PREFACE

The purpose of this student handbook is to assist you in understanding the policies, procedures, and general information specific to the MSN and Post-Master’s Certificate Programs within the College of Nursing at East Tennessee State University. The information in this guide should supplement, not substitute, information published in the East Tennessee State University graduate catalog.

Successful matriculation and graduation from an academic program require adherence to all policies, procedures, and regulations as stipulated by both the College of Nursing and the university. If you have any questions regarding requirements or policies, do not hesitate to refer them to your academic advisor, associate dean, or other appropriate persons.

This handbook presents the policies, procedures, and general information in effect at the time of publication. Students affected by any changes to this handbook will be notified in writing. The current handbook will also be available online at http://www.etsu.edu/nursing in the Graduate Programs section.

This handbook is not intended to state contractual terms and does not constitute a contract between the student and the College of Nursing.

East Tennessee State University is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, gender, color, race, religion, national origin, veteran status, disability, or sexual orientation. TBR #210-002-03.375M
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Welcome to our new MSN students,

It is my great pleasure to welcome you to East Tennessee State University College of Nursing and our MSN program. I am very proud of our program and our four concentrations. We have a rich heritage of providing high quality, nationally recognized graduate nursing’s programs. Your faculty are very knowledgeable, many recognized nationally and internationally, and all bring years of experience and evidenced-based practice to their teaching. Each are also able to provide you with good career advice in addition to being a role model. We are proud to administer 7 nurse-managed clinics in Hancock, Johnson, and Washington Counties and many of your faculty work in one of these clinics. In fact, you will get an opportunity to spend some time in at least one of our nurse-managed clinics. Our staff are also excellent and are ready to answer your questions and assist you when needed. We have a saying at the College of Nursing that “we provide a higher degree of care” and teach our students to provide the highest level of care. I know that you will grow tremendously during your time at ETSU as you begin or continue your journey to becoming the nurse you were destined to become.

This is a very important time in the history of nursing as advanced practice registered nurses, nurse educators, and nursing administrators are desired in rural and urban areas to meet the health care needs of our population. Each of you have an important role to play. Nursing leaders in all concentrations are needed!

I look forward to meeting you at several points in your program. I wish you success in your education and career.

My very best,

Wendy M. Nehring, RN, PhD, FAAN, FAAIIDD
Dean and Professor
Welcome to our MSN students,

On behalf of the faculty and staff at ETSU, it is my pleasure to welcome you to the Department of Graduate Programs in the College of Nursing. The decision to continue your education in nursing graduate studies is one that, in most cases, was made after much thought and consultation with family and friends. Faculty and staff within the College of Nursing are excellent and available to provide assistance or referrals as needed. Many faculty maintain national professional certifications and active programs of research. I hope that you will be encouraged to seek mentorship from your esteemed faculty experts.

There are many opportunities to participate both within the College of Nursing and the larger ETSU community. Graduate students are eligible to join and participate as members of the Graduate and Professional Student Association (GSPA). This association is based in the School of Graduate Studies and provides opportunities for collaboration with other graduate students across ETSU. There are several committees within the College of Nursing that accept graduate student representatives.

Opportunities for graduates with advanced nursing degrees vary in today’s ever changing healthcare environment. You will be healthcare leaders of the future.

I look forward to getting to know you over the course of your graduate education. Best wishes for your academic success while at ETSU College of Nursing.

Warmest regards,

Myra L. Clark,
RN, PhD, NP-C
Associate Professor
Graduate Programs Director
EAST TENNESSEE STATE UNIVERSITY
COLLEGE OF NURSING

VISION
To be the best College of Nursing in the state and region, nationally recognized in improving health through the innovation and integration of teaching, research, scholarship, creative activity, service, and practice.

MISSION
The mission of the College of Nursing (CON) is to facilitate the health of the community through excellence and innovation in nursing education, research, scholarship, creative activity, service, and practice.

Goals
- Provide BSN, MSN, DNP, and PhD graduates to address nursing workforce needs
- Provide culturally diverse and international opportunities for students and faculty
- Engage in faculty, staff, and/or student research and scholarship activities that improve health and advance nursing knowledge
- Deliver innovative health care in partnership with communities
- Influence systems and policies, through professional leadership and collaboration, to improve individual and community health
- Engage in interprofessional education, research, service, scholarship, and health care delivery

Values
- Professional interactions that demonstrate caring, respect, and compassion for others
- Diversity and inclusivity, embracing the full scope of human cultures, ethnicities, and identities
- Excellence in fulfilling the work of the college through collaboration and cooperation
- The nursing profession’s global contributions to social justice and to the holistic health of individuals, families and communities
- Stewardship and accountability in the use of resources
- Innovative leadership modeled through effective shared governance principles

PHILOSOPHY
The College of Nursing (CON) at East Tennessee State University (ETSU) is a community of scholars in an academic setting where students, faculty, and practicing nurses develop their intellectual capacities in an environment that fosters excellence in the discipline of nursing and promotes respect among all constituents of the CON.

Philosophy
We are committed to excellence with focus on the four pillars of professional nursing: education, scholarship/research, service, and practice. We believe that the four concepts foundational to the nursing metaparadigm: nursing, person, environment, and health, guide us in our commitment to excellence. Leadership contributions transform the lives of students and build bridges to a healthier world.

Nursing: ETSU CON believes that the profession of nursing is a holistic health care discipline that is essential to society.

Person: ETSU CON believes persons are holistic individuals, populations, and/or aggregates with commonalities and differences. We respect the dignity of all as we practice the art and science of nursing.

Environment: ETSU CON believes environment is a dynamic multidimensional phenomenon that influences health which exists internally and externally to the person. Nursing seeks to support the health of individuals, families, communities, and populations within local, regional, and global contexts.
Health: ETSU CON believes that through leadership, scholarship/research, education, and practice, we promote and restore health, facilitate healing, improve the ability to cope with illness, reduce suffering, and support persons during the life cycle. We recognize the World Health Organization (WHO) definition of health as a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity\. We acknowledge factors specific to this region’s Appalachian heritage which influences health and are manifested in disparities related to rural, urban, and underserved populations; the increasing diversity of our populations; the high morbidity and mortality rates for many conditions; and access concerns for primary, secondary, and tertiary health care in the region and state.

Pillars of Professional Nursing

Education: The foundation of nursing education is focused on the four nursing concepts of nursing, patient, environment, and health. Education occurs on a continuum, which involves faculty-student partnerships that embrace life experiences and encourage lifelong learning. Learning is an interactive pedagogical dialectic that enables the student to think critically, problem solve, make clinical judgments, and practice independent decision-making that encompasses a holistic approach to health.

Scholarship/Research: Scholarship/research is a cornerstone to the continual development of the profession. It is grounded in the four nursing concepts: nursing, person, environment, and health. Scholarship/research embraces multiple ways of knowing which allows for the discovery, dissemination, and application of new knowledge. Manifestations of scholarship/research are evident through education, practice, policy formation, and leadership within the profession.

Service: Service is core to the work of Nursing as a practice discipline. Service occurs in interaction with our patients, the communities we serve, the discipline of nursing, interprofessionally, our students, and with multiple other constituents. Service may be local or global, short-term or long, and occurs at a variety of levels of complexity. Service is grounded in the core values of the profession and includes attention to improved health outcomes, social justice, access to care, and building collaborative partnerships across our domains of concern. Service provides an important vehicle for leadership and sharing our collective expertise.

Practice: Practice is the application of the nursing metaparadigm in actions/interactions designed to encompass health holistically. Nursing practice focuses on health and is accomplished through caring relationships and partnerships with individuals, families, communities, and populations. Our practice is grounded in and continually informed by multiple ways of knowing, innovations, established and emerging evidence, and human need. As a practice discipline, Nursing enacts the principles of the metaparadigm through dynamic interactions designed to protect, promote, and optimize the health of persons and communities we serve.

Leadership in Nursing: Building Bridges, Transforming Lives

In addition, leadership demands that we confront what is and inspire vision for change and transformation. Leadership requires courage, energy, acceptance, and direction as we educate, practice, serve, and generate knowledge toward improved world health and well-being. Through leadership we compose and implement strategies for improving health, advancing the discipline, advocating for our patients, and changing lives. Leadership that catalyzes collective growth is inclusive, flexible, responsive, and goal-directed, always mindful of our interdependence and shared accountabilities.

OVERVIEW OF M.S.N. COURSE REQUIREMENTS

All students enrolled in the MSN program will complete the following MSN core courses:

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<tr>
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<th>Course Title</th>
<th>Hours</th>
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<tr>
<td>NRSE 5001</td>
<td>Nursing Research for Evidence-Based Practice</td>
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<tr>
<td>NRSE 5006</td>
<td>Advanced Role Development</td>
<td>3</td>
</tr>
<tr>
<td>NRSE 6002</td>
<td>Health Policy Leadership</td>
<td>3</td>
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Total: 12 hours

Students enrolled in a Nurse Practitioner concentration will complete MSN core courses, the Advanced Practice Nursing core and additional concentration courses as specified in the curriculum plan. The Advanced Practice Nursing core courses include the following:

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<th>Course Title</th>
<th>Hours</th>
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</thead>
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<td>Health Assessment Throughout the Lifespan</td>
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<tr>
<td>NRSE 5010</td>
<td>Health Assessment Throughout the Lifespan: Practicum</td>
<td>3</td>
</tr>
<tr>
<td>NRSE 5016</td>
<td>Advanced Pathophysiology</td>
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</tr>
<tr>
<td>NRSE 5018</td>
<td>Advanced Clinical Pharmacology</td>
<td>3</td>
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</tbody>
</table>

Total: 12 hours

Students enrolled in the Nursing Administration concentration will complete the MSN core courses and concentration courses in nursing administration.

Students enrolled in the Nursing Education concentration will complete the MSN core courses and concentration courses in nursing education.

All students are required to complete a culminating experience in the final semesters of the program. Students may also be required to pass a comprehensive examination based on the requirements of the specific concentration.
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<tr>
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<th>Credit Hours</th>
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<tr>
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# MSN Program of Study
## FNP Concentration
### FALL START
#### Part-Time

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**Total Credit**: 51

**Total Clock Hours**: 540
### MSN Program of Study
#### FNP Concentration
##### SPRING START
Full-time

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**Total Credit** 51

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**Total Credit Hours**: 42

**Total Clock Hours**: 420
SECTION II

PROGRESSION, READMISSION, AND GRADUATION POLICIES
PROGRESSION REQUIREMENTS FOR ALL GRADUATE STUDENTS

1. Students in graduate nursing programs must meet the requirements of the School of Graduate Studies to remain in good standing. An overall grade point average (GPA) of 3.0 (B) or better must be maintained.
2. In addition, a nursing student must achieve a “B” or better in every graduate nursing course. Policies of the School of Graduate Studies for progression will apply.
3. MSN students who receive less than a “B” in a course will have one opportunity to repeat the course.
4. If a student’s cumulative grade point average falls below 3.0, they will be placed on academic probation the following semester. If the student does not achieve a 3.0 cumulative grade point average at the conclusion of one probationary semester, the Dean of the School of Graduate Studies and the Associate Dean of Graduate Programs in the College of Nursing will determine if the student should be dismissed from graduate study or continued on academic probation. No student will be allowed more than two probationary semesters, whether consecutive or cumulative. At the end of a second probationary semester, a student whose cumulative grade point average is still below 3.0 will be dismissed from graduate study.
5. Students whose performance results in a GPA so far below 3.0 as to make it mathematically impossible to attain an overall GPA of 3.0 after one semester may be subject to dismissal without a probationary term.
6. An incomplete grade (“I”) indicates that the student was passing the course at the end of the semester but, due to circumstances beyond the student’s control, was unable to complete the course work for which the “I” is assigned. The “I” grade cannot be used to allow a student to do additional work to raise a deficient grade or to repeat a course. An “I” grade must be removed no later than one calendar year from the time the grade is awarded. Time extension requests for removal of an “I” grade must be submitted to and approved by the Dean of the School of Graduate Studies before the allotted time expires. An “I” grade not removed under the guidelines in the Graduate Catalog will be converted to an “F.”
7. MSN students may have grades of “Wf” in no more than one semester within an academic year.
8. Students who wish to change from part-time to full-time status must submit a written request to the College of Nursing’s Office of Student Services. Requests will be approved on an individual basis, taking into consideration the student’s academic performance and available clinical slots.
9. Students must maintain an unencumbered registered nurse license in all states where they are currently licensed throughout the duration of the graduate program and in the state(s) where they fulfill clinical course requirements. If at any time during enrollment in the graduate program a student’s nursing license becomes encumbered, suspended, or revoked, the student must immediately report this to the Associate Dean of Graduate Programs in the College of Nursing. If a student’s registered nurse license is suspended or revoked, or a student fails to report any changes in licensure status to the Associate Dean of Graduate Programs, the student will be administratively withdrawn from the graduate program. A student’s ability to continue enrollment in the graduate program with an encumbered license will be reviewed on an individual basis considering the restriction/limitations placed on the student’s practice as a registered nurse by the board of nursing in the state issuing the encumbered license.
10. The student is referred to the Graduate Catalog for more detailed progression information.

Transfer of College Credits

A. Students may petition the Dean of the College of Graduate and Continuing Studies for the transfer of a maximum of nine (9) semester hours of graduate credit earned from ETSU or other regionally accredited U.S. and approved international institutions, if grades of “B” (or equivalent) or higher were received (“B-” grades do not transfer.) In order to qualify for transfer, requested courses will be evaluated with respect to content, learning outcomes, and credit hours. Students may be required to submit documentation (e.g., syllabus) prior to transfer credit being approved. ETSU coursework solely is used to compute the grade point average; non-ETSU transfer work is not computed in the GPA. Application for Transfer of Graduate Credits

B. All non-ETSU transfer credit must be completed prior to the term of graduation so that the transfer process can be completed in a timely manner early in the graduation term. Transfer of credit may not be initiated after the graduation intent deadline, and official transcripts must be received by the midpoint of the graduation term.
C. The degree program time limit (matriculation limit) will begin with the registration date of the first course applied to the degree requirements, including transferred courses. Credit earned prior to the degree time limitations specified in this catalog will not be approved for transfer and transfer credit cannot be revalidated if it later exceeds the matriculation limits.

D. Credit cannot be transferred from a completed degree program into a current degree program. Extension or continuing education hours will not be transferred for credit. In general, credit earned at international institutions cannot be transferred, and petitions to transfer international credit are reviewed only if accompanied by a professional course-by-course evaluation.

E. When credit is transferred into a graduate certificate program, the School of Graduate Studies rules for transfer of credit will apply. Students who have taken non-degree coursework at ETSU or other universities may petition to transfer up to nine (9) credits into a graduate certificate, but in all cases students must take at least 50% of the certificate coursework or at least six credits of coursework (whichever is greater) at ETSU in order to complete certificate requirements. Some graduate certificates have specific rules about transfer of credit, and so the graduate certificate curriculum in the catalog should be consulted. Students currently enrolled in a master’s program or doctoral program may not be enrolled in a certificate that duplicates their work in a master’s or doctoral program concentration. General, credit earned at international institutions cannot be transferred, and petitions to transfer international credit are reviewed only if accompanied by a professional course-by-course evaluation.

Reinstatement

As stated in the Graduate Catalog, students who have been dismissed from the School of Graduate Studies for academic reasons may address a written request for reinstatement to the chair of their department of major. In the College of Nursing, the Associate Dean for Graduate Programs functions as the department chair. The request should include reasons why the reinstatement should be considered.

The department will review the request for reinstatement and make recommendations to the Dean of the Graduate School. If the request is denied at the departmental level, the student may then direct a written appeal to the Dean of the Graduate School, and a final decision will be made in accordance with policies established by the Graduate Council.

Leave of Absence

If a graduate student plans to take a leave of absence from the graduate nursing program, the College of Nursing's Office of Student Services and the Associate Dean for Graduate Programs must be notified, in writing, prior to the planned absence. It is also advised that the student and advisor discuss modifications to the student's program of study as a result of the intended leave of absence.

Readmission - Reapplication

As stated in the Graduate Catalog, if a student has not been active in a graduate program for more than a year, a readmission form must be filed and approved by the Dean of the School of Graduate Studies prior to re-enrollment.

According to College of Nursing policy, a student who has applied for graduate study and is admitted, may defer enrollment for up to one (1) year. If enrollment is not activated at the end of one year, the student must reapply and be readmitted to the program.

Advisement for MSN and Post-Master’s Students

It is essential that graduate students obtain advisement throughout the curriculum in order to progress smoothly through the sequence of courses. The following policies and procedures are designed to facilitate the student's progression throughout the graduate nursing program.

1. Upon enrollment in the graduate nursing program, each student will be assigned a major academic advisor.

2. The student and the major academic advisor have joint responsibility for planning the student's program of study before the initial semester of the program and ensuring that each step in fulfilling degree requirements is completed. The individualized program of
study, which includes the sequencing of all required courses, planned electives and any transfer credits, will be recorded on the Program of Study form. The degree seeking student will submit the completed and signed Program of Study to the College of Nursing’s Graduate Advisor in the Office of Student Services. The Graduate Advisor will scan a copy to the student’s file and forward to the School of Graduate Studies for placement in the student’s official file.

3. Upon successful completion of 12 hours of graduate credit with an overall G.P.A. of 3.0 or better, the degree-seeking student will submit an Application for Candidacy to the College of Nursing’s Graduate Student Services Coordinator in the Office of Student Services. Copies will be forwarded to the School of Graduate Studies. Any subsequent change in the student’s program of study must be approved by the major academic advisor and an Application for Change in Approved Program of Study form submitted promptly to the School of Graduate Studies through the College of Nursing’s Office of Student Services. (See the Graduate Catalog).

4. A student should meet with their major academic advisor at least once each term prior to the preregistration period to discuss and update the student’s program of study. This meeting can be through email, in person, via web conferencing, or telephone.

5. Academic advisors do not assist the student to plan individual courses or practicum experiences as this responsibility is assumed by course faculty or the clinical coordinator. Major academic advisors will:

   a) approve the student’s program of study;
   b) advise and monitor the student’s progression throughout the program of study;
   c) certify that the candidate has completed all requirements in the program.

6. To change a major academic advisor, the student must submit a written request for approval to the Office of Student Services in the College of Nursing.

**Culminating Experience/Final Examination Requirements for MSN Students**

As stated in the Graduate Catalog, all master’s degree programs should involve a culminating experience that includes an integrating activity and a comprehensive evaluation of the student’s performance:

1. The integrating activity is intended to help students synthesize knowledge and skills acquired throughout the degree curriculum. The form of this activity may vary according to the particular discipline and may or may not involve academic credit. Examples include, but are not limited to, a thesis, analytical essay, artistic presentation, practicum, capstone project, and team consulting project. Departments and/or graduate program offices shall identify in the graduate catalog the integrating activity provided in each degree.

2. A comprehensive evaluation of the student’s performance should include a written or oral examination or evaluation to determine whether the student has achieved mastery of the student’s discipline.

3. The student’s performance in the final examination or evaluation may be classified into one (1) of three (3) categories. They may (1) pass; (2) fail with no opportunity for re-examination or re-evaluation; or (3) fail with an opportunity for further study and re-examination. A second failure by any candidate will result in the student’s dismissal from the graduate program.

**GRADUATION POLICIES AND PROCEDURES FOR ALL GRADUATE STUDENTS**

To graduate from a graduate program at East Tennessee State University, the student must fulfill all degree requirements, meet all deadlines, and conform to all policies as set forth by the university (see Graduate Catalog) and the College of Nursing Student Handbook. A time limit of six (6) years to obtain the M.S.N. degree is imposed by the School of Graduate Studies and is counted from the date of registration for the first course applied to degree requirements, including transfer work. As stated in the Graduate Catalog a student must be enrolled for a minimum of one (1) graduate credit hour during the term of graduation.

1. A "Notice of Intention to Graduate" form must be filed in the School of Graduate Studies no later than the end of the second week of the semester in which the student expects to complete the requirements for a graduate degree or certificate. If the student does
not graduate in that term, a new Intent Form must be completed and submitted prior to the published deadline (see Academic Calendar).

2. In order to graduate, students must have a minimum 3.0 grade point average overall and on the program of study.

3. All debts to the university must be cleared before the end of the second week of the final semester of study.

College of Nursing MSN Grading Scale

A= 93-100
B= 84-92
C=75-83
F= less than 75

Grades may be rounded at the discretion of the faculty

CLINICAL REQUIREMENTS

See College of Nursing website (www.etsu.edu/nursing) for instructions regarding these requirements.
SECTION III
REGULATIONS ON STUDENT CONDUCT
Regulations on Student Conduct

Graduate students should read and abide by all policies outlined in the Graduate Catalog. Graduate students using or participating in CON or university related resources and activities on or off campus are expected to conduct themselves in a professional manner. This may include, but is not limited to, the Office of Student Services, Library, and Learning Resource Centers. Students are expected to be familiar with and follow university regulations on graduate student conduct as outlined in the Graduate Catalog. Students should be familiar with the CON’s Vision, Mission, Goals, and Values. Although, the CON regulations are congruent with University policies and procedures in the Graduate Catalog, there are additional policies that are required of MSN students.

Failure to abide by these policies and procedures may result in disciplinary sanctions including, but not limited to, program dismissal.

These additional policies include the following:

Student Conduct—College of Nursing

Students using College of Nursing resources or participating in College of Nursing academic classroom or clinical settings, while acting as a representative off campus, or other approved activities (i.e., Student Nurses on Capitol Hill) are expected to conduct themselves in a professional manner. Students are expected to be familiar with and follow university regulations on student conduct and computer use, the College of Nursing Code of Ethics, and other policies that may be specific to clinical practice sites.

Students who use the College of Nursing Office of Student Services, Testing Center, practice labs, Learning Resource Center (computer lab) or classrooms or are in an online class and who violate any of the following regulations will be subject to disciplinary sanctions by the College of Nursing and the university. Misconduct subject to disciplinary sanctions include, but are not limited to the following examples:

1. Use of abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or other conduct which disrupts other groups or individuals.
2. Interference with or obstruction of college activities or facilities.
3. Misuse of or damage to any property in the facilities, including computers.
4. Theft.
5. Misuse of documents or identification cards.
6. Unlawful use of alcoholic beverages or possession or use of unlawful drugs or controlled substances.
7. Gambling.
8. Failure to cooperate with college faculty, staff, graduate assistants, or student workers who are acting in the performance of assigned duties in the facilities.
10. Use of food or drinks in the facilities where prohibited.

Approved by Faculty Council 5/8/02

Academic Misconduct

All forms of academic dishonesty are prohibited and incur severe disciplinary sanctions. The College of Nursing adheres to the ETSU Policies and Procedures as presented in the Graduate Catalog. Students are to refer to the following link for further information on graduate programs academic misconduct policy: Graduate Catalog

Clinical Placement and Preceptors

All Graduate students are to be able to locate, review, follow and abide by all sections listed in the “NP Clinical Placement and Preceptor Guidelines” document found on the College of Nursing webpage at the following link: Clinical
Placement-Preceptor Guidelines. Graduate faculty will assist students in clinical placement as warranted and as need arises.

MSN students must have approved, fully executed preceptor agreements in place before entering any clinical practicum site as part of the MSN program. Students who begin clinicals without preceptor agreements in place are in violation of the Academic Misconduct Policy and will be disciplined according to that policy. See following link: Graduate Catalog

Code of Ethics (Faculty/Student)

Students and faculty of East Tennessee State University College of Nursing subscribe to the American Nurses Association (ANA) Code of Ethics. In addition, all students and faculty are expected to be honest and honorable in all academic and professional endeavors. It is further expected that they will refrain from any activity which might impair the image of the university, college, or the nursing profession.

I. Academic Conduct

All students and faculty are expected to refrain from acts of academic misconduct including, but not limited to, plagiarism, the giving or falsifying of any academic documents or materials, cheating, and the giving or receiving of unauthorized aid in tests, examinations, or other assigned school work.

II. Professional Conduct

Professional misconduct is construed as any violation of the following provisions:

1. Faculty and students assume responsibility for individual and professional judgments and actions. It is expected that they will seek consultation and clarification on professional actions in which there is uncertainty. It is expected further that they will continue to maintain the competence of their practice.

   1.1 The nursing student assumes responsibility and accountability for individual nursing judgments and actions at their level of knowledge and expertise.

   1.2. Nursing faculty and nursing students exercise informed judgment and use individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.

2. It is expected that faculty and students will respect and uphold the rights of all their clients by:

   2.1 providing services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems; and

   2.2 safeguarding the client's right to privacy by judiciously protecting information of a confidential nature.

3. It is expected that faculty and students will protect the client against incompetent, unethical, or illegal practice by:

   3.1 participating in the profession's efforts to establish and maintain conditions of practice conducive to high quality nursing care;

   3.2 participating in the profession's efforts to implement and improve standards of nursing; participating in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing;

   3.3 collaborating with members of the health profession and other citizens in promoting community and national efforts to meet the health needs of the public; and
3.4 assuming responsibility for reporting incompetent, unethical, or illegal practice to the appropriate authority (i.e., incident reports, etc.).

4. It is expected that faculty will respect and uphold the rights of students by:

4.1 maintaining confidentially of students' records;

4.2 obtaining or disseminating to the appropriate persons only, information strictly pertinent to the student's current academic performance; and

4.3 treating the student as a person of worth and dignity.

5. It is expected that students will respect and uphold the rights of faculty by:

5.1 maintaining confidentiality of faculty records;

5.2 obtaining or disseminating to the appropriate persons only, information strictly pertinent to the faculty's current academic performance; and

5.3 treating the faculty member as a person of worth and dignity.

**General Professional Behavior**

Attendance and punctuality is expected for all classroom meetings and all clinical and residency practicums. Tardiness conveys an unprofessional manner and is not acceptable as a graduate student. Specific polices related to attendance and punctuality are outlined in each course syllabus. Graduate nursing students are professionals. One of the characteristics of a profession is the use of a code of conduct to guide decisions about behavior. A set of guidelines is useful because they make values, obligations, and limitations explicit. The guidelines can help with decision making but will not provide answers to all complex decisions. Students are encouraged to discuss questions and concerns about conduct with instructors and peers.

It is believed that the practice of nursing and the education of future nurses will be built upon integrity, a sense of responsibility, and self-discipline. Nurses are accountable for practicing within the framework of professional nursing standards (American Nurses Association, Scope and Standards of Professional Practice). It is a corollary that graduate nursing students are expected to conduct themselves, both inside and outside of the ETSU College of Nursing, in a comparable fashion.

It is the expectation that all students enrolled in the Graduate Programs at the ETSU College of Nursing will conduct themselves in the manner that:

1. Shows respect towards others
2. Values contributions from other students, colleagues and faculty
3. Contributes to mutual respect, effective communication and team collaboration
4. Appreciates and acknowledges the life experience and individual perceptions for each and every student, patient and faculty they encounter at this institution
5. Recognizes and understands that graduate students in nursing are nurses who have experiences to share which enrich the collaborative learning environment.

The following behaviors will not be tolerated and if displayed by any student enrolled in the Graduate Programs within the ETSU College of Nursing will result in disciplinary action and possible removal from the program.

1. Demeaning, belittling or harassing others
2. Rumoring, gossiping about or damaging a classmate/professor’s reputation
3. Habitually interrupting as others speak
4. Not paying attention or listening to others who address you; not responding to email, letters or voice mail that requires a reply
5. Sending emails that are inflammatory in nature
6. Speaking with a condescending attitude
7. Yelling or screaming at instructors, peers, or clinical staff which includes emails that are written in uppercase letters only.
8. Habitually arriving late to class
9. Knowingly withholding information needed by a peer, instructor, preceptors or clinical staff.
10. Discounting or ignoring solicited input from instructors/faculty regarding classroom and/or clinical performance or professional conduct
11. Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned
12. Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats.
13. Displays of temper, tantrums
14. Using up supplies or breaking equipment without notifying appropriate staff/faculty.
15. Rudeness that ultimately escalates into threatened or actual violence


Honor Code
The College of Nursing follows the Graduate Studies University Honor Code policy. Students are to display a character of veracity and a genuineness to learn which promotes and supports intellectual development and ethical behaviors. Students are expected to act with honesty, integrity, and civility in all matters. Students who do not follow these policies will be held accountable in violation to the university’s academic misconduct rules and regulation policies on plagiarism, cheating, and/or fabrication. Any knowledge of academic misconduct should be reported.

Honor Pledge
The College of Nursing follows the Graduate Studies University Honor Pledge policy. By being a part of the university campus community, students agree to live by the standards of the honor code and thereby pledge the following: “I pledge to act with honesty, integrity, and civility in all matters.” This pledge shall be written on all submitted assignments along with student name and date. (Honor Code and Pledge as revised and adopted February 16, 2012.)
The policies above are cited from the ETSU Student Conduct, Rights, and Responsibilities Graduate Catalog: Graduate Catalog

Identification Badges/Lanyards/Insignias
All nursing majors must purchase a College of Nursing picture name badge which is a partial replica of the student’s ETSU ID card. The name badge must be worn on the student’s uniform or lab coat when in any course activity outside the lab or classroom. Lanyards are acceptable, however; must be: 1. one solid color, 2. ETSU university related logo, or 3. represent professional nursing organization. Badges may be purchased for a minimal cost through ID Services. More information on obtaining a name badge, including how to do so from off-campus, can be found at Campus ID Services.

Information Technology Student Conduct
The following policies pertain to nursing graduate student use of Information Technology while enrolled as a student at ETSU College of Nursing. The source citation is listed at the conclusion of this document.

I. User Responsibilities
The following lists of user responsibilities are intended to be illustrative, and not exhaustive. Subject to conformance with Federal and State of Tennessee law and with State of Tennessee policies, ETSU is authorized to supplement the user responsibilities contained herein.

A. Access
1. Users shall obtain proper authorization before using TBR or ETSU information technology resources.

2. Users shall not use ETSU information technology resources for purposes beyond those for which they are authorized.

3. Users shall not share access privileges (account numbers and passwords) with persons who are not authorized to use them.

4. Users shall not use ETSU information technology resources in an attempt to access or to actually access computers external to the ETSU system when that access is not authorized by the computer's owner (no "hacking" allowed).

B. Respect for Others
1. A user shall not attempt to obstruct usage or deny access to other users.

2. Users shall not transmit or distribute material that would be in violation of existing ETSU policies or guidelines using ETSU technology resources.

3. Users shall respect the privacy of other users, and specifically shall not read, delete, copy, or modify another user's data, information, files, e-mail or programs (collectively, "electronic files") without the other user's permission. Users should note that there should be no expectation of privacy in electronic files stored on the resident memory of a computer available for general public access, and such files are subject to unannounced deletion.

4. Users shall not intentionally introduce any program or data intended to disrupt normal operations (e.g. a computer "virus" or "worm") into ETSU information technology resources.
5. Forgery or attempted forgery of e-mail messages is prohibited.

6. Sending or attempts to send unsolicited junk mail or chain letters is prohibited.

7. Flooding or attempts to flood a user’s mailbox is prohibited.

C. Respect for State-Owned Property

1. A user shall not intentionally, recklessly, or negligently misuse, damage or vandalize ETSU information technology resources.

2. A user shall not attempt to modify ETSU information technology resources without authorization.

3. A user shall not circumvent or attempt to circumvent normal resource limits, logon procedures, or security regulations.

4. A user shall not use ETSU information technology resources for purposes other than those for which they were intended or authorized.

5. A user shall not use ETSU information technology resources for any private or personal for-profit activity.

6. Except for those not-for-profit business activities which are directly related to an employee’s job responsibilities or which are directly related to an organization which is affiliated with ETSU, a user shall not use ETSU information technology resources for any not-for-profit business activities, unless authorized by the President (or their designee).

7. Users shall at all times endeavor to use ETSU information technology resources in an efficient and productive manner, and shall specifically avoid excessive game playing, printing excessive copies of documents, files, data, or programs; or attempting to crash or tie-up computer resources.

II. No Unlawful Uses Permitted

Users shall not engage in unlawful uses of the information technology system resources of ETSU. Unlawful activities are violated by this policy and may also subject persons engaging in these activities to civil and/or criminal penalties. This list of unlawful activities is illustrative and not intended to be exhaustive.

A. Obscene materials

The distribution and display of obscene materials is prohibited by the laws of Tennessee (see Tenn. Code Ann. § 39-17-902). Obscene materials are defined under Tennessee law (see T.C.A. § 39-17-901(10)) as those materials which:

1. The average person applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest;

2. The average person applying contemporary community standards would find that the work depicts or describes, in a patently offensive way, sexual conduct; and

3. The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.


B. Defamation

Defamation is a civil tort that occurs when one, without privilege, publishes a false and defamatory statement, which damages the reputation of another.
C. Violation of Copyright

Federal law gives the holder of copyright five exclusive rights, including the right to exclude others from reproducing the copyrighted work. Sanctions for violation of copyright can be very substantial. Beyond the threat of legally imposed sanctions, violation of copyright is an unethical appropriation of the fruits of another’s labor.

Pursuant to the Digital Millennium Copyright Act of 1998, the TBR designated agent for receipt of complaints of copyright infringement occurring with the use of ETSU information technology resources is the Tennessee Board of Regents Assistant Vice Chancellor for Information Technology. ETSU has designated the Director for Client Support Services, Office of Information Technology as ETSU’s campus agent regarding complaints of copyright infringement. After review, the ETSU Vice President for Administration will forward complaints received to the TBR Assistant Vice Chancellor for Information Technology.

The policies above are cited from the ETSU Office of Information Technology Code of Ethics web page:

ETSU Code of Ethics

Professional Dress Guidelines

Professional attire and appearance is an expectation, not an option. As representatives of the CON, students must present a professional appearance during any clinical or practicum experience including, but not limited to, (a) visits to prepare for clinical experience in an agency; (b) participating in observational experiences; (c) conducting interviews and assessments in the community; or (d) attending professional seminars, workshops, or meetings.

In general, business professional attire must be worn. Clothing should be in good repair. Examples include, but are not limited to, the following:

- Shirt or sweater with sleeves
- Closed toe, low-heeled or flat shoes
- Khaki or dress pants no shorter than 1” above the ankle; or skirt no shorter than 2” above the knees.

At no time should a CON student present for a clinical or practicum experience dressed unprofessionally. Examples of unprofessional appearance and attire include, but are not limited to, the following:

- Jeans or denim of any color or style,
- Sweatpants, sportswear, or leggings of any style
- Capri-type pants or shorts
- Sleeveless shirts, tank tops, or spaghetti strap tops
- Visible undergarments
- Visible abdomen, cleavage, or buttocks
- Disheveled clothing
- Dirty shoes
- Flip flops or other open-toed shoes or sandals

Additionally, hair should be clean and styled in such a manner that it does not interfere with the objectives of the clinical or practicum experience, including patient contact. Jewelry should be minimalistic. No visible piercings other than earlobes (e.g. nose, tragus, tongue) are permitted in the clinical or practicum experience. Any body art, temporary or permanent (e.g. tattoos, dermal implants) must not be visible during the clinical or practicum experience. Nails should be clean, well-groomed, and an appropriate length. Polish, if permitted, should not be chipped. Perfumes and colognes are not permitted during clinical experiences.
Students with experiences in a clinical agency are required to follow that agency’s dress guidelines. Dress
guidelines specific to clinical agencies will be provided by the clinical faculty or MSN coordinator.
Students must wear a clinical lab jacket and display proper identification during clinical and practicum experiences.
The only acceptable identification badge is the College of Nursing picture identification name badge. The ETSU
identification name badge and/or insignia should only be worn during clinical or practicum experiences, classes, and
activities sponsored by the College Nursing.
Students are also responsible for having required equipment needed for clinical or practicum experiences.
Any exceptions to these guidelines must be approved prior to the clinical or practicum experience by clinical
faculty or the MSN coordinator.

Social Media/Networking
Students enrolled in the Graduate Programs at ETSU College of Nursing are required to follow these professional
statements from ANA and HIPPA on Social Media.

American Nurses Association’s Principles of Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, organizations, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information
   online.
5. Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate
   authorities.
6. Nurses should participate in developing organizational policies governing online conduct.

Statement from Accountability Act (HIPAA) of 1996 (P.L.104-191)

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any
other form of user-generated media. Remember that all content contributed on all platforms becomes immediately
searchable and can be immediately shared. This content immediately leaves the contributing individual’s control forever
and may be traced back to the individual after long periods of time.


Graduate Nursing Students enrolled in graduate study at the ETSU College of Nursing must:

1. Be cognizant of the potential impact of each post made, with the understanding that patients,
classmates, instructors, employers, and other personal or professional contacts may view an
individual’s online activity as a reflection of the individual’s career as well as the nursing profession
in general.
2. Stay informed about the privacy settings of the social media sites they utilize, as privacy settings often change.

3. Utilize social networking sites by actively maintaining an awareness of how their professionalism may be affected by friends’ and peers’ usage of the same sites.

4. If elected/appointed to an office within the student government or College of Nursing restrict their personal activity to family and friends, and maintain a second option for their “public face” for colleagues, classmates and peers while in office. This is also recommended for graduate nurses who want to maintain a separation of their personal lives from their professional lives.

5. Not share, post, or otherwise disseminate any information, that can identify a patient, or in any way violate a patient’s rights or privacy. Limiting access through privacy setting is not sufficient to ensure privacy of patients.

6. Never refer to anyone in a disparaging manner, even if the person cannot be identified with the information stated.

7. Never make threatening, harassing, sexually explicit, or derogatory statements regarding any person’s race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.

8. Never make disparaging remarks about any college, university, or school of nursing, including the students, faculty members and staff within the ETSU College of Nursing or University in general.

9. Not post content or otherwise speak on behalf of any college, university, school of nursing, or other student nurse’s association unless authorized to do so.

10. Remember that standards of professionalism are the same online as in any other circumstance.

11. Not share or post information or photos gained through the nurse-patient relationship.

12. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.

13. Never take, or post from others, any photos or videos of patients on personal devices, including cell phones.

14. Promptly report a breach of confidentiality or privacy to Graduate Faculty as soon as discovered.

Students are expected to abide by the Social Media/Networking policy and required to follow HIPAA privacy policy within all clinical courses. Failure to comply with the policies may result in disciplinary action, including but not limited to clinical site dismissal, course failure, program dismissal, and/or University expulsion.
**Substance Abuse Policy (Rules and Regulations Related to Unprofessional Conduct)**

Students at East Tennessee State University who have chosen to prepare for a career in nursing have placed themselves into a relationship where there is a special concern relative to the possession or use of drugs or controlled substances.

The impairment of nurses as a result of alcohol and substance abuse has been recently recognized as a growing nationwide problem. Substance abuse is a disease process and treatment options are available. Of primary importance to the college is that a large percentage of impaired nurses are identified within the first five years of licensing. In an effort to help lessen this growing problem, the college will proceed in the following manner.

All students will be responsible for compliance with:

- Drug-Free Campus/Workplace Policy Statement: [Drug Free Campus Work Place Policy](#)
- Rules of the Tennessee Board of Nursing, Chapter 1000-1-.13 [TBN Rules and Regulations of Registered Nurses](#)
- Institutional Disciplinary Rules [General Policy on Student Conduct and Disciplinary Sanctions](#)

1. If a student appears to be under the influence of alcohol or drugs, functioning in any impaired manner, exhibiting inappropriate behavior in the classroom or clinical setting, or demonstrating any unprofessional conduct or negligence, the faculty or clinical affiliate personnel responsible for that student will use professional judgment and document the unprofessional conduct of the student. Such written communication shall convey the specific nature of alleged involvement with drugs or controlled substances by the student, including any supportive facts or documentation: time, places, circumstances, witnesses or other persons who possess knowledge of the alleged student involvement. (See attachment “Suggested Information to Include When Reporting Reasonable Suspicion of Drug/Alcohol Use”.) A determination of functioning in an unprofessional manner will be established by the opinion of the professional responsible for the student. The student will sign that he/she has read the documentation regarding his/her behavior.

2. The student will be dismissed from clinical experience that day or removed from the classroom. The student may not return to class or clinical until reviewed by the college dean or designee.

3. The documentation of unprofessional conduct will be forwarded to the dean or designee for review. The documentation will become part of the student’s record in the dean’s office.

4. The dean or designee will evaluate the substance of the documentation presented within one week and shall:
   - Arrange a conference with the student;
   - Inform the student of the alleged charges and shall provide the student with an opportunity to respond verbally and/or in writing to such charges; and
   - Based upon the conference proceedings, review the charges with the Vice President for Student Affairs.

5. Any student charged with misconduct may be required to appear before the Vice President for Student Affairs or a college faculty committee. Such action may be in lieu of or in addition to action taken by the nursing program. Sanctions which may be recommended are listed under Institutional/School Sanctions in the Drug-Free Campus/Workplace Policy Statement and in the Institutional Policy Statement and Disciplinary Rules. This policy

**Drug Free Campus Workplace Policy**

All cases which may result in suspension or expulsion of a student from the college or program for disciplinary reasons are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act and shall be processed in accordance with the uniform contested case procedures adopted by the ETSU Board of Trustees unless the student waives those procedures in writing and elects to have his or her case disposed of in accordance with college procedures established by these rules. The Vice President for Student Affairs shall provide information to the student relative to the uniform contested case procedures.

In each case, every effort will be made to assure that appropriate due process procedures are followed. The final on-campus appeal of any action is to the college President.

6. Violation of these policies can result in disciplinary action up to and including dismissal from the program of study, even for a first offense.

7. A specific plan for rehabilitation will be developed on an individual basis, and where appropriate, counseling and assistance services for students who are identified as needing help will be recommended. The plan for rehabilitation may include referral to and completion of Tennessee Professional Assistance Program (TNPAP) services.

8. Should a student be dismissed from a program of study for violation of these policies, a plan for rehabilitation will be devised which may include mandatory counseling, periodic drug/alcohol screening and periodic reporting, before a student could be considered for readmission into the nursing program. The student must assume the responsibility for compliance with this plan before a student’s request for readmission into the program of study can be considered.

9. Students have a right to, and may request, a formal hearing through due process. All cases may be appealed by the student or organization in question to the next higher judicial authority in accordance with the Appeal Procedures provided below.

10. Failure of the student to comply with the decision as outlined will be considered grounds for dismissal from the program.

11. An affiliate used for student clinical experience can require drug screening without cause if such screenings are the policy for employees of that affiliate.

12. Licensed personnel and students in violation of professional conduct will be reported to TNPAP. Full reinstatement to the college and eligibility for readmission into the nursing program will be considered upon completion of a TNPAP approved rehabilitation program or the recommendation or TNPAP, the recommendation of the Vice President for Student Affairs, and the recommendations of the Nursing Student Affairs Committee and the Dean.
SECTION IV
OTHER GUIDELINES, POLICIES, AND PROCEDURES
OTHER GUIDELINES, POLICIES, AND PROCEDURES

Address/Name Change

Students who change their address or name must submit the change(s) to the university Registrar's Office and to the Office of Student Services.

Advisement and Registration

Academic advising for graduate students is coordinated through the Office of Graduate Programs. All students within the College of Nursing should meet with their advisor prior to registration each semester. Students are encouraged to see advisors to develop a program plan and to help ensure enrollment in required courses.

Class and clinical schedules as posted on GoldLink will be followed as closely as possible. If changes become necessary, students will be notified via the web pages or announcements.

Students who are experiencing academic difficulties should contact their advisor for information about resources to promote academic success. Students who need to change schedules, drop courses, or add courses, should see their advisor regarding the process and discuss the impact of these actions on their academic program.

Students are reminded that advisors are available to assist students in the achievement of their academic goals, but each student is, ultimately, responsible for knowing and meeting the degree requirements.

Adding a Course: A course(s) may be added during the late registration/last add period without special permission, unless the course has reached the established maximum enrollment. To add any class that has reached the enrollment limit requires permission of the instructor and department chair.

Dropping A Course: A course(s) may be dropped during the first eight calendar weeks of a regular semester. Course dropped during the first two weeks will not appear on the student’s permanent record. Students who drop a course after the second full week of classes through the eighth calendar week will receive the grade of “W”.

After the eighth week, students may not drop a course except where verifiable, extenuating circumstances can be demonstrated. Verifiable extenuating circumstances are reasons beyond the control of the student, such as illness or accidental injury. Poor performance in a class is not an extenuating circumstance.

Nursing students seeking permission for late drops must present a completed petition with instructor signature to the Office of Student Services, Room 230 Nicks Hall.

Withdrawing from the University

Students may withdraw from the university through the published last day to withdraw for a term. Students withdrawing during the first two weeks of classes will not have those courses appear on their permanent records. Withdrawals from the university from the beginning of the third week through the end of the eighth week will be recorded with a grade of “W”. Withdrawals from the university after the eighth week will be recorded with a grade of “W” or “WF” at the discretion of the instructor.

Cancellation of Day, Evening, and Weekend Classes Due to Inclement Weather
East Tennessee State University will generally remain open during periods of inclement weather. The President (or appointed representative) may officially close or suspend selected activities of the University because of extreme weather conditions. When a decision to close is reached, the notice will be posted on GoldAlert, the University's main web page www.etsu.edu, and campus and local radio and TV stations will be notified. This policy applies to the main campus as well as both Kingsport Centers and the Nave Center in Elizabethton. Classes at the Sevierville campus follow the weather delays and closings of the Walters State Sevierville campus.

Asynchronous online courses are not affected by university schedule changes due to inclement weather. The instructor in an online course is responsible for any modifications in course deadlines, assignments, or other requirements in an online course.

Students should contact their instructor for guidance in these situations.

Synchronous online courses (WebEx and ITV Streaming Sections) follow the announced schedule changes due to inclement weather. If the University is officially closed, certain essential activities such as campus dining, facilities management and public safety will continue to operate.

In the event of a delayed opening, the President (or appointed representative) will determine a specific time of opening and that information will be distributed to the campus community through GoldAlert, the home page of www.etsu.edu, and the local media. All staff are expected to report to their specific work location by the set opening time.

Students are expected to report to their regularly scheduled class only if there are 30 or more minutes remaining in the session. For example, if a delayed opening is set for 10 a.m. students who have classes from 9:45 a.m. to 11:05 a.m. should report to that class at 10 a.m. Students who have classes from 9:20 a.m. to 10:15 a.m. should not report to class. In a delayed opening, all classes scheduled prior to the set time of opening and those that have less than 30 minutes remaining after the set opening time are cancelled for the day.

If the university closes early, all instruction concludes at the designated time and should not extend beyond that time.

Students will be responsible for any academic work they miss due to absences caused by severe weather conditions. It is the individual student's responsibility to take the initiative to make up any missed work, and it is the instructor's responsibility to provide a reasonable opportunity for students to complete assignments or exams missed due to such absences. Faculty members have discretion in determining whether an additional session will be added for the class or if additional work is assigned due to the closure or delayed opening.

**College of Nursing Graduate Division Inclement Weather Policy**

In the event of inclement weather, the safety of students is the foremost concern of both the College of Nursing and East Tennessee State University. Notification of cancellation of classes for the ETSU campus due to extremely hazardous weather conditions will be noted on the ETSU website, aired over area radio stations, and texted to faculty, staff and students as part of the GoldAlert service (for those who have signed up for this service) on the day of cancellation. If the university is closed due to inclement weather, clinical faculty at their discretion and availability, may allow students to attend their clinical practicum rotation as scheduled. Students are to abide by and follow the clinical site agency’s inclement weather policy and schedule. Graduate students who are planning to be at their clinical sites during a time when classes are cancelled due to inclement weather should use good judgment related to conditions in their home communities and the community where their clinical site is located. If the site is open and students feel they can safely get there or stay there (if they are already at the site when school is cancelled), they should do so. If conditions are such that the student feels that he or she cannot get there safely, he must notify his clinical preceptor and adjust clinical times accordingly, in order to get the number of hours needed for that clinical course.

Approved by Graduate Faculty Meeting 2011
**Class and Clinical Attendance Policy**

As stated in the *Graduate Catalog*, it is expected that students will attend class regularly and provide the faculty with a reason for any absence. *Failure to attend class regularly can affect students’ grades and financial aid.* East Tennessee State University does not specify a fixed number of class absences as university-wide policy, but each department within the university has the right to set a maximum number of absences (including absences due to university activities and illnesses) permitted during an academic term. Departmental class absence policy is subject to approval by the dean of the school/college. At the beginning of the course each faculty member must provide a written statement governing attendance policy (including laboratory/clinical sessions where applicable) for the course so that all students may be fully informed of their attendance responsibilities, including penalties that may be imposed for failing to meet these responsibilities. If a student is not in attendance during the class meeting in which the class attendance policy is discussed it is the student’s responsibility to ascertain the policy in that class.

A student must notify the instructor and/or the community agency if he/she is unable to attend on the assigned day. This notification should be made before the beginning of the clinical experience. The student is responsible for demonstrating the achievement of clinical objectives with the validation and evaluation of the nursing faculty. Absences from clinical sessions or excessive tardiness may result in an unsatisfactory clinical evaluation.

A student who comes unprepared for their clinical assignment will not be permitted to participate in the scheduled clinical experience and will be considered absent (unexcused).

The student who arrives at their clinical setting with symptoms of illness may be excused by the instructor or preceptor, resulting in an excused clinical absence. Faculty may request medical certification of the health status of the student on the student’s return. Excused absences may be made up at the discretion of the faculty.

**Employment of Students**

There is no policy limiting the number of hours a student enrolled in the College of Nursing may be employed, since the ability to handle the combined responsibilities of college and employment depends upon the individual. However, students are strongly advised not to exceed a total of 40 clock hours, including employment, class, and clinical experience. Students who fail to meet the established academic standards in the College of Nursing due to employment will not receive special consideration. Therefore, students who need to work should discuss their course load with their advisors before they risk academic jeopardy. In these situations, students may need to temporarily defer academic course work for a period of time, choose part-time academic status and/or take advantage of various loans and scholarships.

Students employed as nursing assistants, L.P.N.s, R.N.s or as any other health care provider should be aware that neither the university nor the College of Nursing assume any responsibility for their activities as employees of an agency. According to the Tennessee Board of Nursing Rules and Regulations, students may practice nursing and are exempt from licensure during nursing course experiences. However, during employment, students are not exempt from the requirement for licensure to practice as registered nurses. Externship programs and part-time employment are sometimes available in health care agencies. All students needing information regarding job availability are encouraged to contact the nurse recruitment office at the individual health care agency for further information. Additional information on employment may be available in the university Career Services Office, 2nd level D. P. Culp Center (423-439-4450).

**Hazardous Chemical Right-to-Know Law**

The TENNESSEE HAZARDOUS CHEMICAL RIGHT-TO-KNOW LAW requires employers to provide information on hazardous chemicals to employees who work with such chemicals and to train employees on the physical and health hazards. More information is provided in the OSHA updates in selected clinical courses. Clinical course faculty will provide additional information specific to clinical sites.
**Hospitalization Insurance for Students**

It is the responsibility of all students to provide hospitalization insurance for themselves if they desire to have coverage in the event of an illness or in case of injury while attending the university. College of Nursing clinical affiliates will provide emergency medical treatment to students as available and if needed for illness or injuries suffered during clinical experience. However, the cost of such treatment will be paid by the student. [University Health](#)

**Literary Format**

In order to provide consistency, uniformity, clarity, and standardization for written documents in the College of Nursing, the Publication Manual of the American Psychological Association (latest edition) is the adopted style for all written documents in the College of Nursing. This format should be used by all students in writing papers as part of course requirements (unless otherwise specified).

**Resolving Academic Concerns**

Students experiencing academic difficulty or concerns in a specific course are strongly encouraged to schedule an appointment with the instructor for that course for assistance.

Students who are unable to resolve their academic concerns at the course faculty level may then consult these individuals, in the following order:

1. Course Coordinator, if different from the classroom or clinical instructor
2. Program Director
3. Dean of the College of Nursing
4. Vice President, Division of Health Affairs or designee

Appeal of any assigned grade follows university policy. Students may obtain a copy of this policy from the [Graduate Catalog](#).
SECTION V

COLLEGE AND UNIVERSITY RESOURCES
AND SERVICES
Class Officers and Representatives

Students from each degree program will be elected to serve on the College of Nursing’s Graduate Program Curriculum Committee. Serving as an elected student representative on a College of Nursing committee is an extremely important role and involves certain responsibilities.

Committee representatives should observe the following guidelines:
1. Attend each meeting and, if unable to attend, make arrangements for the elected alternate to attend;
2. Inform the committee chairperson if unable to attend and who is to substitute;
3. Review the specific functions of the committee, as provided by the committee chairperson;
4. Represent the concerns of the student body related to the role of the committee in an unbiased, objective manner;
5. Communicate information to and from students in an objective, professional manner; and
6. Maintain confidentiality when appropriate.

Counseling Center (University)

The University Counseling Center, staffed by licensed psychologists and other behavioral health professionals, offers free and confidential counseling for personal, career choice, and academic concerns to all ETSU students. Staff also present a series of workshops each semester on topics such as time management, stress management, relationship skills, sexuality, and assertiveness. The University Counseling Center is located in Nell Dossett Hall 3rd floor. Counselors are on-call during non-office hours. Call (423) 439-4841 or go use the following link ETSU Counseling Center to access their website for more information or to make an appointment.

Disability Services

Services and accommodations are provided for students with documented disabilities to provide an accessible learning environment. Any student who has a special need as a result of a disability must contact Disability Services, Room 326, D.P. Culp University Center, phone 439-8346 or use the following link Disability Services Students are required to obtain documentation for needed accommodations each semester and are encouraged to file the documentation in the Testing Center in the College of Nursing.

The following process must be followed.
1. Students must self-identify they have a disability and present documentation to Disabilities Office.
2. The Disabilities Office reviews the disability and its impact on the student at ETSU. Disability Services then uses the Reasonable Accommodation form to outline reasonable accommodation for the student. The student is then given enough copies for each faculty member. It is up to the student to share the information/form with faculty.
3. The student must meet with faculty at the beginning of the term, or as soon as diagnosis is made. Reasonable accommodations are NOT retroactive. Therefore, if a student has been diagnosed, has the form and chooses NOT to share the information with faculty, the student CANNOT present the form at the end of the semester and repeat tests with the accommodations. The accommodations start at the time the form is presented.
4. Disability Services can administer tests if faculty are unable to administer tests under the reasonable accommodations. Faculty are responsible for contacting Disability Services.
5. Academic Programs & Student Services may have a copy of the accommodation form in the student’s file IF the student gives permission. Student should note on the file copy that permission was given.
6. If an advisor, or faculty member suspects a student may have a disability, the student should be referred to Disability Services. The student will have to pay for the assessment. (The assessment is not a service provided by the university.)

Faculty Practice Network, College of Nursing

In response to its mission to facilitate the health of the community, the College of Nursing has established a host of clinics to serve several population groups, including homeless, indigent, school-age, rural, and college student clients. Innovative practice, research, and education are integrated in these nationally-recognized clinics. All students are strongly encouraged to participate in service and learning opportunities in at least one of these community-based sites. A current listing of clinics staffed and managed by faculty in the College of Nursing follow.

• Johnson City Community Health Center
• David Crockett High School Health Clinic
• Hancock County High School and Elementary School-Based Health Centers
• Johnson City Downtown Clinic Day Center
• Mountain City Extended Hours Health Clinic
• ETSU Student Health Services Clinic
• Daniel Boone High School Health Clinic
• Lamar Elementary School Health Clinic

Financial Aid and Scholarships

Graduate Students:

The East Tennessee State University (ETSU) Graduate Catalog provides information regarding financial aid available in the form of assistantships, work-study programs, and loans. For more information, students may contact the ETSU Office of Financial Aid, Room 105, Burgin E. Dossett Hall.

The College of Nursing also provides additional financial aid opportunities specific to graduate nursing students. A brief synopsis of the current major financial aid opportunities follows.

A limited number of Graduate Assistantships (GAs) and Tuition Scholarships (TSs) are available in the College of Nursing each semester. A full-time annual GA appointment provides for a waiver of out-of-state tuition (fall, spring, summer); waiver of in-state tuition (fall, spring); and a monthly stipend. Half-time appointments are available with modified provisions. A TS provides for a waiver of out-of-state and in-state tuition (fall, spring). To be eligible for a GA or TS, a student must be enrolled in at least nine (9) graduate nursing hours per semester (fall, spring) and at least six (6) graduate hours in the summer term. All students who are awarded a GA or TS must register for a designated one-credit-hour course, this course counts as one of the required credits. Students holding a GA or TS must maintain a minimum 3.0 grade point average. Full- and half-time Graduate Assistants require a work commitment of 20 and 10 hours per week, respectively. A student who receives a Tuition Scholarship must work eight (8) hours per week. Placements are coordinated through the college's Office of Academic Programs and Student Services.

Graduate & Professional Student Association

The Graduate & Professional Student Association (GPSA) is the representative body for students enrolled in the Graduate School. The executive board of the GPSA is elected from representatives of the various graduate programs. Two graduate students from the GPSA are elected members of the Graduate Council. The GPSA encourages social, athletic, cultural, and other extracurricular activities, promotes closer relations between graduate students and faculty outside formal academic settings, and voices ideas and concerns of graduate students.
Learning Resource Center (Computer Lab)

The Learning Resource Center (LRC) is located in Nicks Hall, Room 346 and is open Monday through Friday 8:00 a.m. to 4:30 p.m. (extended hours are arranged when classes are in session). Some scheduled classes are held in the LRC and students may utilize the computer lab for class assignments. Students may also take advantage of the resources of the LRC for independent practice and small group work.

Libraries

Many area libraries are available to ETSU students. The on-campus Sherrod Library contains resources to support the university's programs and research. The Quillen College of Medicine Library, located on the grounds of the Veterans Administration Medical Center, is an excellent resource. Area hospitals also house libraries and have multiple resources available to nursing students. It is very important that students respect the guidelines for each individual library in order for all students to be able to continue to use these resources. Sherrod Library

College of Graduate and Continuing Studies

Located in Burgin Dossett Hall, Room 309, the College of Graduate and Continuing Studies provides information on the G.R.E., Graduate Assistantships and Tuition Scholarships, graduate school policies and procedures, thesis/dissertation policies and procedures, and all graduate school offerings. Call 439-4221 or visit their web site at: College of Graduate and Continuing Studies

Security Information Report

East Tennessee State University makes available to students the ETSU Security Information Report. This annual report includes campus crime statistics for the three most recent calendar years and various campus policies concerning law enforcement, the reporting of criminal activity, and crime prevention programs. The ETSU Security Information Report is available upon request from the Department of Public Safety, Box 70646, ETSU, Johnson City, TN 37614. The report can be accessed on the Internet at: http://www.etsu.edu/dps/security_report.aps.

Sigma Theta Tau International Honor Society of Nursing

The Epsilon Sigma Chapter of Sigma Theta Tau, International Honor Society of Nursing, was established at the College of Nursing in Spring 1982. The purposes of the organization are to recognize the achievement of scholarship of superior quality, recognize the development of leadership qualities, foster high professional standards, encourage and support research and other creative work in nursing, and strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing.

Membership in Sigma Theta Tau is an honor conferred upon students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Graduates of baccalaureate programs demonstrating excellence in leadership positions in nursing are also eligible for membership consideration. 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 the professional and scholastic character of Sigma Theta Tau.

Eligibility for student membership includes:

1. evidence of professional leadership ability or potential ability;
2. college level G.P.A. of 3.3 on a 4.0 scale (The number of students from any one class shall not exceed one-third of the total number expected to graduate from that class and shall rank not lower than the highest 35 percent of their class in scholarship.);
3. invitation to membership during a fall semester ceremony;
4. presence at the induction ceremony to be inducted; and
5. payment of all fees before admission to membership.

**Skills Practice Lab**

Practice laboratories set up for students to practice nursing skills are located in Rooms 326 and 327 of the Roy S. Nicks Hall. Students will spend assigned time in these labs as a part of clinical courses. In addition, the labs may be available for independent practice time and some lab supplies may be checked out by students for community teaching projects. To schedule independent practice time or check out models or supplies, students must contact the Skills Lab Coordinator at 423-439-4065 or the Computer Operations Coordinator in the Learning Resources Center at 423-439-4546.

Food and drinks are not allowed in the skills lab. Once a skills practice session is completed, beds should be straightened and supplies and equipment returned to their designated places.

**University Health Services**

The University Health Clinic is available to all registered ETSU students. A valid current ETSU ID card is required to access services. The clinic is part of the Faculty Practice Network of the College of Nursing and most care is provided by nurse practitioners and registered nurses. The clinic is open Monday – Friday from 8:00 a.m.-4:30 p.m. Students are advised to call early in the day to schedule same-day appointments with the nurse practitioners. Immunizations are available from 8:00a.m.- 11:30 a.m. and from 1:30 - 3:30 p.m.

Students are not charged for visits to the clinic, but there are charges for medications, immunizations, lab tests and some procedures. The Student Health Clinic can help students with episodic illnesses and injuries, preventive services, health education and can assist students with meeting clinical health requirements. The clinic is located in Nicks Hall, Room 160. For additional information, call 423-439-4225.

**Testing Center (College of Nursing)**

The College of Nursing Testing Center provides a variety of services. In addition to giving support and encouragement to graduating nursing students preparing to take the NCLEX-RN or an advanced practice certification examination, services are available to help all nursing students with test-taking and study skills through the use of media, computer tutorials, one-on-one interactions, and study skills class. In keeping with the center's motto, "Promoting Nursing Students' Success," the Testing Center is ready to serve you in Roy Nicks Hall Room 2-264 and 2-265. Students are encouraged to use the center for study, or for an individualized appointment with the coordinator. Call (423) 439-4262 for an appointment.

**Center for Academic Achievement (University)**

The ETSU Center for Academic Achievement (CFAA), Sherrod Library 1st floor, provides free tutoring and help with writing or speech projects for any ETSU student at any level. The center provides assistance with term papers, lab reports, theses/dissertations, speeches and presentations. Call (423) 439-7111 for more details.
CLINICAL COURSE REQUIREMENTS FOR UNDERGRADUATE GRADUATE, PHD, DNP STUDENTS

To protect themselves and clients and to meet the requirements of the clinical agencies, students must meet the following requirements for clinical courses. Failure to provide the required information will result in the student not being allowed to start ETSU clinical nursing courses.

Please Note:

1. Scan copies of your documentation to the Project Concert website. Instructions and a tutorial video are included in the new student packet email.
2. To help avoid misplacement or inaccurate recording, it is recommended students submit all their documentation with their names and Student ID “E” numbers on each page (not their social security numbers).
3. Use the forms provided by the College of Nursing to assist in gathering documentation.
4. Submission deadline for health requirements is prior to the beginning of all nursing programs. Students will not be able to attend classes and go to clinical if they have not submitted their documentation by the deadline date.

Obtaining documentation of clinical requirements may take several weeks. Students are encouraged to begin this process as soon as they receive their ETSU College of Nursing admission packets. Students who lack full documentation will not be permitted to attend any nursing courses.

CLINICAL COURSE REQUIREMENTS

1. Liability Insurance – (renewed annually)
   a. Current individual professional liability policy (not a group policy) with coverage of $1,000,000/$6,000,000 is required. (Nurse practitioner students must hold a policy which provides coverage for services provided as a student nurse practitioner).
   b. Students who are already licensed as an RN or LPN must buy the appropriate liability insurance coverage and request to be licensed also as a student at no additional charge. Verification that the additional student coverage is in effect must be submitted to the Office of Student Services.
   c. A copy of the declaration page of the policy (Certificate of Insurance or Policy Face Sheet) with policy number, expiration date, and liability amounts must be uploaded to the ProjectNurse/ProjectConcert website.
   d. Resources for liability insurance providers:

Nurses Service Organization (NSO)
Phone: 1-800-247-1500
Fax: 1-800-739-8818
Website: www.nso.com
159 E. County Line Road
Hatboro, PA 19040-1218
e. Submission deadlines for liability insurance are prior to beginning the first semester in the program.

f. Students have the option of requesting an effective date. In order to avoid insurance lapsing during the middle of a semester, students should request effective dates based on the following list:

- August 15th if the first clinical course will be Fall semester
- April 15th if the first clinical course will be Summer semester
- January 1st if the first clinical course will be Spring semester

2. Tennessee Licensure (if applicable)
   For information on obtaining a registered nurse license in the state of Tennessee contact the Tennessee Board of Nursing
   227 French Landing, Suite 300
   Heritage Place Metro Center
   Nashville, TN 37247-1010
   (625) 532-5166

3. Basic Life Care Support (BLS) - renewed upon expiration
   a. Approved course through American Heart Association. Red Cross is not accepted by all agencies. Please do not submit a Red Cross card.
   b. Certification must be kept current by renewing according to agency policy and American Heart Association guidelines.
   c. Course must include information and practice for:
      - One- and two-person BLS,
      - Infant/child BLS,
      - The choking victim, and
      - Automatic external defibrillator.
   d. Totally online BLS courses are not acceptable.
   e. Resources for BLS:
      c. https://tricitiescpr.com/training-calendar/

4. Physical Examination
   a. This statement must be signed by a licensed health care provider (HCP), i.e., a physician, nurse practitioner, or physician assistant. It must be completed using the ETSU College of Nursing Physical Examination form. The hearing test is mandatory. A whisper test is not allowed. Students should make sure the hearing test is documented on the ETSU physical form.
   b. The student should complete and sign the Health Verification Form.
c. ETSU University Health Services conducts physicals during the summer period only and by appointment only. There is a fee for this service. The physical includes urinalysis, CBC, comprehensive panel, eye exam, and simple hearing exam. Students are not required to use ETSU University Health Services.

5. **Tuberculosis Screening** – renewed annually
   All nursing students are required to have yearly tuberculosis (Tb) screening (either injection or Assessment, dependent on clinical health care agency), to participate in patient care in health care facilities. Acceptable screening options include a Mantoux Tuberculin Skin Test (TST) or an Interferon Gamma Release Assay (IGRA) blood test. A Tine test is not acceptable.

- **Interferon Gamma Release Assay (IGRA)** - Students born in high incidence countries (according to the World Health Organization), including most countries in Asia, Africa, Central America, South America, Eastern Europe and other countries, or who have received the immunization BCG (Bacille Calmette-Guerin) should preferably have IGRA testing (i.e. Quantiferon Gold or T spot), to avoid a possible false positive result for tuberculosis. Any student may choose to have interferon testing especially if they have had a previous positive TST.

- **Mantoux Tuberculin Skin Test (TST)** - Nursing students choosing TST testing must initially have a two-step TST, then yearly one-step screening. Two-step tuberculin screening requires a second intradermal injection, 1-3 weeks after the first injection.

  - A positive test usually indicates the person has the tuberculosis bacteria or latent tuberculosis, and will require further testing which includes a chest x-ray to rule out active tuberculosis.

  - Latent tuberculosis cannot be spread to others but can convert to active disease at any time. Preventive medications are usually recommended to prevent the infection from becoming active and communicable.

Students who have had previous two-step testing must submit documentation and should not have a repeat two-step test.

  - Individuals who have had a past positive TST should never have a repeat TST.

A TST or IGRA may be given on the same day as all immunizations; however, students obtaining live virus immunizations (e.g. MMR, varicella) must wait four weeks before receiving tuberculin screening. Immunizations may be given any time after Tb screening.

Students who have had a chest x-ray for tuberculosis screening should not have another chest x-ray to screen for TB unless symptoms of TB are present. Symptoms of tuberculosis may include cough, chest pain with breathing, chills, unexplained weight loss, fatigue, night sweats or coughing up blood. A yearly review of symptoms and assessment by a health care provider will be required for those with past positive TB screening. A copy of this exam signed by a healthcare provider will be required yearly instead of other types of tuberculosis screening.

**Procedure for TST screening – Two Step --Step One**

**Step One**

1. An intradermal injection in the forearm with 0.1ml of purified protein derivative (PPD) derivative resulting in a 6 mm bleb is required for accurate screening.
2. Any induration (raised area, not redness) must be measured in millimeters within 48-72 hours. Results outside this time frame are invalid and the TST must be repeated. The time, date and signature of individual administering the test and interpreting the results, must be also be recorded. Acceptable results are measured in millimeters with a negative test recorded as 0 mm. Tuberculosis screening results will not be accepted if not recorded correctly. The student will need to be rescreened. Documented results of negative or positive are unacceptable. Please use the tuberculosis form included in your packet. Results must be interpreted considering the risk factors of the individual for tuberculosis. (World Health Organization)

**Step Two**

3. Second tuberculin skin test administered 1-3 weeks after step 1 is read.

resulting in a 6 mm bleb is required for accurate screening.

5. Any induration (raised area, not redness) must be measured in millimeters within 48-72 hours. Results outside this time frame are invalid and the TST must be repeated. The time, date and signature of individual administering the test and interpreting the results, must be also be recorded. Acceptable results are measured in millimeters with a negative test recorded as 0 mm. Tuberculosis screening results will not be accepted if not recorded correctly. The student will need to be rescreened. Documented results of negative or positive are unacceptable. Please use the tuberculosis form included in your packet. Results must be interpreted considering the risk factors of the individual for tuberculosis. (World Health Organization)

Tuberculosis screening is available at ETSU Student/University Health Service by appointment, from 83:30 on weekdays except Thursday. There is a fee for this service.

**Procedure for TST screening – One Step (for students attending clinical agencies that require annual renewal of injection screening)**

1. An intradermal injection in the forearm with 0.1ml of purified protein derivative (PPD) derivative resulting in a 6 mm bleb is required for accurate screening.

2. Any induration (raised area, not redness) must be measured in millimeters within 48-72 hours. Results outside this time frame are invalid and the TST must be repeated. The time, date and signature of individual administering the test and interpreting the results, must be also be recorded. Acceptable results are measured in millimeters with a negative test recorded as 0 mm. Tuberculosis screening results will not be accepted if not recorded correctly. The student will need to be rescreened. Documented results of negative or positive are unacceptable. Please use the tuberculosis form included in your packet. Results must be interpreted considering the risk factors of the individual for tuberculosis. (World Health Organization)

Tuberculosis screening is available at ETSU Student/University Health Service by appointment, from 83:30 on weekdays except Thursday. There is a fee for this service.

**Classification of TST Reactions**

Interpretation of TST results is based on measurement in millimeters, the person’s risk of acquiring TB infection, or the risk of progression to disease if infected.

- **A TST reaction of ≥ 5 mm of induration is considered positive in:**
  - a HIV – infected persons
  - Recent contact with a person with infectious TB disease
  - Persons with fibrotic changes on chest x-ray consistent with prior TB
Patients with organ transplants and/or immunosuppressed patients, including patients taking equivalent of ≥ 15mg/day of prednisone for one month or longer, or taking TNF-α antagonists.

- A TST reaction of ≥ 10 mm of induration is considered positive in:
  - Recent arrivals to the United States (within last 5 years) from high-prevalence areas (See WHO list)

Injection drug users
- Residents or employees of high-risk congregate settings (e.g. correctional facilities, long term care facilities, hospitals and other healthcare facilities, residential facilities for patients with HIV infection/AIDS and homeless shelters)

- Mycobacteriology laboratory personnel
- Persons with clinical conditions that increase the risk for progression to TB disease
- Children younger than 5 years of age
- Infants, children and adolescents exposed to adults in high risk categories

- A TST reaction of ≥ 15 mm of induration is considered positive in the following individuals:
  - Persons with no known risk factors for TB

Classification of IGRA

Results may be positive, negative or indeterminate.

1. A positive IGRA indicates infection with tuberculosis. A chest x-ray will be performed to determine if person has latent or active disease.

   2. A negative IGRA indicates that infection with tuberculosis is unlikely.
   3. An indeterminate result must be repeated in two weeks.

6. Hepatitis B Vaccine

   a. Positive antibody titer OR Three doses according to the following schedule
      - 1st dose: at elected date
      - 2nd dose: at least 4 weeks after the first dose
      - 3rd dose: at least 8 weeks after the second dose and 16 weeks after the first dose.

   b. Any student enrolled in a higher education institution who is a health science student expected to have patient contact shall present proof of protection against Hepatitis B before patient contact begins.

   For purposes of this paragraph adequate immunization is defined as:

   i. complete hepatitis B vaccine series or
   ii. laboratory evidence of immunity or infection

   c. An individual may be exempted from the requirements of this section only under the following circumstances:

      1. Where a physician licensed by the Board of Medical Examiners, the Board of Osteopathic Examiners or a Health Department determines that a particular vaccine is contraindicated for one of the following reasons:
      2. the individual meets the criteria for contraindication set forth in the manufacturer’s vaccine package insert; or
      3. the individual meets the criteria for contraindication published by the U.S. Centers for Disease Control or the ACIP;
4. in the best professional judgment of the physician, based upon the individual’s medical condition and history, the risk of harm from the vaccine outweighs the potential benefit.

d. If the series is delayed between doses, the vaccine should be continued from where it was left off.

e. Should the student present a report for a blood test for antibody to Hepatitis B (Hb, Ab) and the result shows that the individual did not respond adequately to the vaccine series, the three-dose series must be repeated.

f. Hepatitis B vaccines and antibody titers (serology for immunity) are available at the ETSU Student Health Services on an appointment only basis and for a fee. Immunizations Schedule Monday –Friday 8:00-11:30 and 1:30-3:30.

7. MMR (Measles, Mumps, Rubella)
   a. Submit one of the following:
      o Documentation of 2 doses of MMR vaccine administered at least 30 days apart with the 1st dose given at 12 months of age or later.
      o Documentation of 2 doses each of separate measles, mumps and rubella vaccines given at least 30 days apart with the 1st doses given at 12 months of age or later. If first doses were separate vaccines, 2nd dose may be MMR combined vaccine.
      o Documentation of positive serological immunity to measles, mumps and rubella.
      o Licensed health care provider documented history of each of the diseases. Self or parent-reported disease history is not acceptable.

     o Documented allergy to any component of the vaccine.

   b. MMR vaccine and titers for immunity documentation are available at ETSU Student Health Services on an appointment only basis and for a fee. Immunizations Schedule Monday –Friday 8:00-11:30 and 1:30-3:30.

8. Tdap – Tetanus immunization must be documented within the last 10 years. To reduce pertussis morbidity among adults and maintain the standard of care for tetanus and diphtheria prevention and to reduce the transmission of pertussis to infants and in health-care settings, the advisory Committee on Immunization Practices recommends that health-care personnel who work in the hospitals or ambulatory care settings and have direct patient contact should receive a single dose of Tdap as soon as feasible if they have not previously received Tdap. An interval as short as 2 years from the last dose ofTd is recommended; shorter intervals may be used. Other varieties of tetanus will not be accepted.

9. Varicella (Chickenpox) – Evidence of one of the following:
   1. 2 doses of varicella vaccine at least 1 month apart
   2. Positive antibody titer.
   3. ETSU Student Health Services does not keep Varicella vaccine on hand in the clinic. Call for the current price. Varicella titers are available on an appointment only basis and for a fee. Immunizations Schedule Monday –Friday 8:00-11:30 and 1:30-3:30.

10. Annual Influenza Vaccination – Documentation of influenza vaccination must be submitted annually each fall. Students are required to submit 1) proof of immunization and 2) Flu Compliance Form by October 31 of each year.

11. Annual infection control (OSHA) and hazardous materials training must be documented in each student’s file. Students will complete an exam over this material annually. This exam can be taken on the Project Concert site. It will automatically come to OSS so you do not need to scan a copy of the exam. No paper copy will be accepted.
12. Substance Abuse/Drug Screening

1. All students are required to submit the Consent to Drug/Alcohol Testing, Statement of Acknowledgement and Understanding, Release of Liability form.
2. If a clinical agency requires students to complete initial and/or random drug testing, directions will be provided to guide students in completion of the drug screening process. The student will be responsible for the cost of testing.

13. Workforce Confidentiality Form – All students are required to read, sign and date this form. This form is included in this packet

14. Tennessee Nurses Foundation (TNF) fee

1. Unlicensed students
   - Mail a $15.00 money order to the CON Office of Student Services
   - Do NOT mail the money order to the Tennessee Nurse’s Foundation. The CON will submit payment with additional information from the CON required for processing.

2. Licensed Students
   - Nurse, Nurse Practitioner, Physical Therapist, Respiratory Therapist, Occupational Therapist, Medical Lab Technologist, Physician’s Assistant, and Emergency Medical Technicians do not have to pay the fee.
   - A copy of the license must be submitted with the admission packet.

15. Health Insurance Portability and Accountability Act (HIPAA)

All nursing students are required to complete training on the Health Insurance Portability and Accountability Act (HIPAA) offered by the ETSU HIPAA Compliance Office. To ensure our students receive the most up-to-date information on how to protect the health information of our patients, outside HIPAA training will not be accepted. ETSU HIPAA Training consists of two parts and should take approximately 1 hour to complete.

- Understand the requirements of the HIPAA Rules and University HIPAA Policies and Procedures
- Understand how HIPAA affects the student in their clinical experience
- Understand the importance of safeguarding protected health information in all forms (e.g. paper, spoken and electronic) and how to do so
- Understand how to store, use and transmit protected health information in a secure manner
- Understand who to contact for more information and to report potential or known breaches

Accessing HIPAA Training:

- To access the training go to: HIPAA Training
- Login with your user name (do not include @etsu) and password. East Tennessee State University should be selected from the Organization drop down menu.
- Once you are logged in, scroll down to view the “Assigned Training Modules.” HIPAA Part One and HIPAA Part Two should be listed. Click “Take Training” under actions when you are ready to begin. Part One and Part Two do not have to be completed in one sitting, but both parts (including the quizzes) must be completed by the
deadline. After you submit the quiz for each module, a certificate of completion will be populated. You must print and upload both certificates of completion to the Clinical Health Requirement Project Concert site. You must achieve a score of 80% to pass. The modules can be repeated as many times as necessary.

- To reprint your HIPAA certificates of completion login to the training site. Scroll down and under “Available Certifications” you should see the HIPAA Part One and HIPAA Part Two modules listed. On the right side, under the column “Actions” click “View Results.” This will allow you to reprint your completion certificate for each module.

16. **Background Checks**
East Tennessee State University requires background checks for all students entering programs in the Health Sciences. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of area healthcare facilities. This is a mandatory requirement before beginning nursing courses.

Students are required to self-report to ETSU College of Nursing Office of Student Services and all assigned clinical agencies for any criminal infraction (arrest or charge) occurring after the initial background check. At that time, the clinical agencies will determine student participation in clinical. The clinical agency will communicate in writing with the ETSU College of Nursing Office of Student Services of the clinical decisions. Failure of the student to self-report subjects the student to immediate dismissal from the nursing program.

East Tennessee State University has partnered with TrueScreen to manage this requirement.

The ETSU College of Nursing may add or change clinical requirements based on current information regarding communicable diseases; revised or new College, University, or Board of Regents policies; or agency requirements. Students will be informed of any new requirements and the deadlines for meeting those requirements. Documentation must be scanned into the Clinical Health Requirement D2L site. Instructions included in this email. If you have questions regarding the clinical health requirements, please contact the Office of Student Services Susan Diddle @ diddles@etsu.edu or 423-439-8224.

**Clinical Requirements Revised and Approved by Faculty Council 8/22/01 Revised 7/24/03; 10/31/03 (HIPAA); Edited 8/2/05 Revised 2/20/08**

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