTING AND IMMUNIZATION REQUIREMENTS:

1. 2 step PPD series:

#1 Date Given _____ Date Read _____ Results _____

#2 Date Given _____ Date Read _____ Results _____

If new positive PPD, 1) current Chest X Ray required (attach results)

If past positive PPD, 1) document TB prophylaxis received and 2) Chest X Ray **within the past year** required (attach results)

AND 3) this individual is free of fever, night sweats, weight loss, loss of appetite, malaise, cough:
Yes, free of symptoms _____ Date _____

Please answer yes or no to the following:

- _____ Since your last PPD review have you worked in a location where patients with active TB received care or services?
- _____ Since your last PPD have you lived or had close contact with someone who has TB disease
- _____ Since your last PPD have you had an abnormal CXR
- _____ Since your last PPD has a healthcare practitioner told you that your immune system isn't working or can't fight infection?
- _____ Since your last PPD have you traveled outside the USA, if so where?
- _____ Since your last PPD have you had any of the below symptoms for more than 3 weeks at a time?

- () Persistent cough
- () Excessive weight loss
- () Excessive sweating at night
- () Persistent fever
- () Hoarseness
- () Excessive fatigue
- () Coughing up blood
- () None of the above

Student Signature _____ Date _____

2. **Immunization** records showing the receipt of the following vaccines **must be ATTACHED to this form:**

- **HEPATITIS B** Vaccines #1, #2, and #3, **OR** a notation that the patient has had a Medical Contraindication to receiving the vaccines and is not a chronic carrier of Hepatitis B.

Hepatitis B Vaccine	Date Received	Immunity (Pos / Neg)	Medical Contraindication (Attach Form)
HepB #1			
HepB #2			
HepB #3			
HepB Titer			

If the individual is beginning the vaccine series, provide documentation that HBV #1 has been given. The student will need to provide additional documentation of receipt of HBV #2 and HBV #3 vaccines as these are completed.

THE HepB SERIES MUST BE COMPLETED BY March of the SPRING SEMESTER OR YOU WILL NOT ATTEND CLINICALS.

- **Tdap (Tetanus, Diphtheria, Pertussis)** within **Eight** years. Specify date: _____
****if this immunization is contraindicated please submit documentation**

3. Results of antibody titers showing immunity to the following must be provided: **Please attach documentation of these titers to this physical form.**

Titer	Date Drawn	Date Read	Value	Immunity (Pos / Neg)
Rubeola				
Mumps				
Rubella				
Varicella				
HepB				

If any of these titers do not show immunity, the appropriate vaccine(s) or boosters are to be administered unless medically contraindicated.

This form **MUST BE SIGNED AND DATED** by the Physician, NP, or PA

Physician, NP, or PA: _____ **(signature)**

Physician, NP, or PA: _____ **(printed name)**

Date: _____

Provider Address: _____

IMPORTANT Checkoff list:

1. _____ **Attached copies of lab titer results AND record of appropriate immunization to this form.**
2. _____ **PPD and Tetanus information recorded.**
3. _____ **HepB #1, #2, #3 and titer information recorded and attached.**

The series MUST be completed by the first of March or Spring semester OR you DO NOT ATTEND Clinicals.
4. _____ **Titers for Rubeola, Mumps, Rubella, Varicella, HepB have been recorded and attached to this form.**
5. _____ **Copy of CURRENT CPR Card attached to this form. (Healthcare Providers level-Adult, Child, Infant) Expiration date must be valid through July of next year.**
6. _____ **Signed Student Health Form.**

Tuberculosis Surveillance and Vaccine Preventable Disease Immunity information supplied to Old Dominion University School of Nursing on your health physical form may be given to clinical facilities upon their request for such information. Failure to have the information supplied to clinical facilities would result in lack of clinical placement and failure in a clinical course. Your signature below indicates agreement with information being given to clinical agencies.

Student Printed Name _____**Student Signature** _____**Date** _____



OLD DOMINION UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

**STUDENT PHYSICAL EXAMINATION FORM
RETURNING STUDENT**

This form is to be completed during August. Please return a copy of this form to your clinical coordinator in the School of Nursing by the first day of classes in fall semester.

NAME: _____ **DATE OF BIRTH:** _____

ADDRESS: _____

UIN: _____ **PHONE:** _____

- 1) All returning students: 2 step PPD series must be placed and read in August**

Please answer yes or no to the following:

- _____ Since your last PPD review have you worked in a location where patients with active TB received care or services?
 _____ Since your last PPD have you lived or had close contact with someone who has TB disease
 _____ Since your last PPD have you had an abnormal CXR
 _____ Since your last PPD has a healthcare practitioner told you that your immune system isn't working or can't fight infection?
 _____ Since your last PPD have you traveled outside the USA, if so where?
 _____ Since your last PPD have you had any of the below symptoms for more than 3 weeks at a time?

- | | |
|--|--|
| <input type="checkbox"/> Persistent cough | <input type="checkbox"/> Hoarseness |
| <input type="checkbox"/> Excessive weight loss | <input type="checkbox"/> Excessive fatigue |
| <input type="checkbox"/> Excessive sweating at night | <input type="checkbox"/> Coughing up blood |
| <input type="checkbox"/> Persistent fever | <input type="checkbox"/> None of the above |

Student Signature _____ Date _____

2 step PPD series:

#1 Date Given _____ Date Read _____ Results _____

#2 Date Given _____ Date Read _____ Results _____

If new positive PPD, 1) current Chest X Ray required (attach results)

If past positive PPD, 1) document TB prophylaxis received and 2) Chest X Ray **within the past year** required (attach results)

AND 3) this individual is free of fever, night sweats, weight loss, loss of appetite, malaise, cough:
Yes, free of symptoms _____ Date _____

- 2) **All returning students: Have received the Tdap vaccine within 8 years _____ (please attach copy of vaccine record)**
- 3) **All returning 2nd year students: Hepatitis B antibody titer (Anti HBs) must be measured *unless* previously reported with initial physical exam for nursing.
Staple photocopy of lab results to this form.**
- 4) **All returning students must submit proof of valid CPR certification. Staple a *photocopy* of front and back of card to this document. CPR certification must be valid through August.**

Does this individual have any physical or mental conditions, disabilities or medical limitations that would prohibit the individual from functioning in the capacity of a Registered Nurse?

_____ **NO**

_____ **YES** Please explain:

PHYSICIAN / Health Care Provider: _____ **(signature)**

ADDRESS: _____

PHONE: _____ **DATE:** _____

Tuberculosis Surveillance and Vaccine Preventable Disease Immunity information supplied to Old Dominion University School of Nursing on your health physical form may be given to clinical facilities upon their request for such information. Failure to have the information supplied to clinical facilities would result in lack of clinical placement and failure in a clinical course. Your signature below indicates agreement with information being given to clinical agencies.

Student Printed Name _____

Student Signature _____

Date _____



OLD DOMINION UNIVERSITY

COLLEGE OF HEALTH SCIENCES

SCHOOL OF NURSING

STUDENT CHANGE OF NAME / ADDRESS

Name: _____

Previous Name: _____

ODU / UIN #: _____

New Address: _____

Previous Address: _____

Phone: _____

Cell Phone: _____

E-mail Address: _____
(University)

**Please remember to change your name/address
with the University Admissions Office**

**OLD DOMINION UNIVERSITY
COLLEGE OF HEALTH SCIENCES
STUDENT INCIDENT REPORT**

(Include accidents, exposure to hazardous substance or disease.)

1. **PLEASE PRINT**

Name _____

Address _____

City _____ State _____ Zip Code _____

UIN _____ Phone _____

School _____

2. **OCCURRENCE DATE** _____ Day of Week _____

3. **OCCURRENCE TIME** _____ **AM / PM**

4. **REPORT DATE** _____ / _____ / _____

5. **LOCATION OF OCCURRENCE** _____

6. **ACTIVITY INVOLVED** (check all that apply)

_____ Lifting Patient

_____ Transport Patient

_____ Lifting Other

_____ Transport Equipment

_____ Invasive Procedure/Injection

_____ Equipment Use/Repair

_____ Other Patient Care

_____ Walking

_____ Non-Work Activity

_____ Hazardous Substance

_____ Infectious Exposure

Explain: _____

Other (explain) _____

7. **TYPE OF INJURY** (check all that apply)

_____ No Apparent Injury

_____ Foreign Body

_____ Laceration / Abrasion

_____ Strain / Sprain

_____ Puncture

_____ Fracture

- | | |
|--|---|
| <input type="checkbox"/> Burn | <input type="checkbox"/> Amputation |
| <input type="checkbox"/> Bruise / Crush | <input type="checkbox"/> Electrical Shock |
| <input type="checkbox"/> Bite / Scratch | |
| <input type="checkbox"/> Other (explain) | |

8. **PART of BODY** (check all that apply)

Left	Right	Left	Right
<input type="checkbox"/> Head	<input type="checkbox"/>	<input type="checkbox"/> Elbow	<input type="checkbox"/>
<input type="checkbox"/> Eye	<input type="checkbox"/>	<input type="checkbox"/> Hand	<input type="checkbox"/>
<input type="checkbox"/> Ear	<input type="checkbox"/>	<input type="checkbox"/> Finger(s)	<input type="checkbox"/>
<input type="checkbox"/> Face	<input type="checkbox"/>	<input type="checkbox"/> Wrist	<input type="checkbox"/>
<input type="checkbox"/> Neck	<input type="checkbox"/>	<input type="checkbox"/> Leg	<input type="checkbox"/>
<input type="checkbox"/> Chest	<input type="checkbox"/>	<input type="checkbox"/> Groin	<input type="checkbox"/>
<input type="checkbox"/> Abdomen	<input type="checkbox"/>	<input type="checkbox"/> Knee	<input type="checkbox"/>
<input type="checkbox"/> Back	<input type="checkbox"/>	<input type="checkbox"/> Foot	<input type="checkbox"/>
<input type="checkbox"/> Arm	<input type="checkbox"/>	<input type="checkbox"/> Toe(s)	<input type="checkbox"/>
<input type="checkbox"/> Shoulder	<input type="checkbox"/>	<input type="checkbox"/> Ankle	<input type="checkbox"/>

9. **POSSIBLE CAUSES** (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Unclear as to Policy/Procedure | <input type="checkbox"/> Unaware of Safety Hazard |
| <input type="checkbox"/> Patient Initiated Occurrence | <input type="checkbox"/> Foreign Material on Floor |
| <input type="checkbox"/> Improper Clothing/Equipment | <input type="checkbox"/> Building/Premises Defect |
| <input type="checkbox"/> Equipment Defect/Malfunction | <input type="checkbox"/> Improper Body Handling |
| <input type="checkbox"/> Poor Illumination | |
| <input type="checkbox"/> Other (explain) | |

10. **ODU SUPERVISOR NOTIFIED AT TIME OF OCCURRENCE**

Yes No Name _____

11. **DESCRIPTION OF OCCURRENCE**

12. **WITNESSED BY** (please print)

Name _____	Phone _____
Name _____	Phone _____

13. MEASURES TAKEN TO PREVENT REOCCURRENCE

14. **TREATMENT**

<input type="checkbox"/>	No Treatment Necessary	<input type="checkbox"/>	First-Aid
<input type="checkbox"/>	Employee Health	<input type="checkbox"/>	Refused Treatment
<input type="checkbox"/>	Emergency Room	<input type="checkbox"/>	Other

Hospital _____

Explain _____

15. **REFERRED TO PHYSICIAN**

Yes No Treatment Facility _____
 Physician's Name _____

Briefly Describe Treatment _____

OR

If incident is a blood or body fluid exposure, please adhere to Blood-Borne Pathogen Post Exposure guidelines. Document only as directed.

16. **DISPOSITION**

Returned to School
 Released to Home
 Hospitalized – Name of Hospital _____
 Fatality
 Other (explain) _____

17. **TIME LOSS**

Yes No Estimated Absence _____

18. **SIGNATURES**

Student _____ Date ____/____/____
 Clinical Supervisor _____ Date ____/____/____
 ODU Course Supervisor _____ Date ____/____/____
 Comments _____



OLD DOMINION UNIVERSITY
 COLLEGE OF HEALTH SCIENCES
 SCHOOL OF NURSING

STUDENT PERSONAL DATA SHEET

Name: _____ Date _____ Original Admission

Non-Military: Traditional Accelerated
 Military: Traditional Accelerated

Current Address: _____ Phone: (H) _____

Permanent Address: _____ Phone: (W) _____

Cell #/Pgr: _____

Male Female

County in which you live: _____ Age: _____
 (REQUIRED-COUNTY NOT Country)

Home E-Mail Address: _____ Marital Status: _____
 (Required)

ODU E-Mail Address: _____
 (Required)

UIN #: _____ # of children: _____
 (Required)

In Case of Emergency:	
Name: _____	Relationship: _____
Street: _____	Phone: _____
City/State/Zip: _____	

Are you a member? **Golden Key** **Sigma Theta Tau**
 Phi Kappa Phi **Who's Who**

Other Honor Organizations: _____

Employment status:

Full time **Part time** **# of Hours/Week** _____

Place of Employment: _____

University or College Activities in which you participate:

Community Service Activities in which you participate:

Date of Birth: _____ LPN: **Yes** **No**

Transfer Student: **Yes** **No** If yes, **name of previous college(s) attended:** _____

Do You Have Other Degrees? **Yes** **No** **If yes, specify degree and name of college:** _____

Racial/Ethnic Background: (This data is used for NLNAC statistical purposes only.)

African/American **Hispanic** **Asian/Pacific Islander**
Caucasian **American Indian/Alaskan**
Other: **Please specify** _____

Are you a U.S. Citizen? **Yes** **No**

If no, Country of Citizenship _____

Are you Affiliated with the Military? Yes No If yes, is it? Spouse Family Self

Active Duty, Reserve, Veteran, *AND* **Branch of Service:**

Financial Support for College Education (indicate percent from each category; should total 100%)

Self; _____ **Parents;** _____ **Spouse;** _____ **Financial Aid**

Specify loan, GI Bill, Scholarship, etc. _____

Other (specify) _____

Please answer the following questions **(REQUIRED for statistics only)**:

1. **Did you have low average SAT/ACT scores in high school or below the average State test results?** Yes No
2. **Did you graduate from a school district where 50% or less of graduates go to college?** Yes No
3. **Do you have a diagnosed physical or mental impairment that substantially limits participation in educational experiences?** Yes No
4. **Is English your primary language?** Yes No
5. **Are you the first person to attend college in your family?** Yes No
6. **Did you graduate from a high school where at least 30% of enrolled students are eligible for free or reduced price lunches?** Yes No
7. **Household Income:**

<input type="checkbox"/> ↓ \$10,000	<input type="checkbox"/> \$25,001 - \$40,000
<input type="checkbox"/> \$10,001 - \$15,000	<input type="checkbox"/> ↑ \$40,000
<input type="checkbox"/> \$15,001 - \$25,000	

Complete and return this form to your Nurs 302 Course Coordinator on the first day of Fall semester along with your completed physical form.



OLD DOMINION UNIVERSITY

COLLEGE OF HEALTH SCIENCES

SCHOOL OF NURSING

STUDENT PERSONAL DATA SHEET – RN to BSN Program

Original Admission

Name: _____

Date _____

Current Address: _____

Circle: RN to BSN
RN to BSN/MSN

Phone: (H) _____

Permanent Address: _____

Phone: (W) _____

Cell #/Pgr: _____

Male Female

County in which you live: _____
(Required—COUNTY not Country)

TELETECHNET Site: _____

Online student: _____

Video Streaming: _____

ODU email Address: _____
(Required)

Age: _____

Home email Address: _____
(Required)

ODU UIN #: _____
(Required)

Marital Status: _____

Date of Birth: _____

of children: _____

RN: Diploma A.D.

Name and Location of school/college attended: _____

RN License # _____

Expiration Date: _____ State of Licensure: _____

Do You Have Other Degrees? Yes No If yes, specify degree and name of college: _____

Racial/Ethnic Background: (This data is used for NLNAC statistical purposes only.)

African/American Hispanic Asian/Pacific Islander
 White: Disadvantaged White: Non-Disadvantaged
 American Indian/Alaskan Other: Please specify _____

Are you a U.S. Citizen? Yes No
 If no, Country of Citizenship _____

Are you a member? Golden Key Sigma Theta Tau
 Phi Kappa Phi Who's Who
 ANA

Are you a member of any other Nursing organization? Specify _____

Employment status:

Full time Part time

Place of Employment: _____

Financial Support for College Education (indicate percent from each category; should total 100%)

_____ Self; _____ Parents; _____ Spouse; _____ Financial Aid (specify loan, GI Bill,

Scholarship, etc) _____

Other (specify) _____

Community Service Activities You Participate In:

CERTIFICATE OF COVERAGE

ISSUED TO: Affiliated Medical Organizations

INSURER: COMMONWEALTH OF VIRGINIA

AUTHORIZATION: Risk Management Plan of the Commonwealth of Virginia and the Code of Virginia, §2.2-1837 and 2.2-1840

COVERAGE PERIOD: January 6, 2005 until cancelled
Continuous coverage in place since 7/1/1971

PURPOSE: Verification of insurance coverage for authorized activities of Old Dominion University Faculty, Staff, Students, and Agents as relates to Field Trips, Internships and Practicum's for Faculty and Students

COVERAGES: All Risk Property, Tort Liability including Medical Malpractice, liability and physical damage for owned and non-owned vehicles used on official business, and the property of others on an ACV basis.

LIMITS: \$2,000,000 - Tort claims against persons
\$100,000 - Tort claims against the Commonwealth
\$2,000,000 – per Medical Malpractice occurrence

ADMINISTRATOR: Department of the Treasury
Division of Risk Management
P.O. Box 1879
Richmond, VA 23218-1879

This is for information only. It does not alter any provisions of the Risk Management Plan nor the Code of Virginia.

VERIFIED BY: _____
Kenneth R. Blow, Director
Office of Risk Management
February 3, 2014

