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Section I: General College of Nursing (CoN) Information
Accreditation

The baccalaureate degree in nursing and master’s degree in nursing at Oklahoma Baptist University are accredited by the Commission on Collegiate Nursing Education (CCNE).

Commission on Collegiate Nursing Education  
655 K Street, NW Suite 750  
Washington, DC 20001  
(202) 887-6791  
www.aacnnursing.org/CCNE

The Baccalaureate of Science in Nursing degree program received accreditation by the Commission on Collegiate Nursing Education on April 28, 2015 and has continuing accreditation status for 10 years, extending to June 30, 2025.

The Master of Science in Nursing degree program was granted accreditation by the Commission on Collegiate Nursing Education on April 28, 2015 and has continuing accreditation status for 10 years, extending to June 30, 2025.

The Oklahoma State Board of Nursing (www.ok.gov/nursing) has granted continued approval.
Mission, Purpose, Vision

Mission Statement

Mission of Oklahoma Baptist University

As a Christian liberal arts university, Oklahoma Baptist University transforms lives by equipping students to:
  • pursue academic excellence
  • integrate faith with all areas of knowledge
  • engage a diverse world, and
  • live worthy of the high calling of God in Christ.

Mission of the College of Nursing Undergraduate Program

The mission of the Bachelor of Science in Nursing program of the OBU College of Nursing is to educate students to become professional, caring, competent nurses who are prepared to integrate personal faith with the discipline of nursing while engaging in Christian service within a diverse world.

Mission of the College of Nursing Graduate Program

Building on a professional nursing education at the undergraduate level, the mission of the Master of Science in Nursing program at OBU is to prepare advanced nurses for leadership roles in health care of diverse populations within rapidly changing health care systems. This is accomplished through the integration of advanced professional knowledge and Christian beliefs.

Purpose

The College of Nursing exists to offer an education program for the preparation of a professional nurse within the framework of a liberal arts Christian college.

Vision

The intent of the nursing program at Oklahoma Baptist University is to be a pace setter for excellence in professional nursing education.

Philosophy, Organizing Framework, Student Outcomes

Philosophy

The College of Nursing offers programs which combine both a professional and liberal arts education within a Christian university. The Philosophy of the College of Nursing clarifies the structure underpinning our programs. Our goal is to produce caring, competent professionals who are prepared to
integrate personal faith with the discipline of nursing and who can engage in service within a diverse world.

Organizing Framework

The nursing curriculum is built on the foundation of liberal arts, a Christian faith-based understanding of humanity, the physical and social sciences, and the management of information.

We believe professional, relational nursing practice is developed by cultivating a spirit of inquiry and maintaining a consistent focus on promoting the health of varied populations. Spirit of inquiry, relational practice, professional practice, and health focus are addressed in levels of increasing complexity as the student progresses through the nursing program.

Spirit of Inquiry—An academically excellent general education not only lays the groundwork for professional reasoning but also ignites intellectual curiosity within the learner. Professional reasoning and a persistent sense of curiosity optimize patient outcomes and advance nursing knowledge and practice. The nursing curriculum structures leveled learning experiences regarding ordered, persistent thinking through the skills of gathering evidence, critical thinking/reflecting, and clinical judgment/reasoning with the goal of using clinical imagination to create innovative solutions (Benner et al, 2010, pp. 84-86)

Relational Practice—We believe nursing is integrally involved in transformative work that centers around conscious relationships with others. Building on a faith-based liberal arts foundation, the nursing curriculum provides leveled learning opportunities regarding relational practice through the development of communication skills, mutuality, teamwork and collaboration (IOM, 2011).

Professional Practice—Professional practice is demonstrated through the various roles of a professional nurse. Formation of the professional role is at the heart of educating nurses (Benner et al, 2010, pp. 86-87). The nursing curriculum provides leveled learning experiences regarding the formation of professional practice through opportunities to be provider, coordinator, designer, and leader of health care.

Health Focus—Professional nursing practice centers around the health promotion of varied populations. The curriculum provides leveled learning opportunities regarding the focus of health care beginning with individuals/self, moving to families, communities and systems (AACN, 2014).

The development of professional and relational practice based on ordered thinking infused with a spirit of inquiry prepares learners to integrate faith, ethics and social justice in their professional roles, to seek quality and safety in delivered care, and to promote health for diverse populations in each level as they progress through the program. Diversity can be defined as being composed of differing elements (Diversity, 2018). This diversity should attract both students and faculty from a variety of backgrounds to create a multicultural community of learners. It should assist to develop skills which facilitate the care of a range of individuals, families, communities and systems. These values are central to both OBU and to nursing’s professional standards which are found in the American Association of Colleges of Nursing’s Essentials of Baccalaureate Education (AACN, 2008), the Institute of Medicine’s Future of Nursing report
(IOM, 2011), Quality and Safety Education for Nurses (http://qsen.org/, 2016) and AACN’s Public Health: Recommended competencies (AACN, 2014).

OBU offers programs which allow further educational development for nurses holding a practical nursing license and a registered nursing license earned in an associate degree program. These degrees provide the same opportunities to refine one’s professional, relational, health-focused practice with excellence and a basis in Christian faith. The College expands the professional nursing role in the Master of Nursing program with advanced degrees in nursing education and global nursing.

In addition to a curriculum that is clearly structured, we believe optimal learning takes place in an interactive, reflective environment with the guidance of expert faculty (Benner et al, 2010, pp. 82-84). Starting with professionals who are committed to Christian higher education, nursing education at OBU facilitates a transformative process to which learner, teacher and recipient of care all contribute and benefit.

References


Student Outcomes

A graduate from OBU will:

- Demonstrate proficiency in an academic or professional discipline in a liberal arts context and engage in the process of academic discovery as a life-long learner.

- Think critically and creatively about complex problems in order to develop, communicate, implement and evaluate innovative solutions.

- Integrate Christian faith and worldview in broad and discipline-specific contexts in a diverse world by analyzing, evaluating, and engaging in issues of local, regional, national, and global importance.

Upon completion of the BSN program, students will:

- Apply clinical judgment/reasoning to diverse populations, providing safe, quality, health-focused care based on current evidence.

- Work in collaboration with individuals, families, communities, and professional colleagues as a provider and leader in health care delivery.
• Exercise stewardship in the management of fiscal and human resources, engagement in civic and regulatory processes, and competence in management of information and technology.

• Integrate faith consistent with a Christian worldview into professional practice, demonstrating ethical integrity, accountability, and a commitment to respect and compassion for all.

• Demonstrate commitment to life-long learning and professional growth.

Upon completion of the MSN program, graduates will be expected to:

• Demonstrate an advanced understanding of the physical and social sciences by recognizing health care issues and designing culturally sensitive change for improved health outcomes.

• Provide collaborative leadership within systems and interprofessional groups, measuring and evaluating outcomes for continuous quality improvement, maximizing use of information and technology, and applying evidence-based practice to improve care delivery.

• Provide leadership in policy development and advocacy regarding clinical prevention and population health issues.

• Integrate faith consistent with a Christian worldview into professional practice, demonstrating ethical integrity, accountability, and a commitment to respect and compassion for all.
Section II: General Student Information
Admission to LPN-BSN

See Oklahoma Baptist University College of Nursing website for program requirements: http://www.okbu.edu/nursing/lpn-bsn.html

Admission to RN Option

See Oklahoma Baptist University Academic Catalog for RN Option program requirements. Requirements can also be found on the OBU CoN website: http://www.okbu.edu/graduate/nursing/rn-to-msn/admission-requirements.html.
Admission to Upper Division Nursing Courses

After being accepted into the University and having completed or currently enrolled in NURS 2213, the student may apply for enrollment in the upper division nursing courses. An application for admission may be obtained from the College of Nursing website.

Each applicant is considered by a committee composed of faculty from the College of Nursing. Admission to and continuation in the nursing program requires a professional review by the faculty. Criteria for admission to and progression in the Nursing Area of Concentration courses are outlined below. These criteria must be met prior to enrollment in junior level nursing courses.

Prior to the first day of class in NURS 3294 (due date designated by College of Nursing), student must provide certification of the following:

- Immunizations/Titors
  - Measles
  - Mumps
  - Rubella
  - Varicella (Chicken Pox)
  - Hepatitis B
  - Tetanus, Diphtheria & Pertussis (Tdap)
  - Influenza
- TB Testing (PPD, Tspot)
- CPR Certification
- Health Insurance
- Background Check
- Drug Screen
- Confidentiality Statement
- Student Handbook and Theory Course Exam Policy Signature Page
- NESA Mandatory Education

For more detailed information, see the Clinical Practicum Requirements Policy in the OBU College of Nursing Student Handbook.

Criteria for Conditional Admission in Upper Division Nursing Courses

The following criteria must be met for conditional admission into the nursing program:

- Complete online application and pay application fee
- Earn a minimum 2.8 Cumulative GPA
- For the courses listed below, the following applies:

<table>
<thead>
<tr>
<th>CHEM 1124 or CHEM 1054/1056</th>
<th>MATH 1163</th>
<th>NURS 1101</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2354</td>
<td>MATH 2003</td>
<td>NURS 2013</td>
</tr>
<tr>
<td>BIOL 2364</td>
<td>SOCI 1223</td>
<td>NURS 2213</td>
</tr>
<tr>
<td>BIOL 3274</td>
<td>PSYC 1223</td>
<td></td>
</tr>
</tbody>
</table>
A student must complete the courses with a minimum grade of “C”.
- A student may repeat any one course only one time.
- A student cannot repeat more than two of any of the courses listed above. If a student must repeat more than two of the courses at any institution to achieve a grade of “C”, they will not be able to apply for admission to the OBU College of Nursing.
- Achieve a minimum average of 70% on nursing course exams except NURS 1101.
- Completion of all Clinical Practicum Requirements.
- If a student has attended any previous nursing programs previously, s/he must submit a letter from the Dean/Director stating that the student was in good academic standing. This must accompany the application.

The following criteria must be met for full admission into the nursing program:

- Upon admission to the upper division nursing program, the applicant may have a maximum of 9 non-nursing credit hours to complete (not including those in the degree plan for the junior year). The outstanding 9 credit hours cannot include courses required for admission to the College of Nursing. The student must have these outstanding credits completed by the start of the Senior I semester to continue progression into the senior year of the program.
- Completion of all conditional requirements
- For courses taken during the summer session at another college or university, all official transcripts must be in the Academic Center no later than August 15th, or the student will not be considered for admission.

General Criteria for Progression in Area of Concentration Courses
Once a student has been admitted to the College of Nursing, the following progression criteria must be met to remain in the program:

- A student must achieve at least a C in all Nursing Area of Concentration courses.
- A student is limited in the numbers of pre-requisite, supportive, and Nursing Area of Concentration courses that can be repeated. (See list of pre-requisite and supportive courses in Admission Criteria.) If a student is unsuccessful in a third course which has been taken at any institution, at the time of the third failure, they will not be able to continue working toward a Bachelor of Science degree in Nursing at OBU.
- A student may repeat any course only once.
- A student must achieve a 95% score on a Dosage Calculation Exam each semester.
- A student must achieve a minimum average of 70% on exams in all nursing courses except NURS 1101.
- Maintain current Clinical Practicum Requirements.

Section 504 Statement
Pursuant to Section 504 of the Vocational Rehabilitation Act of 1973, any student who has a documented disability (or would like to pursue documenting a disability) should contact the Student Services Center as soon as possible to discuss potential accommodations. Identification is the responsibility of the student.

In order to be admitted or retained in the program after admission, all applicants will possess:

- Sufficient visual acuity, such as is needed in accurate preparation and administration of medications, and for the observation necessary for client assessment and nursing care.
- Sufficient olfactory acuity to detect the presence of unusual odors, such as a wound infection.
• Sufficient auditory perception to receive verbal communication from clients and members of the health care team, and to assess health needs of people through the use of monitoring devices such as stethoscopes, IV infusion pumps, fire alarms, and other monitors which emit audible signals.
• Sufficient gross and fine motor coordination to respond promptly and to implement the skills required in meeting the safety needs of a client. These include, but are not limited to, the manipulation of equipment, performance of CPR, assisting a client with daily hygiene, positioning and ambulating clients, and administration of medications.
• Sufficient communication and language skills (speech, comprehension, reading, and writing) to communicate effectively with clients, families, and members of the health care team, as may be necessary in the client’s interest and safety.
• Sufficient intellectual functioning and emotional stability to plan and implement care for clients.
• Ability to manage personal health status.

Students who have a need for services due to disabilities, please contact the Director of Student Services. Students will also need to notify the College of Nursing faculty in writing that a disability exists at the time of admission to the upper division nursing courses or if a disability occurs during enrollment in the nursing program. Documentation from a qualified professional will be requested to validate the student’s ability to provide safe nursing care. Continuation in the nursing program will be based on the student’s ability to provide safe nursing care to clients.

Degree Completion

In addition to OBU graduation requirements, a nursing student cannot receive a final transcript unless they have achieved a level II on all Assessment Technology Institute (ATI) Mastery Exams required by the College of Nursing. If a level II is not achieved on any one exam after a second attempt, the student is required to provide proof of an NCLEX review course. Upon validation of achievement of level II on all ATI Mastery exams or certificate of completion of NCLEX review course, the final transcript will be released.
Dismissal

See Oklahoma Baptist University Academic Catalog for Academic Probation, Suspension, and Withdrawal Procedures.

https://www.okbu.edu/catalog/index.html

Categories of penalties:

- Disciplinary reprimand – an official statement to the student advising him/her that a violation has occurred.
- Disciplinary probation – this condition encumbers the student’s good standing in the university for a stated period of time. Penalties can include, but are not limited to, the loss of university-administered financial aid...; restriction from participation in university-sponsored groups...; and restriction from holding office in university-sponsored organizations.
- Disciplinary suspension – for a fixed period of time the student may not remain on nor visit the campus to participate in any academic or other activity. A student who has been suspended for disciplinary reasons must petition for readmission at the conclusion of the suspension.
- Disciplinary expulsion – the student is denied the right to participate in any academic or other activity of the university for an unspecified period of time. Only under the most unusual circumstances will a dismissed student be readmitted to the university (Green Book: https://www.okbu.edu/student-life/handbook.html).

Nursing students are subject to the same discipline as other university students for the violation of university standards. Students who are unable to meet the minimum standards specified in the College of Nursing’s Admission and Progression Criteria are not permitted to continue in the nursing program. Moreover, students may be required to withdraw from nursing courses, regardless of academic standing, for any of the following reasons in addition to others enumerated in the Handbook:

- Demonstrated lack of ability for nursing
- Unsafe nursing care
- Physical or emotional condition of a nature that limits or potentially limits the student’s ability to provide safe nursing care
- Excessive absences
- Violation of the professional behavior expectations
- Violation(s) of the American Nurses Association Code of Ethics
- Demonstrated dishonesty of any form
- Breach of the confidentiality of client information
- Violation of the college’s policy for home visits
- Use of test banks specific to any textbook or any faculty-constructed exams is cheating and subject to OBU Academic Dishonesty Policy. Disciplinary action can result in failure of the course and up to dismissal from the program.
Estimated Fees and Expenses for Nursing Students

Please see the following link for an estimate of fees and expenses for nursing students:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform</td>
<td>Approx. $100</td>
</tr>
<tr>
<td>Disposable materials cost</td>
<td>Included in lab fee</td>
</tr>
<tr>
<td>Equipment</td>
<td>Included in lab fee</td>
</tr>
<tr>
<td>SNA dues</td>
<td>$30</td>
</tr>
<tr>
<td>NSNA dues</td>
<td>$70</td>
</tr>
<tr>
<td>ONSA State Convention registration fee (every October)</td>
<td>$100*</td>
</tr>
<tr>
<td>Nurses Day at the Capitol (February, senior year)</td>
<td>$50</td>
</tr>
<tr>
<td>ATI testing fee (divided between 4 semesters)</td>
<td>$665</td>
</tr>
<tr>
<td>Background check (upon admission and as required by clinical agency)</td>
<td>$44.75</td>
</tr>
<tr>
<td>Drug screen (upon admission, for cause)</td>
<td>$38</td>
</tr>
<tr>
<td>CastleBranch (tracks immunizations, health insurance, and other required records)</td>
<td>$30</td>
</tr>
<tr>
<td>Liability insurance (annually)</td>
<td>$15</td>
</tr>
<tr>
<td>CPR certification (every 2 years)</td>
<td>$60</td>
</tr>
</tbody>
</table>

**Health Requirements**

- TB skin test (every year)                                           Varies
- MMR immunization x2                                                 Varies
- Hepatitis B vaccine (3-shot series)                                  Varies
- Health insurance                                                    Varies
- Varicella (2-shot series)                                            Varies
- Clinical transportation                                             Varies
- Senior photo                                                        $15
- Nursing pin                                                         $52 to $367 depending upon selection
- Graduation fees                                                     $50
- NCLEX testing fee (post-graduation expense)                         $200
- Licensure application (post-graduation expense)                     >$100 (may vary by state)

*based on course expectations

Amounts subject to change based on vendors

**Faculty Office Hours**

Faculty should post at least five office hours per week. This should be visible outside each faculty member’s office. Students should email the professor to sign up for a specific appointment time. For additional information, see https://www.okbu.edu/documents/handbooks/faculty-handbook.pdf.
Grievance/Complaint Procedure

The Student Complaint and Grievance Policy does not supersede specific policies involving special cases such as academic integrity and grade appeals, Title IX, sexual harassment, and due process within discipline procedures/hearings. Those special cases have specific policies and procedures that are outlined separately. A student who is unsure of which policies or procedures should be followed may discuss the matter with the Dean of Students, Director of Human Resources, or the Title IX coordinator.

University policies provide the opportunity for students to file informal concerns or complaints, or formal grievances concerning any member of the University community while acting in an official capacity (e.g. faculty member, administrator, staff member). Information regarding procedures may be obtained from the Academic Center and/or the Office of Student Development.

Following the investigation, evaluation, and resolution of the formal grievance, the student and the University department/college will receive a written report of the outcome of the dispute. If the student’s concern is not resolved at the formal grievance level, then the student is able to submit a final formal written grievance to the President by following the procedures outlined below.

This policy and form may be accessed via the Oklahoma Baptist University website.

https://www.okbu.edu/student-life/student-grievance-policy.html

Any complaint or grievance regarding the College of Nursing should be logged into the Grievance/Complaint Log located in College of Nursing.

Progression Criteria

See Oklahoma Baptist University College of Nursing website for full progression criteria.

https://www.okbu.edu/nursing/progression-criteria.html

Once a student has been admitted to the College of Nursing, the following progression criteria must be met to remain in the program:

- Student must achieve at least a C in all nursing area of concentration courses.
- A student is limited in the numbers of pre-requisite, supportive, and nursing area of concentration courses that can be repeated. (See list of pre-requisite and supportive courses in Admission Criteria.) If a student is unsuccessful in a third pre-requisite, supportive, or nursing area of concentration course which has been taken at any institution, at the time of the third failure, s/he will not be able to continue working toward a Bachelor of Science in Nursing degree at OBU.
- A student may repeat a course only once.
- Achieve a 95% score on a Mathematics Dosage Calculation exam each semester.
- Achieve a minimum average of 70% on exams in all nursing courses except NURS 1101.
- Maintain current Clinical Practicum Requirements.
- If a Junior I student is unsuccessful in any of the following courses:
  - NURS 3011 – Assessment
  - NURS 3171 – Pharmacology I
s/he may enroll in the following courses at the Junior II level:

- NURS 3093 – Practicum: Mental Health Care
- NURS 3182 – Pharmacology II
- NURS 3233 – Psychopathology
- NURS 3302 – Nursing Research

Readmission

Students who are not continuously enrolled at OBU for one or more semesters are required to make application for readmission to the University. This process involves completion of an application form and payment of the designated fee.

The student under academic suspension "normally may apply to the Provost. Reinstatement of the student is not automatic but depends on the quality of evidence submitted to the Provost to justify belief that normal progress may be made toward satisfaction of degree requirements. Reinstated students must pass all courses attempted for each succeeding semester or a second suspension will result" (Academic Catalog, https://www.okbu.edu/catalog/index.html).

Students who withdraw from the upper division nursing courses because of academic, personal, economic, or other reasons are required to re-apply and be re-accepted to the College of Nursing. In considering these requests, the nursing faculty and dean evaluates the previous academic record of the student, reasons for withdrawal, and the student's rationale for requesting reentry. Admission is not guaranteed and eligible students are readmitted based on meeting admission requirements and space available.

Reference Request

Students requesting a reference letter from faculty should complete a Reference Request Form located on the College of Nursing website.


The form should include the nature of the information to be communicated to the appropriate agency in order for faculty to speak to pertinent issues. It is the policy of the College of Nursing to mail all references directly to the person indicated at the agency. The nursing staff will date the completed form when it is submitted to the nursing office. A minimum of five (5) days will be expected for the faculty to complete the requested reference. ALL information on form is required to be completed before the faculty will write the requested reference.

Withdrawal

To earn a Bachelor of Science in Nursing, a student must achieve at least a C in all area of concentration courses.
If a student withdraws from any nursing course(s) and is not in good standing, any “W” will be counted as a failure; each withdrawal counts as one failure.

If a “D”, “F”, or “W” is earned on the second attempt in any of the area of concentration courses, the student will be required to withdraw from the College of Nursing.

If there is a break in enrollment in the College of Nursing or the student takes a leave of absence, the student must re-apply and be re-accepted to the College of Nursing to continue working toward the nursing degree.

All policies in place at the time of re-admission apply to the student.
Section III: Professionalism and Communication
Background Checks

A background check is required upon admission and updated based on agency requirements. Results of the background check are reported to the College of Nursing and any healthcare facility in which the student is placed as part of their clinical education. An unsatisfactory background check:

- May result in denial of final admission to the nursing program.
- May restrict the entrance of a student to healthcare facilities based on these results. Facilities will be able to view the results of the background check on students scheduled for clinical practicums.
- May impede or halt the student’s progression in the nursing program.
- May result in the student being moved to another clinical site or asked to withdraw from the course if other sites are not available.

Confidentiality of Client Information

Students and faculty in the College of Nursing will have access to information which is confidential. The sources of this data will include, but not be limited to, clients, families, nursing staff, other health professionals, other caregivers, peers, faculty, and clinical agencies. The confidentiality of this information must be maintained at all times. Discussion of confidential material outside of the classroom or clinical setting, and posting on any electronic social media outlet is prohibited. Furthermore, the privacy of the sources of confidential information must be protected in the written assignments completed by nursing students as a part of their clinical practicums. These written assignments should not contain the names of any clients, families, nursing staff, other health professionals, other caregivers, peers, faculty, or clinical agencies.

The student’s failure to maintain the confidentiality of information is subject to review by the nursing faculty. Furthermore, this behavior is identified as unprofessional conduct by the Oklahoma Nurse Practice Act and violation of confidentiality is subject to prosecution under Oklahoma Law.

Nursing students are required to sign a Statement of Confidentiality to be kept in their College of Nursing files. Students may be required to sign additional confidentiality statements for other clinical agencies. Please see the following link for the confidentiality statement to be signed and submitted.

Dress Code

The purpose of the dress code for the College of Nursing is to promote a professional appearance. When acting in the capacity of nursing students and potential members of the nursing profession, students are to be dressed and groomed in a manner which will enhance client confidence as well as respect from nursing colleagues and other health professionals. Furthermore, student attire will comply with safety standards and facilitate job performance.

Personal Grooming

- Hair will be clean and worn in a manner that does not cause the client or family to focus on the appearance rather than the competence of the nurse. Extremes in hair color should be avoided. Hair must not interfere with performance or infringe on sanitary conditions. For example, hair must not fall forward into the face, on the work area, or on the patient.
- Scarves, ribbons, or large ornaments must not be worn in the hair.
- Moustaches, beards, and sideburns must be closely and neatly trimmed. Moustaches must not be below the corners of the mouth. There will be no developing beards or moustaches.
- Makeup must be conservative.
- Clear/natural nail color may be worn as long as the nails are polished and well-groomed. The length of the nail must not interfere with the care or safety of the client. Artificial or gel nails will NOT be allowed during the clinical experience.
- Perfumes, colognes, or scented lotions must not be worn.
- The student should regularly bathe and use deodorant.
- Chewing gum is not permitted in any clinical practicum.
- Body art and/or tattoos may not be visible when the student is in uniform. Students will be required to cover visible tattoos during clinical practicum.

Uniforms

1. Uniforms must be neat and clean. The official uniform will consist of a green top and green scrub pants. The scrub pants should be non-transparent material. By the second semester of the junior year, students are expected to have a white lab coat of moderate length.
2. If a student chooses to wear a shirt under the green top, it must be a solid black, white, or gray short-sleeved or long sleeve shirt of a moderate weight fabric. High quality tee shirts are acceptable. No design or insignia should be visible.
3. Scrub pants must be an appropriate length.
4. College of Nursing patches must be worn on the left sleeve of the lab coat, two inches below the shoulder seam. The College of Nursing name tag must be worn in every clinical setting.
5. Articles of clothing, such as scrub suits, provided by the institution for specific clinical settings must be worn only in that clinical agency.
6. The following are unacceptable attire: halter tops, crop tops, form fitting tops, sweaters with beads or sequins, sheer tops or blouses, sleeveless tops or dresses (without jackets), long skirts or dresses (longer than mid-calf), short skirts or dresses (above the knee), shorts, sports attire (sweat shirts or sweat pants), capri pants, heavy denim clothing or designer jeans, leggings, jump suits, jumpers, overalls, thin knits, T-shirts.
Clothing for Clinical Experiences Outside of Hospital or Nursing Home
When clinical experiences allow for wearing clothing other than uniforms, the clothing must be appropriate for business dress. The color and style of the clothing should not cause the client or family to focus on the appearance rather than the competence of the nurse. Denim clothing and sports attire of any kind are not permitted. In addition, items 5 and 6 in the Uniform Section and all personal grooming items apply.

Footwear
Footwear should contribute to a professional appearance. Sturdy, comfortable shoes with non-skid soles are required and should be clean. For any clinical setting, shoes should have a closed heel and toe. Shoes must contain only black, gray, or white coloring without distracting patterns. Sling-backs and high top tennis shoes are not acceptable. Shoestrings must be clean and of the same color as the shoe or white.

Jewelry
The use of jewelry must be kept to a minimum. Jewelry which is acceptable includes: a watch; one or two professional pins; a finger ring when it will not interfere with work performance or safety. One pair of small earrings which are contained on the earlobe are acceptable; hoops, dangling earrings, and other body ornamentation are not acceptable.

Consequences of Failure to Follow Dress Code
Students who do not adhere to the published dress code will not be allowed to attend advanced skills lab, health assessment, simulation lab, or practicum and a Counseling Record will be completed. An unexcused absence will be recorded and the clinical grade penalized according to the College of Nursing attendance policy.

Exceptions to the Dress Code
When religious or cultural practices require a change in the dress code, the student may petition the faculty for an exception to the policies with final approval from the Dean. This request must be presented in writing prior to the beginning of the semester. The specific religious beliefs or cultural practices must be cited.

Drug Screens
Drug screens will be required upon admission and can be requested for cause while enrolled in the program. Drug screens will be updated based on agency requirements. Students with positive drug screens will be prohibited from going to clinical agencies and dismissed from the program.
Professional Behavior, Code of Ethics

Professional behaviors include the personal attributes and conduct expected of the individual engaged in the practice of nursing. Courteous behavior is expected in the classroom and clinical settings. Students are expected to demonstrate responsibility for their personal and professional learning and to practice assuming responsibility for their own behavior in every setting, especially in the clinical setting. The College of Nursing is responsible to respond and investigate any unethical behavior involving but not limited to the abuse of any substance by a student while enrolled (this includes semesters as well as periods between semesters) in the College of Nursing.

The College of Nursing upholds the highest ethical standards and as such is obligated to develop nursing students into professional nurses capable of providing culturally competent care based on mutually respectful interactions. Students are expected to provide client privacy, confidentiality, and safety, while accepting individual accountability.

Professional conduct includes but is not limited to the following:

- Provides 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 the health problems.
- Safeguards the client’s right to privacy, assumes responsibility and accountability for individual nursing judgements and actions.
- Demonstrates competence and acts to safeguard the client and the public when health care and safety are affected by incompetent, unethical, or illegal practice of any person.
- Exercises informed judgement based on the level of education.
- Demonstrates caring and concern for the client.
- Participates in the professional efforts to educate the client about self-care and the public about the role of nursing.
- Interacts with others in a respectful manner.
- Collaborates with members of the health professions and other citizens in promoting efforts to meet the health needs of the public.
- Follows the Ten Core Rules of Netiquette in online environment as outlined at http://www.albion.com/netiquette/corerules.html

Unprofessional conduct includes failure to adhere to the applicable standard of care and a pattern of practice or other behaviors which demonstrate incapacity or incompetence to practice as a nursing student. Failure to uphold the Code of Ethics will result in disciplinary action which includes counseling and possible dismissal from the nursing program. Unprofessional conduct includes but is not limited to:

- Performing acts beyond the authorized scope of the level of nursing
- Assuming responsibilities without adequate preparation
- Failing to take appropriate action or to follow policies and procedures
- Inaccurately recording, falsifying, or altering a patient’s record or agency record
- Physical or verbal abuse
- Violation of confidentiality
- Diversion of drugs, supplies, or property of patients or agencies
• Commission of a felony
• Abuse of alcohol or other habit-forming drugs
• Mental or physical incompetence
• Violation of agency policies or professional standards
• Failure to follow appropriate rules of Netiquette
  (http://www.albion.com/netiquette/corerules.html)

At the discretion of the faculty, any student who violates professional conduct is subject to the following consequences:

• Verbal warning with re-direction
• Written warning with re-direction
• Dismissal from clinical/classroom for unprofessional behavior
• Recommendation for dismissal from the program

Student Communication

Students are expected to notify the College of Nursing office and the Academic Center of a change in name, home address, campus address, or telephone number.

Student Mailboxes
A campus post office is located in the Geiger Center (Student Center). Students who live on campus receive their letters and packages at that location. Students who live off campus must make arrangements to have mail delivered to the place of residence.

E-Mail Communication
Students are responsible for checking their campus e-mail for class assignments and other announcements from the College of Nursing. All communication will be sent to the student’s OBU campus e-mail address. This will be the primary method of communication with students. Emails should be checked daily, between semesters and during the summer for any College of Nursing announcements or request for information.

Telephone Calls
The telephones in the College of Nursing are used to conduct the business of the nursing program. The secretary’s telephone is not to be used by students without explicit permission. The College of Nursing telephone number (405-585-4450) may be provided to family members to be used in the event of an emergency only.

Telecommunication
Students are to have all cell phones on silent and or vibrate when in the classroom or clinical setting. If noises from cell phones are disruptive to the classroom environment or in the clinical setting, the faculty may request either that the student not bring cell phones into the classroom or that the student leave the classroom. Students are not to talk on cell phones during class or during clinical. Cell phones are to be turned off and put away during any exam. Students are not permitted to take pictures of patients or in an area in the clinical setting or classroom setting.
Substance Use

Statement of Philosophy
The College of Nursing supports the University policy prohibiting possession and or distribution of alcohol and illicit drugs by students, employees, and others on University premises or in connection with any University activity. Further, the University may discipline a student for the violation of alcohol or drug laws wherever that violation occurs. Because marijuana is an illegal drug under federal law, it is considered an illicit drug, both at OBU and at all related clinical agencies.

The nursing faculty at Oklahoma Baptist University believes they have an ethical and professional responsibility to provide a safe teaching and learning environment for students. Nursing faculty also have an obligation to insure the safety of clients who receive nursing care from OBU nursing students.

Indications of Possible Substance Abuse
Manifestations of substance abuse are variable. However, the following categories may be indications of this problem:

Physiologic:

- Slurred or rapid speech
- Trembling hands; persistent rhinorrhea
- Altered pupil dilation
- Flushed face
- Red eyes
- Swollen face
- Odor or scent of chemical or substance
- Unsteady gait
- Declining health

Behavioral:

- Excessive absenteeism and/or marked changes in class attendance
- Changes in punctuality
- Late assignments with elaborate excuses for not meeting deadlines
- Reduced attentiveness in classroom and/or clinical setting
- Isolation or withdrawal from peers and faculty
- Unsafe clinical performance resulting in placing clients at risk
- Errors in decision-making in clinical settings
- Leaving clinical area frequently
- Illogical or sloppy charting
- Decreasing classroom and/or clinical productivity
- Changes in mental status: forgetfulness, confusion, decreased alertness, extreme mood swings, and irritability
- Inappropriate responses
- Dishonesty
- Changes in personal appearance such as an unkempt appearance
• Memory loss

Process for Addressing Suspected Substance Abuse
When a nursing faculty member observes characteristics of substance abuse by a nursing student in the clinical (simulation lab, skills lab) or classroom setting, the student will be:

• Removed to a private area where the faculty will talk with the student concerning these observations.
• Given an opportunity to respond to the faculty’s observations.

If this incident occurs within a clinical setting:

• The student will be relieved immediately of further clinical responsibilities for that day.
• The student will be required to provide a for-cause urine drug screen at their expense within two hours of the incident. If time exceeds two hours, the drug screen will be considered a positive.
• If an off-site testing location is required, the student may not transport themselves to the testing site.
• If possible, the drug testing will be performed at the clinical facility. If not, the student will be transported to a designated Drug/Alcohol Testing Provider location by a designee of the Dean of the College of Nursing, who shall wait with the student until urine drug screening is completed.
• Designee will transport student back to the location from which the student was transported.

Notification of Use of Prescribed and/or Over-the-Counter Medication
The student must notify the College of Nursing clinical faculty, course coordinator, and/or advisor whenever he/she is taking a prescribed or over-the-counter drug that the student has been advised will, or based on the drug profile, is likely to, impair job performance (e.g., drowsiness, diminished ability to focus).

The notification should occur prior to attending clinical rotation at any site. The student will be assessed by faculty to determine if they are safe to enter the clinical site.

Unsafe Nursing Care
Unsafe nursing care can lead to probation or dismissal from the nursing program. Unsafe nursing care is behavior that is a risk to the health and safety of the client and/or other nursing staff. Students displaying any of the behaviors outlined below may be removed from the clinical setting by the faculty.

Unsafe nursing care includes, but is not limited to the following:

• Failure to recognize negative self-attitudes and their effect on others
• Failure to carry out manipulative or communicative nursing skills safely
• Engaging in activities which do not fall within the realm of nursing practice
• Engaging in activities for which the student is not prepared
• Performing acts beyond authorized level of education
• Failure to use the nursing process
• Lying or deliberately giving inaccurate information
• Failure to communicate effectively
• Failure to anticipate, identify, or meet clients’ needs
• Failure to possess and exercise on behalf of the client the knowledge and skills ordinarily possessed and exercised by a reasonable and prudent nurse in similar circumstances (malpractice)
• Failure to do what a reasonable person with comparable education would do, or doing what a reasonable person would not do (negligence). Examples of negligence are abandonment, sleeping on the job, failure to provide appropriate nursing care, leaving side-rails down, leaving a client unattended.
• Engaging in care for a client while the student’s physical, mental, or emotional condition is altered is a threat to others. For example: communicable disease, drug use, emotional disorder, physical conditions that interfere with decision-making.
• Failure to arrive in clinical setting prepared and knowledgeable of the content necessary to successfully provide care to the assigned patients
Section IV: Attendance, Classrooms, Clinicals, Testing
Academic Honesty

The Green Book defines academic dishonesty as "cheating, plagiarism, giving assistance on an examination or paper when expressly forbidden by the instructor and any other practices which demonstrate a lack of academic integrity. Cheating occurs any time a student uses deception in order to avoid fulfilling the specific requirements of an assignment or course and/or in order to receive a higher grade than he/she might otherwise receive. Plagiarism occurs when a student appropriates passages or ideas from someone else's writing into his/her own without providing proper documentation and/or without using quotation marks to indicate when he/she is directly quoting from a source. It is the responsibility of the student to know and to adhere to principles of academic honesty." (Green Book, https://www.okbu.edu/student-life/documents/student-handbook.pdf).

In addition to the standards specified by the University, nursing students must adhere to their Code of Ethics Policy and are expected to be accurate in recording information in client records to maintain integrity in their clinical practice.

Alternative Assignment Policy

In the event that the learning management system is down, students may submit assignments via faculty email to meet the assigned deadline. In the event that the student's email system is also down, a 24-hours extension will be given to the student by the faculty to complete the submission.

ATI Incentive Policy

For courses with an associated ATI Proctored Assessment, the assessment is worth 5% of the overall course grade. Each student will have one attempt to meet the benchmark of a Level 2 or Level 3. If the benchmark is met, the student will receive credit for the full five percentage points. If the student does not achieve a Level 2 or 3, no percentage points will be earned.

Chapel Attendance

The University policy concerning chapel attendance requirements is followed by the College of Nursing. This policy is listed in the Green Book (https://www.okbu.edu/student-life/documents/student-handbook.pdf). From time to time, it is necessary to schedule a clinical experience during chapel. However, the nursing faculty will not request chapel excuses for clinical experiences.

Clinical Absence and Make-Up

The College of Nursing follows the absence policy of the University located in the Green Book at https://www.okbu.edu/student-life/documents/student-handbook.pdf. However, there could be additional course-specific attendance requirements and consequences if not met.

If a student is unable to attend clinical and/or laboratory, the student is required to notify the appropriate nursing faculty and/or the nursing unit to which the student is assigned. Except in the case of a life-threatening emergency, this notification must occur prior to the beginning of the clinical time. The contact should be reported by the student and not by another person, such as a classmate, spouse, or parent. Since there is little opportunity to reschedule clinical experiences, for every 1.5 hours of clinical or laboratory missed by the student, 1% will be deducted from the student’s final course grade.
In the event of illness (with attestation as mentioned in the Green Book), death of immediate family member, or participation in University-sponsored activities, the student may be given the opportunity to redeem lost points with an alternative clinical/laboratory experience. The student may choose to forfeit the points, unless the faculty in the clinical and/or laboratory course needs additional time to adequately assess whether the student has satisfactorily achieved the course outcomes. In that case, the student would be required to participate in the alternative clinical/laboratory learning experience. The time required and assignments to complete would be commensurate with the learning activities which were missed.

Clinical Practicum Requirements

Documentation of requirements must be submitted to the College of Nursing by the designated due date. Students and faculty are required to keep a copy of their own personal health documents. Late submission of immunizations/titers, PPD testing, CPR, background checks, drug screens, or mandatory training will result in a student not being able to attend clinical. A copy of documentation of clinical requirements should be uploaded to CastleBranch Document Manager by the student and faculty. All questions regarding clinical requirements should be referred to the Team Leader. The documents are maintained in the CastleBranch Document Manager.

Additional requirements may be established by specific agencies. Students and faculty are required to meet the health policies of the clinical facility. The College of Nursing Clinical Contract states that the agency reserves the right to restrict students from practice in that facility when the safety of clients is in jeopardy.

<table>
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<tr>
<th>Requirement Name</th>
<th>Requirement Description</th>
<th>Due Date</th>
<th>Reporting Criteria</th>
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</thead>
<tbody>
<tr>
<td>Measles</td>
<td>Please provide documentation of 2 vaccinations for Measles. A positive antibody titer for Measles (lab report required) will be accepted if there is no record of vaccination. If your titer is negative or equivocal, new alerts will be created for you to receive the vaccination series.</td>
<td>12/31</td>
<td>Administered Date Vaccine #1 Administered Date Vaccine #2 Enter Interpretation Enter Results</td>
</tr>
<tr>
<td>Mumps</td>
<td>Please provide documentation of 2 vaccinations for Mumps. A positive antibody titer for Mumps (lab report required) will be accepted if there is no record of vaccination. If your titer is negative or equivocal, new alerts will be created for you to receive the vaccination series.</td>
<td>12/31</td>
<td>Administered Date Vaccine #1 Administered Date Vaccine #2 Enter Interpretation Enter Results</td>
</tr>
<tr>
<td>Disease</td>
<td>Requirement</td>
<td>Administered Date</td>
<td>Vaccine #1</td>
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<tr>
<td>Rubella</td>
<td>Please provide documentation of 2 vaccinations for Rubella. A positive antibody titer for Rubella (lab report required) will be accepted if there is no record of vaccination. If your titer is negative or equivocal, new alerts will be created for you to receive the vaccination series.</td>
<td>12/31</td>
<td>Administered Date</td>
</tr>
<tr>
<td>Varicella (Chicken Pox)</td>
<td>One of the following is required: 2 vaccinations OR Positive antibody titer (lab report required) OR A written verification of disease by a physician or a physician's designee. If your titer is negative or equivocal, new alerts will be created for you to receive the vaccination series.</td>
<td>12/31</td>
<td>Administered Date</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>One of the following is required: 3 vaccination series OR 2 vaccination series (Twinrix) OR positive antibody titer (lab report required). If your titer is negative or equivocal, new alerts will be created for you to receive the vaccination series.</td>
<td>12/31</td>
<td>Administered Date</td>
</tr>
</tbody>
</table>
| **Tuberculous (PPD or T-spot)** | One of the following is required:  
T-spot blood test  
OR  
PPD by one of the following methods:  
2-step TB skin test (Second test is to be applied 1 to 3 weeks after reading of the first.) OR  
Past 2-step test plus one subsequent annual OR  
Past 2 annuals showing no more than 365 days between.  
If positive skin test results, provide a clear chest x-ray.  
The renewal will be set at 1 year for negative skin tests and 5 years for chest x-rays.  
For annual renewal:  
1-step TB skin test OR  
for those with chest x-rays, a completed TB Symptom Questionnaire from a healthcare provider.  
The annual test (both injection and reading) can be completed only within the following dates: June 1 to July 31 OR December 15 to January 10 AND must be 365 days or less from a previous test.  
When it has been 5 years since the last chest x-ray, a new chest x-ray is required. | June, July, or December | Enter Interpretation Enter Results Renewal Alert Trigger Renewal Date Step #1 Administered Date  
Step #2 Administered Date |
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<tbody>
<tr>
<td><strong>Tetanus, Diphtheria, &amp; Pertussis (Tdap)</strong></td>
<td>Documentation of a Tdap booster within the past 10 years. The renewal date will be set for 10 years from the administered date of the booster.</td>
<td>12/31</td>
<td>Administered Date Renewal Alert Trigger Renewal Date</td>
</tr>
<tr>
<td><strong>CPR Certification</strong></td>
<td>CPR Certification must be the American Heart Association Basic Life Support for Healthcare Professional course. No other CPR is acceptable. CPR training can be completed only in the following dates: June 1 to July 31 OR December 1 to 31.</td>
<td>June, July, or December</td>
<td>Administered Date Renewal Alert Trigger Renewal Date</td>
</tr>
<tr>
<td><strong>Health Insurance</strong></td>
<td>Provide a copy of both sides of your current health insurance card or proof of coverage. If name on card does not match yours, verification of coverage from your provider is required. Renewal will be set at January 10th annually.</td>
<td>1/10</td>
<td>Renewal Alert Trigger Renewal Date</td>
</tr>
<tr>
<td>Requirement</td>
<td>Details</td>
<td>Administered Date</td>
<td>Renewal Alert Trigger</td>
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<tr>
<td>Influenza</td>
<td>Submit documentation of a flu shot administered during the current flu season. Renewal date will be set for October 15th annually.</td>
<td>10/15</td>
<td>Administered Date Renewal Alert Trigger</td>
</tr>
<tr>
<td>Confidentiality Statement</td>
<td><strong>For undergraduate students only:</strong> Please provide your signed OBU Confidentiality Statement. Document is available for download from the Student Handbook for this requirement.</td>
<td>12/31</td>
<td>Administered Date</td>
</tr>
<tr>
<td>Student Handbook and Theory Course Exam Policy</td>
<td><strong>For undergraduate and Graduate and Professional students only:</strong> Please provide your signed OBU Student Handbook Signature Page. Document is available for download from the Student Handbook for this requirement.</td>
<td>12/31</td>
<td>Administered Date</td>
</tr>
<tr>
<td>Student Handbook Signature Page</td>
<td></td>
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<tr>
<td>NESA Mandatory Education</td>
<td><strong>For undergraduate students only:</strong> Annually complete three mandatory education modules and achieve 85% on the related exam. Renewal will be set at January 10th annually.</td>
<td>1/10</td>
<td>Exam taken in myClinicalExchange</td>
</tr>
<tr>
<td>RN License</td>
<td><strong>For faculty and Graduate and Professional students only:</strong> Verification of a current, unencumbered US RN license from the Board of Nursing in your state.</td>
<td>Variable</td>
<td>Renewal Alert Trigger Renewal Date</td>
</tr>
</tbody>
</table>
College of Nursing Comprehensive Testing Policy

The College of Nursing (CoN) approved testing system will be used to monitor progress of the student throughout the curriculum. Each student will purchase the CoN approved testing system which is to include tutorials, remediation, and nationally normed exams for all critical content areas. Tutorials, practice exams, and remediation will be mapped to fit the CoN curriculum and will be incorporated into each course’s directed learning activities.

At the end of each semester, appropriate ATI exams will be administered. The student should achieve a pre-determined score (ATI Level II or III). Upon completion of the curriculum, the student must demonstrate he/she has achieved the benchmark level of proficiency on all required ATI exams. The comprehensive NCLEX exam (ATI RN-Predictor) must be successfully completed at the national average. The student will have one opportunity to achieve the required benchmark on exam. It is expected that the student will prepare by using the available resources prior to the exam. If he/she has not successfully achieved the benchmark on all designated ATI exams, the student will be required to provide proof of completion of an NCLEX review course before the final transcript will be released.

To achieve the identified benchmark on all exams, it is anticipated that throughout the curriculum the student will understand and use all available tutorial and practice exam resources to remEDIATE identified areas of weakness. Completion of the ATI exam attached to any course is required for course completion.

Exams on Which Students Must Achieve an ATI Level II Proficiency

- Fundamentals
- Care of Children
- Maternal-Newborn
- Mental Health
- Community Health
- Pharmacology
- Leadership
- Adult

Exam on Which Students Must Achieve the National Average

- RN Comprehensive Predictor

The Critical Thinking exam will be completed by all students at the beginning and the end of the nursing program.

Exam Distribution

Junior I – Fundamentals, Critical Thinking, Care of Children

Junior II – Maternal-Newborn, Mental Health

Senior I – Community Health, Pharmacology

Senior II – Leadership, Adult, Critical Thinking, RN Comprehensive Predictor
ATI Dosage Calculation Distribution

ATI will be made available to students in their sophomore year to access dosage calculation testing.

- Fundamentals of Dosage Calculation: NURS 3523 – Pathophysiology and Nursing Care of the Acutely Ill Adult Client
- Nursing Care of Children Dosage Calculation: NURS 3262 – Practicum: Acutely Ill Pediatrics
- Adult Med-Surg Dosage Calculation: NURS 4173 – Practicum: Long Term Health Care and NURS 4213 – Practicum: Community as Client
- Mental Health Dosage Calculation: NURS 3093 – Practicum: Mental Health Care
- Maternal Newborn Dosage Calculation: NURS 3242 – Practicum: Childbearing Family
- Critical Care Dosage Calculation: NURS 4242 – Practicum: Complex Care

College of Nursing Policy for Severe Weather Conditions

The College of Nursing follows the University policy for severe weather conditions for classes and skills labs. If severe weather occurs on a clinical day, nursing faculty will determine the schedule for clinical practicum. This schedule will be communicated to the members of the clinical group by the appropriate faculty according to the plan developed by the individual faculty.

Communication of Test and Course Grades

Test and assignment grades will be posted in Canvas for the student to review. Mid-term and Final course grades will be posted in Banner for student review. Final course grades will be posted after all exams are complete for that level.

Course Credit for Clinical/Lab Experiences

The College of Nursing policy for clinical and lab course credit is 1 credit hour for every 1.5 contact hours in the clinical setting. Except in Simulation lab, the course credit is 1 credit hour to 1 contact hour. For example, a student taking a 3-hour clinical course will be in the clinical/lab setting or related activities 4.5 hours per week for 15 weeks during the semester.
Dosage Calculation Policy

The first proctored dosage calculation exam will be administered in the Junior I clinical semester and each consecutive semester in which the student is enrolled in a clinical course. The level of difficulty of these exams increases as the student progresses in the nursing curriculum. A score of 95% is required to pass the dosage calculation exam each semester. In addition, questions concerning dosage calculation are generally a part of each exam in most didactic courses. Calculators may be used for the dosage calculation exams at faculty discretion and, if used, calculators will be supplied by the College of Nursing for proctored dosage calculation exams.

All students are allowed three attempts to achieve a score of 95%. Absence from a scheduled dosage calculation exam will count as one of the three attempts. In the event that a student does not pass the dosage calculation exam given in any semester, the student should utilize the ATI Dosage Calculation Module for Remediation to prepare for future attempts. Remediation strategies may also include working with the Student Success Center, identifying problem areas on which to focus, reduction of test anxiety, and working assigned problems.

Consequences of Failure to Pass
Students who do not achieve the score of 95% by the third attempt will be required to withdraw from all simulation and clinical practicum courses for that semester. Students will be considered for enrollment in the next course offering based on space available.

Preparation for Dosage Calculation Exams
After completion of the practice tests, students will be required to remediate areas of weakness according to the exam report, regardless of test level/score. Upon entering the first semester of upper division courses, students will be required to turn in the score report from their first practice exam, as well as proof of remediation and a score report from a second practice exam if one was required. These are to be taken independently on or before the first week of classes. This information will serve as a ‘ticket to test’ for the first proctored Dosage Calculation exam in the Junior I semester.

In all consecutive semesters, the ‘ticket to test’ requirements for the first dosage calculation exam will be as follows:

- Two practice tests will be available. Student attempts on each practice test will be limited to 1.
- Students will also be advised that they need to take the exams independently – not in groups of students.
- If the student makes 95% on the first practice exam, there is no need to take a second practice test.
- If the student fails to reach 95% on the first practice test, it is expected that the student will review the content and prepare to be more successful on the second attempt. The second practice exam is to be taken no sooner than 24 hours after the first attempt.
- To enter the first attempt of the proctored Dosage Calculation Exam, the student will need to provide to the exam proctor a printed copy of all results for practice exam and remediation which were required. (See Preparation for Dosage Calculation Exams above.)
- Failure to reach 95% on either of the practice exam attempts will not prevent entry to the Dosage Calculation Exam.
Employment

Students are encouraged to seek employment as nurse technicians or nursing assistants; or LPN’s if so licensed prior to graduation. This enhances their educational experience and increases their opportunities for employment following graduation. However, it is recommended that the number of hours a student works during the academic year be limited to no more than sixteen hours per week. Students who are experiencing academic difficulties may need to limit their employment to eight hours per week or less. The faculty may dismiss a student from a clinical experience for excessive fatigue and falling asleep, unable to concentrate, or any related behavior which affects the student’s ability to deliver safe care. This includes students who have worked within 4 hours of a clinical experience.

Employment of Undergraduate Nursing Students or Non-Licensed Graduates Guideline

The Oklahoma Board of Nursing has adopted the policy relating to employment of nursing students in nursing programs at the following site: http://www.ok.gov/nursing/ed-guide.pdf.

Exam Review Guidelines

At the end of each computer-administered exam, students will be invited to review incorrect exam answers in the time frame allotted by course faculty.

Students will not be provided access to exam questions outside of this allotted time. Should a student discover access to exams, they are expressly prohibited from exerting the access. If a student desires further content review, he or she is expected to schedule a meeting with course faculty to discuss content and strategies for academic success.

Exam Scores and Rounding Course Grades Policy

All course exams and course exam averages are left to the hundredth place (not rounded up). Rounding is only done with the final course grades to the nearest whole number.

For example, 69.49 will translate to a 69 for an exam grade. 69.50 will translate to a 70 on the final course grade.

Grading Scale

The following is the grading scale for the College of Nursing:

- A – 90-100%
- B – 80-89%
- C – 70-79%
- D – 60-69%
- F – below 60%
In accordance with University policy, a student is required to earn a minimum of a C in all courses in the Area of Concentration and supporting courses.

**Health and Safety Concerns**

Due to clients’ frequently compromised immune systems, students who experience health problems including, but not limited to, a temperature above 100 degrees Fahrenheit and/or illness symptoms are expected to notify the appropriate clinical faculty prior to coming to the clinical area. Students are expected to maintain their level of health so that they can perform safely in the clinical setting. Students will not be allowed to attend classes or clinical if they are ill. Absences resulting from illness will be subject to the College of Nursing Attendance Policy outlined in this handbook.

A student who is injured in the classroom or clinical area should report immediately to the instructor. The instructor and student will complete the College of Nursing’s incident report form ([https://www.okbu.edu/academics/documents/incident-report-form.pdf](https://www.okbu.edu/academics/documents/incident-report-form.pdf)) and any form required by the clinical facility. The College of Nursing’s report will be reviewed by the Dean. A copy of the clinical facility form will be obtained by the instructor and reviewed. Both forms will be placed in the student’s file. Students are responsible for their own health insurance or financial obligations related to health or injury.

Students are taught universal body substance isolation and the transmission of blood-borne pathogens to prevent transmission of communicable diseases. The guidelines for the Centers of Communicable Disease are to be followed in handling exposure to body substances.

**Health Requirements**

Students will not be permitted to enroll in any class or clinical practicums until health requirements are met. Any absences resulting from unmet health requirements will be subject to the College of Nursing Attendance Policy.

**Home Visits Safety Policy**

The following policy will be followed for all home visits required for a nursing course. A copy of the safety signature form ([https://www.okbu.edu/academics/documents/home-health-safety-signature-form.pdf](https://www.okbu.edu/academics/documents/home-health-safety-signature-form.pdf)) will be placed in the student’s file after completion by student and faculty.

- Students shall make home visits only in pairs with other nursing students, faculty, or agency personnel as assigned. Name tags shall be worn at all times.
- Students are to consider safety and privacy issues inherent in the home visit situation.
- Male students shall make home visits to female clients accompanied by female nursing students, faculty, or agency personnel. Female students shall make home visits to male clients accompanied by male nursing students, faculty, or agency personnel. Where the foregoing is not possible, a reasonable substitute shall be authorized by OBU nursing faculty.
- At least 24 hours prior to each home visit, students shall inform faculty of the time and date of appointment of each home visit, as well as who is making the visit. Also, students shall notify faculty upon return from each visit per faculty instructions.
- Under absolutely no circumstances is the student to:
- Transport client/families in a private automobile
- Perform personal tasks for the client
- Carry any weapon inside the client’s home
- Take persons not approved by the faculty on an assigned visit

- The student, in compliance with the faculty and agency staff direction, will make a judgement as to the appropriate dress and the necessary equipment to take into the home.
- All visits must be completed by 6 p.m., unless approved by faculty.
- All safety concerns shall be immediately reported to agency staff and faculty.
- Violation of the terms of this policy is grounds for expulsion from the Oklahoma Baptist College of Nursing program.

**Late Assignments**

Penalties for late assignments are established in each course. The consequences of late assignments are included in the corresponding course syllabus. In case of exceptional circumstances, a student may make arrangements for an extension by contacting the professor who is in charge of that particular course prior to the date and time that the assignment is due.
Late/Make-Up Exam Policy

Students are expected to take all exams at the scheduled times. In the event a student is unable to take the test at the scheduled time, the faculty responsible for the course shall be notified prior to the administration of the test. When a student is unable to take an exam at the scheduled time, an alternative exam will be given. The alternative form will be decided by the faculty for that course and will include a non-objective component (for example: case study, essay discussion) worth 15% of the total exam grade will be included.

It is the responsibility of the student to contact the appropriate faculty to schedule a make-up exam. The make-up exam must be scheduled within one week of the original exam date. If the make-up exam is not completed within two weeks, a zero may be recorded for that exam.

This follows the OBU Policy: OBU Student Handbook “The Greenbook”, Section 4.1.2.


NCLEX-PN – National Council Licensing Exam for Practical Nurses

After completion of junior level courses, students are eligible for licensure as LPN’s (Licensed Practice Nurse) under present Oklahoma State regulations. Applications for the NCLEX-P.N. may be obtained from the Oklahoma Board of Nursing website: https://pay.apps.ok.gov/nursing/licensing/app/index.php.

NCLEX-RN – National Council Licensing Exam for Registered Nurses

Students who complete degree requirements are eligible to apply to take the RN Licensing Exam (NCLEX-RN). Applications for licensure in OK are paperless and available to seniors in the spring semester and can be accessed at https://pay.apps.ok.gov/nursing/licensing/app/index.php.

The NCLEX candidate application with the National Council of State Boards of Nursing (NCSBN) is online and available at https://www.ncsbn.org/nclex-application-and-registration.htm. Students applying for licensure in a state other than Oklahoma are responsible for obtaining the application in the state in which they are applying. Any requests for information to be sent by the College of Nursing to any out-of-state board are to be submitted to the Dean in writing with the appropriate address of the board included.

OBU Policy for Severe Weather

For the OBU policy on severe weather, please see the following link:

https://www.okbu.edu/about/weather-policy.html

For tornado precaution policy, please see: https://www.okbu.edu/documents/tornado-emergency-plan.pdf
The Oklahoma Baptist University College of Nursing is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for (registered or practical) nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status or, if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has a right to deny a license to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6].”

II) The Board requests that this statement be included in your bulletin/catalog.
III) Regulatory Authority 59 O.S. §567.12
Pass/Fail Scale Grading for Simulation

All Simulation courses are a pass/fail course. In order to successfully compete the courses and earn a passing grade, you must achieve 70% of the available 210 points by the end of the courses. Each of the simulation experiences will worth a total of 35 points as outlined below:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of preparation items as assigned</td>
<td>5</td>
</tr>
<tr>
<td>Adherence to dress code</td>
<td>5</td>
</tr>
<tr>
<td>Simulation participation</td>
<td>10</td>
</tr>
<tr>
<td>Debriefing participation</td>
<td>10</td>
</tr>
<tr>
<td>Completion of post-simulation feedback</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>35</strong></td>
</tr>
</tbody>
</table>

Pinning

The Pinning Ceremony is a gift from the faculty to the nursing graduates. The ceremony is a part of graduation activities. For the nursing graduate, it marks the transition from the role of nursing student to the role of professional nurse. The ceremony is planned by the nursing faculty for those graduating each year. The selection of the pinning speaker is the responsibility and privilege of the Dean of the College of Nursing.

If a student is eligible to participate in the University commencement, they will be allowed to participate in the Pinning Ceremony.

Sigma Theta Tau

Sigma Theta Tau is an international honor society of nursing. The purposes of Sigma Theta Tau are:

- To recognize superior achievement;
- To recognize the development of leadership qualities;
- To foster high professional standards;
- To encourage creative work; and
- To strengthen commitment to the ideals and purposes of the profession.

Senior nursing students who meet the membership requirements are nominated by the nursing faculty for membership in the Beta Delta Chapter-at-large of Sigma Theta Tau. This chapter then completes the procedure for new members. Those to be inducted are notified by the appropriate Sigma Theta Tau Officer.
Simulation Lab Guidelines

The following policies and guidelines have been developed in order to preserve the resources of the Simulation Lab and protect the safety of those utilizing the learning center. The CON Simulation Lab is a place to integrate high fidelity simulation into undergraduate education to enhance the educational experience of our students and enable them to experience real life scenarios in a safe clinical environment.

Simulation Lab Policies
1. All learners will be in uniform/clinical attire, including name tag, while participating in simulation learning activities.
2. Learners should bring standard equipment (stethoscope, assessment tools, calculator) required for clinical during simulator experiences.
3. CoN uniform policy will be followed by all faculty and students in the simulation lab. (i.e., instructors will wear lab coats or uniforms when conducting simulations, closed-toe shoes must be worn when in the simulation center.)
4. Learners will wash their hands to remove stains, ink, or oils before activities start.
5. No food or beverages are allowed in the simulation area.
6. Only pencils are allowed in the simulation area. NO PENS OR MARKERS.
7. Standard precautions will be adhered to in the simulation area as in the clinical area.
8. Once the simulation experience is completed, learners must restore the simulator and environment to baseline status.
9. After a simulation experience, learners should not share details and activities with learners who have not participated in the learning experience.
10. All students will sign a confidentiality statement prior to their simulation experience. This will also include an agreement to be recorded for evaluation purposes. This will be HIPAA-based and violation of this statement will be treated as a violation of any patient confidentiality violation and subject to CoN counseling policy.
11. Consents to be photographed and videotaped will be obtained from all learners and faculty.
12. The simulation lab is to be used for simulation activities only.

Skills Lab

Skills lab is used to assist students in learning the skills required for nursing practice.

Additionally, clinical courses may have time scheduled for skills and case scenarios. The time in the skills lab is a rehearsal to prepare for the nursing care of clients in the clinical setting. Students are expected to treat this time in the skills lab with the same degree of seriousness as the actual client care setting.

Student Assignments

Formal papers will be submitted to “Turnitin” at http://www.turnitin.com. Clinical assignments are to either be turned in via email, in class, or uploaded to OneDrive folder. No assignments will be accepted in the nursing office. Students should write the following on the assignment: student's name, course number, date, and faculty name.
Student Handbook and Theory Course Exam Policy Signature Page Policy

The College of Nursing Student Handbook and Theory Course Exam Policy signature page should be distributed to and signed by all students enrolled in NURS 1101, NURS 2013, NURS 3223, NURS 3523, NURS 4133, and NURS 4143. The signature form will be filed in the student’s file.

Student Nurses’ Association (SNA)

The Student Nurses' Association (SNA) is an organization for students who are planning a career in professional nursing. The goal of the organization is to promote the professional socialization of nursing students at OBU. Membership is open to students who have declared nursing as an area of concentration. Announcements of meetings are placed in the chapel bulletin, on College of Nursing bulletin boards, and via email. Information concerning membership may be obtained from the SNA officers.

Testing Alternative Due to Technological Difficulty

In the event of a technological difficulty during testing, if a student is required to restart the exam more than one time, the student will be given a paper exam to complete. There will be no other opportunities to re-test.

Testing Guidelines

Students will be allowed to bring a pencil and a test answer form only into the testing area if taking a paper test and nothing if taking a computer-based exam. No paper of any kind will be allowed. No hats with rims or bills, hoodies, pocketed jackets or shirts, headphones, electronic devices, food, or beverages will be allowed in the testing area.

Students will not be allowed to wear or bring into the testing environment cell phones, watches, or other devices that can send or receive text messages, photographs, or access the Internet.

During an exam, all book bags and backpacks are to be left in a locker or at the front of the classroom. If backpacks are left at the front of the classroom, they will not be accessible until all students have completed the exam. All electronic devices left in backpacks must be turned fully off (not silenced).

Theory Course Exam Policy

In all nursing courses, a student must have an average of 70% on the locally-developed course exams in order to pass the course, except NURS 1101. If exams are weighted differently in a course, the calculation of the passing average will be based on the weight assigned to the exams. The grade for any assignment other than the locally-developed exams will be calculated into the course grade only after the 70% average has been met. Each student is required to sign a statement of understanding for this policy each semester. Refer to the syllabus of the specific course for further explanation. All locally-developed exams are subject to the Exam Scores and Rounding Course Grades Policy.
Transportation

Students are responsible for providing their own transportation to clinical agencies. For economy and safety, the nursing faculty strongly recommends that students car pool.

Turnitin Benchmark

Plagiarism is not tolerated within the OBU College of Nursing. The faculty uses a tool to detect plagiarism with the platform of www.Turnitin.com. This tool provides a measure of originality in terms of a percentage of how much a written assignment matches other publications such as websites, books, articles, and other student papers. Each faculty has the right to set an acceptable benchmark of originality expected as appropriate for a written assignment within a course. This will be clearly communicated to the students within the description and expectations of the assigned project.

Students also are not permitted to utilize any paraphrasing software to evade plagiarism-detection.

Use of College of Nursing Facilities

Lounge and snack area for students are located in Stavros Hall and the Geiger Center. Nursing students are encouraged to use these facilities during breaks from classes. Use of the Stavros Hall student lounge area will be guided by the following:

- Remove all trash from tables and dispose of in trash bins.
- Clean microwave after each use.
- No chairs will be removed from the student lounge area or classrooms.

Lounge chairs are located in the atrium on the second floor. These may be used by students during breaks from class or while waiting for faculty appointments. However, students need to respect those students who are in class and avoid excessive noise or disturbing behaviors.

Students are expected to check in at the College of Nursing Receptionist office located on first floor of Stavros Hall before proceeding to faculty offices for appointments.

No food or liquids other than water is permitted in classrooms or simulation labs. All water should be in a clear container. No liquids of any kind are allowed in the computer classroom.

Student lockers will be available on a first come first serve basis. Students may use their own locks but OBU College of Nursing reserves the right to remove the lock at any time if deemed necessary.