

THE CITADEL

Swain Department of Nursing Student Nurse Handbook

2021 – 2022

Citadel Core Values

Honor • Duty • Respect

The Characteristics of Principled Leadership

Lead with humility

Embrace a true, authentic self

Act and speak with courage

Develop and value people and resources

Empower and hold others accountable

Respect others by building trust and learning from mistakes

Serve others before self

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1. Program Background

A. Introduction:

The Swain Department of Nursing Student Handbook provides students with current information regarding curricula, policies and other important information. The Student Handbook is updated annually. Students are held responsible to the policies and procedures listed in this handbook.

A traditional four-year baccalaureate program is available to students in the Corp of Cadets as well as veteran students. The Evening Completion Program is offered for community-based students who have earned the required general education and prerequisite courses at another institution, and wish to complete their nursing degree at The Citadel. Classes and clinical experiences for Cadets are held during the day, and classes for the Evening program are completed during evening hours. Students must be aware that there is a possibility for an occasional change to this schedule. Both the Corps of Cadets and evening students earn a Bachelor of Science in Nursing (BSN) Degree upon completion of the program.

B. History

The Citadel is a landmark in Charleston South Carolina that is noted for its educational reputation as well as its rich history. Founded in 1842, The Citadel has an undergraduate student body of about 2,300 students who make up the South Carolina Corps of Cadets. Another 1,000 students attend The Citadel Graduate College, a civilian evening program that offers graduate and professional degrees as well as undergraduate programs.

The growth of the Swain Department of Nursing has been made possible by a generous donation from David (Citadel Class of 1980) and Mary Swain, and Christopher (Citadel Class of 1981) and Debora Swain. The Swain family's desire to help build a nursing program at The Citadel stems from both personal and professional interests. Together, the Swain brothers founded the Ob Hospitalist Group (OBHG) in Mauldin, South Carolina, in 2006 with a vision to elevate women's health care by providing quality medical care to expectant mothers. Professionally, the Swain brothers know first-hand the critical value of skilled nurses in the labor and delivery room. However, their passion for the profession runs deeper on a personal level as well. The Swains have a long-standing history of nurses in the family, including Mary and Debora, whose careers as Registered Nurses has inspired their decision to support the nursing program.

The Citadel is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, and specialist in education degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679- 4500 for questions about the accreditation of The Citadel. The Bachelor of Science in Nursing degree at The Citadel is accredited by the Commission on Collegiate Nursing Education (CCNE). 655 K Street, NW, Suite 750, Washington, DC 20001. Telephone: 202-887-6791; Fax: 202-887-8476; Web address: www.ccneaccreditation.org. Normal inquiries about the institution, such as admissions, educational programs, educational policies and practices, etc. should be addressed directly to The Citadel and not to the Commission's office. This contact information is published exclusively for accreditation-related purposes.

C. Mission, Vision and Goals:

The **mission** of the Nursing Program is to educate and develop our students to become principled leaders in the healthcare environment and profession of nursing by incorporating the core values of The Citadel of honor, duty and respect into their learning experience.

The art of nursing is expressed through a curriculum focused on caring and healing in a person and family-centered approach. The Citadel nurse acknowledges the mind-spirit-body triad and works to promote healthy lifestyles and wellness. The Citadel nurse has a moral contract with the community to improve health through the application of The Citadel and American Nurses Association Code of Ethics.

The science of nursing instills critical and creative thinking that allows the student to apply abstract concepts to concrete situations using methodological skills and current evidence. The Citadel nurses uses scholarly knowledge and applies it to the care of others in a disciplined approach through accepted standards of professional practice. H/she provides safe and quality care as a contributing member of the interprofessional team by managing knowledge and information that meets the unique needs of individuals, families and communities his/her patients and their families.

Vision: To educate nurses who are prepared to be leaders in the healthcare environment.

The core values for the Swain Department of Nursing are:

Honor

The commitment to honor is a life-long obligation to moral and ethical behavior. Citadel nurses will uphold the long-standing tradition of being recognized as the most trusted profession through advocacy for persons and families as well as the health of communities.

Duty

Duty is a call to serve others before self. Citadel nurses will recognize the responsibility of being a leader within the inter-professional healthcare team and promote holistic health, healing and caring practices to individuals, families and communities.

Respect

Respect means to treat other people with dignity and worth. Citadel nurses will provide quality and safe care to all people without regard to rank, position, age, race, color, gender, sexual orientation, national origin, religion, or physical attributes. Citadel nurses will assume a leadership role in promoting a positive image of the profession.

Program Goals:

- Graduates will have the skills, knowledge and ability to perform at the novice level.
- Graduates will pass the NCLEX as first-time test takers.

D. Philosophy

Citadel nurses follow the Swanson's Theory of Caring conceptual framework. Caring is a central nursing phenomenon but not necessarily unique to nursing practice. Swanson defines caring as a nurturing way of relating to a valued other toward whom one feels a personal sense of commitment and responsibility. There

are five caring processes within the theory:

1. **Knowing:** striving to understand an event as it has meaning in the life of the other; avoiding assumptions; centering on the one cared for; assessing thoroughly; seeking cues; engaging the self

2. **Being With:** being emotionally present to the other; being there; conveying ability; sharing feelings; not burdening

3. **Doing For:** doing for the other as he or she would do for self if it were possible; comforting; anticipating; performing skillfully; protecting; preserving dignity

4. **Enabling:** facilitate the others' passage through life transitions and unfamiliar events; informing/explaining; supporting/allowing; focusing; generating alternatives; validating/giving feedback

5. **Maintaining Belief:** Sustaining faith in the other's capacity to get through an event or transition and face a future with meaning; believing in/holding in esteem; maintaining a hope-filled attitude; offering realistic optimism; going the distance

E. Program Learning Outcomes

The purpose of The Citadel nursing program is to prepare nurses who are baccalaureate educated and are able to assume leadership roles within the healthcare team, providing quality and safe practice in a complex healthcare environment. Specifically, students will:

- Apply the principles of a liberal education to the practice of nursing by incorporating scientific evidence and using creative and critical thinking skills for the safe and effective care of their clients and families.
- Demonstrate intercultural knowledge and competence of individual and family centered care in the practice of nursing by understanding the importance of eliciting individual values, preferences and needs as part of the overall assessment process and creating a plan of care that addresses the unique needs of the individual.
- Use inquiry and analysis to provide a complete biopsychosocial assessment of individuals and facilitates their care through a complex health system.
- Communicate effectively verbally and in writing with individuals, families and other members of the healthcare team to promote safe care and a safe work environment.
- Understand and apply intercultural knowledge and competence in health promotion and disease prevention to individuals, families, communities and the global world throughout the health continuum.
- Use interprofessional communication and collaboration to improve patient health outcomes.
- Understand the role of the professional nurse relative to health finances and regulatory policies. They will use quantitative literacy to measure the impact on health outcomes.

- Use ethical reasoning and action in understanding the professional values of human dignity, social justice, altruism and autonomy within legal and ethical boundaries in order to maximize patient safety and optimize quality care.

F. Faculty and Staff

Kimberly Subasic, PhD., MS, RN, CNE	Professor, Program Director
Leonora Horton, PhD., APRN-BC, CNM	Associate Professor
Jody Smith, DNP, APRN, FNP-C	Assistant Professor
Ashley Bukay, MSN, RN	Assistant Professor
Christa Saldaris, MSN, RN, CEN	Instructor
Holly Donahue, MSN, RN	Instructor
Kaitlin Couture, MSN, RN	Clinical Lab Coordinator
Maryalice Morro DNP, MS, RN, NEA-BC	Adjunct faculty
Linda Edgerton, DNP, APRN, CPNP-AC	Adjunct faculty
Melissa Simon	Administrative Coordinator

2. Admission and Progression in the Nursing Major

The Swain Department of Nursing Student Nurse Handbook is intended to augment university policies as indicated in the respective college catalog. In select instances, requirements of the BSN program exceed college requirements due to the rigorous nature of the program and professional expectations. When requirements exceed college requirements, the BSN program expectations are delineated in this handbook.

A. Admission:

Corps of Cadets:

Cadets with an interest in nursing will declare a biology major for their freshman year and indicate their interest in nursing on the registration form. This action will provide a nursing faculty member advisor rather than a biology advisor. Following mid-semester grades of the spring semester of the freshman year, students may apply to the nursing program. Following a review of application items as listed below, students will officially be accepted into the nursing program. A total of 24 cadets will be accepted into the nursing major. The following criteria are used:

- Overall cumulative GPA of a 3.0 or higher
- A grade of a B or better in all math and science courses

- Written Essay
- Evidence of volunteer work over the past three years

Veteran status – will receive additional consideration for admission into the nursing program.

Evening Undergraduate:

Students may apply for admission to the nursing program upon completion of the general education requirements, and the required science and mathematics courses as indicated in the College Transfer Program Undergraduate Academic Catalog. The following criteria are used for admission into the nursing program:

- Overall cumulative GPA of a 3.0 or higher
- A grade of a B or better in all math and science courses. All science courses must have been completed within 5 years of the date of the admission application.
- Written Essay
- Evidence of volunteer or leadership work over the past three years

Students may transfer equivalent courses in the nursing major. Junior and senior level BSN courses that are less than five years old will be evaluated for transfer on an individual basis. The courses must meet the college requirements for transfer credits. *The last 32 hours of credit must be earned at The Citadel.*

B. Progression

Students must maintain an overall GPA of 3.0 and a minimum of a “B” grade in all science and nursing courses to progress in the nursing program. If a student fails to meet the required GPA of 3.0, a one-semester grace period will be determined on an individual basis and granted at the discretion of the Department Head. A formal remediation and progression plan are required. Dependent upon the need for remediation, the Department Head may extend the progression plan into a subsequent semester. The continuation of a formal remediation and progression plan will be required. If a student is unsuccessful following the provision for remediation, the student will be dismissed from the program.

The student **must pass both the didactic and associated clinical course** that are deemed as co-requisites according to the College Catalog. If the student fails either the didactic or the clinical component of the course, they will fail both classes, and will need to repeat both courses.

When a student fails a nursing course, they are required to meet with the Department Head and to devise a remediation plan for future success. If a student fails a class that contains a didactic and clinical course, this will be counted as one failure. **If a student fails two nursing courses, they will be dismissed from the program.**

Readmission:

For both the SCCC and evening division students, there is no provision for readmission to the nursing program once a student fails to adequately progress or is removed from the program for other reasons.

Graduation:

For both SCCC and evening division students, nursing has no additional requirements beyond those identified in the College policies. These are outlined in course catalogs and the nursing student handbook.

C. Core Performance Requirements

All students are required to read and sign the list of Core Requirements for Nursing (Attachment B) as part of the application process. Students who do not feel that they can meet one or more of these requirements may apply to the Student Success Center/Services for Students with Disabilities for an accommodation. The student must provide documentation for the request being made. If the accommodation can be reasonably made, then the Center for Student Success/Services for Students with Disabilities will provide written confirmation of the accommodation and the student will be admitted/allowed to change to a nursing major.

Upon acceptance into the nursing program students are required to complete, and to pass a background check before they will be allowed to nursing courses that have a clinical component. This meets the requirement of clinical agencies and if students cannot complete the clinical component of courses, they will not be able to progress in the program. The background check will be repeated each year prior to any clinical work with community agencies.

Nursing Responsibilities include:

- Performing physical exams and health histories
- Providing health promotion, counseling and education
- Administering medications, wound care, and numerous other personalized interventions
- Interpreting patient information and making critical decisions about needed actions
- Coordinating care, in collaboration with a wide array of healthcare professionals
- Directing and supervising care delivered by other healthcare personnel like LPNs and nurse aides
- Conducting research in support of improved practice and patient outcomes

Nursing work on patient care units is physically and emotionally challenging. In order to meet these challenges of nursing, there are core performance requirements that the student must be able to meet.

Core performance requirement for nursing students	Standard	Examples (not all-inclusive)
Critical Thinking	Critical-thinking ability to allow for clinical judgement for safe and quality patient care	Understand the underlying pathophysiology of the individual and be able to identify the expected course of action based on guidelines, standards of care and clinical judgement. Develop written plans of care with the interdisciplinary team so that the care of the individual is coordinated and organized. Calculate medication dosing, including intravenous medications. Be able to prioritize among conflicting demands so that care is safe and of good quality. Understand and apply

		infection control principles including sterile and clean techniques. Use equipment safely and appropriately.
Interpersonal	Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds	Establish rapport with clients, clients' families, colleagues, and other healthcare providers. Demonstrate the ability for interprofessional work as an accountable member of the healthcare team
Communication	Communication abilities sufficient for verbal and written interaction with others	Use principles of good communication. Is able to teach patients and families using evidence-based techniques. Document nursing care fully and completely in the medical record. Communicate to other healthcare professionals, including other nurses, in a clear and concise manner using standardized procedures for transitions in care.
Mobility	Physical abilities sufficient for movement from room to room and to maneuver in small spaces	Ability to stand and/or walk for long periods of time. Able to bend, kneel, stoop and reach overhead. Can work in confined spaces, such as patient care rooms, exam rooms, and other treatment spaces. Able to administer treatments during emergency situations, such as chest compressions. Use assistive equipment as available, able to push/pull/lift/transfer individuals. Can push/pull/lift up to 35 pounds. Able to assist others with routine activities of daily living (bathing, toileting, eating, etc.)
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Able to safely use equipment associated with patient care activities such as but not limited to: intravenous pumps; feeding pumps; cardiac monitors; vital sign equipment; medication administration equipment; suctioning equipment and electronic equipment, such as computers.
Sensory: Hearing	Auditory ability sufficient for monitoring and assessing health needs	Hear monitor alarms, emergency signals, auscultation of client assessment to determine normal versus abnormal heart, lung, and bowel sounds; hear cries for help
Sensory: Visual	Visual ability sufficient for observation and assessment necessary to implement nursing care	Able to see and observe changes in patient condition such as skin color, respirations, pain responses, non-verbal signaling. Able to read and understand charts and other medical documents. Able to read and understand equipment related to patient care such as medication labels, vital sign machines, cardiac monitors, etc
Sensory: Tactile	Tactile ability sufficient for physical assessment	Perform palpation (pulse, temperature, tactile fremitus), functions of physical assessment and/or those related to therapeutic

		interventions.
Sensory: Olfactory	Sense of smell sufficient for accurate client assessment and maintaining client safety	Distinguish smells that contribute to assessment and/or safety (such as wound or breath odor, smell smoke/fire).
Self - Care	Ability to identify and maintain personal physical, cognitive, and emotional health.	Ability to read and understand directions, assignments, and client' documents; ability to present a professional appearance as described in the nursing student handbook (available on the web page for review) and/or requirements for cadet appearance as described in the blue book; ability to maintain own physical health in order to work with vulnerable clients; energy and stamina to complete clinical requirements; ability to implement Universal Precautions which includes protective personal equipment, such as a mask; emotionally able to maintain a calm demeanor in crisis and emergency situations; ability to make ethical decisions; ability to accept constructive feedback; self-discipline to meet rigorous deadlines; adhere to the ANA Code of Ethics for Nurses and other professional behaviors which includes abstinence from chemical substances that affect clinical judgment.
Environment	Ability to work in a variety of healthcare settings with diverse client populations under variable conditions.	Ability to work in temperature changes (such as cold of operating room or heat of outdoor clinic); ability to drive or otherwise provide transportation to and from clinical settings; ability to work in settings with noises that may be a distraction; work in presence of noxious odors, contact with liquids, and potential hazards

D. Sequencing of Courses

The curriculum of the nursing program is built to promote building upon and applying previously learned content. Students are expected to follow the course sequencing outlined in the college catalog for the academic year they are admitted. Waivers to this policy may only be granted by the program director. Students must meet with their advisor each semester to ensure the proper course alignment is maintained.

E. Academic Withdrawal and Program Dismissal

A student may choose to withdraw from the BSN program at any time, and are subject to college policies related to grades, refunds, etc. Please consult the current collage catalog.

A student may be required to withdraw and/or be dismissed from the BSN program resulting from poor academic performance, unsafe practice, health or behavioral issues inconsistent with safe nursing practice, and/or unsafe practice.

If the student does not successfully complete a course (failure or withdrawal) they may repeat the course one time. Students may repeat only one course, one time. If the student incurs two failures in different nursing courses, the student is dismissed from the program.

F. Accommodations for Students with Disabilities

The Swain Department of Nursing is committed to providing reasonable accommodations for students with disabilities. The Citadel complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek accommodations must make their request through Services for Students with Disabilities in the Student Success Center (117 Thompson Hall, 843-953-6877) to verify their eligibility and to identify appropriate accommodations. Students should speak to his/her professor and also make requests for academic accommodations to services for students with disabilities so we can ensure these accommodations and facilitate student success.

Nursing is a physically and emotionally demanding profession. Students must indicate that they can meet the Core Performance Requirements of the program (see above). If a student finds that a requirement cannot be met, then an accommodation request should be made.

Accommodation requests must come through the disability services office. The student must provide documentation for the request of the accommodation. If the accommodation can be reasonably made, then the Center for Student Success/Services for Students with Disabilities will provide written confirmation of the accommodation.

G. BSN Curriculum

Corps of Cadet Curriculum Grid

		Cadets			
2020 - 2021	FALL	Credits	SPRING	Credits	
Semester 1	LRDS 101 - First Year Experience	1	BIOL 217 - Human Anat and Physiology I	3	
	FSEM 101 - Freshman Seminar	3	BIOL 227 - Human Anat and Physiology I	1	
	FLWI 101 - Freshman Linked Writing Intensive	3	CHEM 104 - Intro to Chemistry II	3	
	BIOL 130 - Introduction to Biology I	3	CHEM 114 - Intro to Chemistry II	1	
	BIOL 131 - Introduction to Biology Lab	1	NURS 200 - Intro to Nursing	2	
	CHEM 103 - Introduction to Chemistry 1	3	MATH 104 - Elementary Math	3	
	CHEM 113 - Introduction to Chemistry I Lab	1	PSYC 201 - General Psychology	3	
	RPED 260 Phys Fitness, Resiliency, & Wellness	3	OR RPED 260 Phys Fitness, Resiliency, & Wel	3	
	101 - 1st Year Basic ROTC	1	102 - 1st Year Basic ROTC	1	
	Credits		19		17
Sophomore	LDRS 202 - Prin Leadership American Govt	3	COMM 260 - Technical Writing and Comm	3	
	Year BIOI 290 - Microbiology	4	NURS 201 - Health Assessment	3	
	BIOL 218 - Human Anat and Physiology II	3	NURS 211 - Health Assessment Lab	1	
	BIOL 228 - Human Anat & Physiology II Lab	1	NURS 340 - Pathophysiology	3	
	NURS 202 - Fundamentals of Nursing	3	NURS 341 - Pharmacology	3	
	NURS 212 - Fundamentals of Nursing Lab	1			
	LDRS 211 - Leadership Services Lab	0	OR LDRS 211 - Leadership Services Lab	0	
	201 - 2nd Year Basic ROTC	2	2nd Year Basic ROTC	0	
Credits		17		13	
Junior	Strand course	3	LDRS 371 - Leadership in Organizations	3	
	Year LDRS 311 - Jr Ethics Enrichment Experience	0	Modern Language	3	
	Strand course	3	PSYC 202 - Developmental Psychology	3	
	Modern Language	3	NURS 302 - Adult Health II	3	
	NURS 301 - Adult Health 1	3	NURS 312 - Adult Health II	2	
	NURS 311 - Adult Health 1 Lab	2	HLED 401 - Nutrition	3	
	STAT 160 - Statistical methods	3	RPED - Required Physical Education	0	
	301 - 1st Year Advanced ROTC	0	1st Year Advanced ROTC	0	
	Credits		17		17
Senior	LDRS 411 - Senior Leadership Seminar	0	NURS 410 - Behavioral Health	3	
	Year NURS 407 - Pediatrics	3	NURS 420 - Behavioral Health Clinicail	1	
	NURS 417 - Pediatric Clinical	1	NURS 408 - NCLEX Prep	0	
	NURS 401	5	NURS 405 - Adult Health III	3	
	HLED 301 - Gerontology	4	NURs 415 - Adult Health III clinical	2	
	Strand Course	3	Strand Course	3	
	401 - 2nd Year Advanced ROTC	0	401 - 2nd Year Advanced ROTC	0	
			Req Phys Ed.	0	
Credits		16		12	

Curriculum for Evening Degree Completion Program

First Semester	Course Title	Credit Hours
NURS 200	Introduction to Nursing	2
HLED 401	Nutrition	3
NURS 202/212	Fundamentals of Nursing	4
EUGS 101	Introduction to The Citadel Experience	1
Second Semester		
NURS 201/211	Health Assessment	4
NURS 340	Pathophysiology	3
NURS 391	Pharmacology	3
NURS 303	Health Policy (online)	3
Third Semester		
NURS 301	Adult Health I	3
NURS 311	Adult Health I Clinical	2
HLED 310	Gerontology	4
Elective		3
Fourth Semester		
NURS 302	Adult Health II	3

NURS 312	Adult Health II Clinical	2
NURS 401/411 OR 402/412	Maternal Child Health OR Community and Mental Health	5
NURS 403	Evidenced-Based Practice (online)	3
Fifth Semester		
NURS 401/411 OR 402/412	Maternal Child Health OR Community and Mental Health	5
NURS 404	Nursing Leadership (online)	3
NURS 405/415	Adult Health III	5
TOTAL		60

3. Academic Policies and Procedures

The academic policies and procedures as communicated in The Citadel College Catalog, or the College Transfer Program Undergraduate Academic Catalog are enforced for all students taking classes at The Citadel. Please refer to the details of College Policies at <https://www.citadel.edu/root/policies/college-policies>

It is important that students review these policies and procedures. In addition to the policies of the respective catalogs, nursing students are expected to abide by the following policies and procedures that are specific to the Swain Department of Nursing.

A. Students Right and Responsibilities

Students have the right to quality learning experiences without regard to race, ethnicity, religion, gender, age, political affiliation, national origin, or handicap. Students have the right to be fully engaged and participate in the learning process and the freedom to learn and explore all aspects of the subject matter. Students have the right of confidentiality relative to information about their personal views, beliefs and associations in which faculty may acquire in the course of their work. It is the right of the student to have regular objective evaluation of their progress in their course. Students have the right to a voice in the determination of curriculum and institutional policy affecting academics and student affairs.

Students have the responsibility to interact professionally with other regardless of race, ethnicity, religion, age, gender, political affiliation, national origin, or handicap. Students are expected to be prepared and participate in the learning process. Maintenance of confidentiality in all areas of professional practice is expected of all

nursing students. Students have the responsibility to commit to life-long learning and continuous self-evaluation. Students are expected to become familiar with the nursing program's mission, vision, concepts of the nursing curriculum, program objectives and their relationship to the overall curriculum.

B. Grading and Testing Policy

The Department of Nursing follows the College guidelines for grading. Course syllabi identify specific percentage or point allotment to graded assignments.

Students are expected to take all tests at the scheduled time. If a student is unable to take a test at the scheduled time and would like consideration for extenuating circumstances, the student must discuss it with the faculty prior to the test. Faculty has the right to establish the date and time of any make-up test and to administer an alternate form of the test.

C. Fees and Expenses

In addition to University tuition and fee, a Nursing program fee is charged each semester in which a student is enrolled in a nursing course to enable the Nursing Program to provide additional learning resources to support the educational program. The fee covers support and maintenance of the Clinical Lab (teaching models, disposable medical supplies, health assessment tools and equipment, computers, software, and etc.), curriculum assessment including testing, and other support related to the program.

D. Attendance Policy for Class

By the act of enrollment, the student is responsible for all course work. The student is expected to attend classes regularly and arrive to class, lab and/or clinical experiences punctually. Missing more than 20% of required attendance for nursing courses will result in a failure. In the case of absence from class, it is the student's responsibility to get announcements, handouts, lecture objectives etc., from a fellow student.

Children are not permitted in class.

E. Attendance and Tardiness Policy for Clinical

Attendance on clinical days is required. A student may not miss any scheduled clinical day. In the case of an emergency, the student should work with the clinical instructor to make arrangements for a possible make up day based on clinical site availability and clinical instructor availability. Make up days are entirely at the discretion of the clinical instructor. One missed clinical day that cannot be made up will result in failure of the course.

If a student is more than 15 minutes late to arrive to the clinical site, they will not be allowed to participate in the clinical experience for the day. This will result in an unexcused absence. The student will be required to make up the clinical day. If a student receives more than 3 unexcused absences, they will not pass the clinical course.

An excused absence is at the discretion of the faculty member, and must be communicated to the course coordinator.

F. Student Grievance Process

Students have the right to file a student grievance if the student disagrees with the Department's decision to withdraw or dismiss the student. The Swain Department of Nursing strives to provide a positive learning environment for all students. However, if a substantive concern about the Nursing Program arises, the student should follow the procedure outlined below. A substantive concern is defined as a written statement by a student or group of students that describes a situation perceived by the student(s) to result in an injustice being done to the individual(s).

- Meet with the instructor to try and resolve the concern.
- If unable to resolve, submit concern in writing to the Head, Department of Nursing.
- Department Head will meet with the student(s) and attempt to resolve the concern.
- The student(s) will receive a written response to the concern within 2 weeks.
- Student concerns will be maintained in a secure file in the Nursing Department Office.
- Information regarding the number, type, and resolution of concerns is available to students upon request.

In the event that a student has a concern about a course or a clinical instructor, the student should first address the issue with the classroom, skills lab, or clinical instructor and then, the course coordinator. If the student is not satisfied with the response of the course coordinator, the student should follow the above procedure.

4. General Information and Policies

A. Student-Faculty Communication

Students are encouraged to discuss course related concerns to the faculty of record for a given course. If this concern is not resolved, the student should follow the organizational chain of command within the Nursing Program.

Student input is valued. Thus, students may be nominated, asked to volunteer, or be appointed to serve on various committees with the Nursing Program and/or the college.

B. Social Media Policy

Citadel students are expected to adhere to the same standards of conduct online as they would in face-to-face interactions. Laws, policies respecting contracting, and conflict of interest apply online and in the social media context. Likewise, applicable policies and guidelines, including the College Regulations, the Blue Book guidelines (for cadets) and policies, for interacting with students, parents, alumni, donors, media, all other Citadel constituents, and the public apply online and in the social media context as well. Do not post confidential or proprietary information about The Citadel, cadets, students, employees, alumni, hospitals and/or individuals in the clinical area and community.

Recommendations for personal use of social media include:

Thinking twice before posting:

Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the individual and The Citadel. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you would not make a statement at a conference or to a member of the media, consider whether you should post it online.

Being respectful:

Content contributed to a social media site can encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or The Citadel and its institutional voice.

Do not post or approve comments that include:

(1) Profanity or abusive language (2) Threats of physical or bodily harm (3) Sexual Harassment (4) Sensitive information (i.e. information that could compromise public safety, intellectual property, or national security).
(5) **Offensive terms (i.e. language that targets specific ethnic or racial groups).**

Violations of these standards may result in disciplinary action by the program and potential for dismissal from the program. Further, violations will be reported to the college and referred to the honor court for college action.

C. Technology Policy

The Citadel provides computing resources to support the college's mission; instruction, academics, scholarship, research, service; administrative functions; student and campus life activities; and the free exchange of ideas among members of the college community and between the college and the wider local, national, and world communities.

The use of college computing resources, like the use of any other college resource or activity, is subject to the normal requirements of legal, ethical, authorized and appropriate behavior. Users must abide by all applicable restrictions, whether or not they are integrated into the computing resources and whether or not they can be circumvented by technical means. Students must use information technology and electronic communications in a responsible manner and in compliance with College Regulations and applicable state or federal laws.

Information Technology Services (ITS), on behalf of the college, may restrict the use of its computers and network systems in response to complaints presenting evidence of violations of college policies or codes, or state or federal laws. Specifically, the college reserves the right to limit access to its networks through college-owned or other computers, and to remove or limit access to information contained in college-owned systems.

D. Health Insurance Portability and Accountability Act (HIPAA)

In compliance with HIPAA regulations and privacy of health information, student's health information submitted to the Nursing Program as a requirement for enrollment and participation in clinical learning experiences will be secured in individual student records in locked cabinets. Health information on individual students may be used or disclosed:

- For Treatment – The Citadel Nursing Program may use or disclose health information to an emergency

dispatcher about a student to facilitate medical treatment or services to a provider or in the case of an emergency should the student become injured or ill while off campus at an assigned facility.

- As Required By Law – The Citadel Nursing Program will disclose health information about a student when required to so by federal, state, or local law. For example, the Citadel Nursing Program may disclose health information when required by a court order in a litigation proceeding such as a malpractice action.
- To Avert a Serious Threat to Health or Safety - The Citadel Nursing Program may use and disclose health information about a student when necessary to prevent a serious threat to the student's health or safety or the health and safety of the public or patients for whom the students provide care. Any disclosure, however, would only be to someone able to help prevent the threat.
- Disclosure to Health Plan Sponsor – Health information may be disclosed for purposes of facilitating claims payment under the student's primary health plan in the event the student becomes injured or ill while off campus at an assigned facility.
- Law Enforcement – The Citadel Nursing Program may release health information if asked to do so by a law enforcement official:
 - In response to a court order, subpoena, warrant, summons or similar process;
 - To identify or locate a suspect, fugitive, material witness, or missing person;
 - About the victim of a crime if, under certain limited circumstances, the school is unable to obtain the person's agreement;
 - About a death believed to be the result of a criminal conduct;
 - About criminal conduct at the hospital; and in emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime.
- Coroners, Medical Examiners and Funeral Directors – The Citadel Nursing Program may release health information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death.
- National Security and Intelligence Activities – The Citadel Nursing Program may release health information about the student to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.
- In the event of death- In the event of the death of a nursing student, the Nursing Program may be required to supply personal health information to determine the cause of death.

Students have the following rights regarding health information maintained by the Citadel Nursing Program:

- Right to Inspect and Copy – A student has the right to inspect and copy health information that is required as a nursing student. To receive a copy of this information, a student must submit this request in writing to the Nursing Administrator. If there is a request for verification of the contents of these files, The Citadel will give that information to the requesting party if they are a provider or an insurance company of the nursing student.
- Right to Amend – If a student feels that health information is incorrect or incomplete, the student may ask The Citadel Nursing Program to amend the information. A student has the right to request an amendment. The request for an amendment of information must be in writing and submitted to the Nursing Administrator.

- Right to Request Restrictions – A student has the right to request a restriction or limitation of the health information used or disclosed about the student for treatment, payment of claims or healthcare operations. A student also has the right to restrict or limit the health or injury information that would be given to a nursing faculty member. These restrictions must be put in writing to the Nursing Administrator. This request is considered in relation to the “Program Minimum Skills for Eligibility to Participate in Educational Programs and Activities,” requirements of facilities in which clinical learning takes place, and the safety of the patients under the care of the student in the present and potentially in the future.

The Citadel Nursing Program reserves the right to change this HIPAA notice of privacy. The Nursing Program reserves the right to make the revised or changed notice effective for health information already maintain about the student as well as information received in the future.

Other uses and disclosures of health information not covered by this notice or the laws that apply to the university and the Nursing Program will be made only with a student’s written permission. The student must complete an Authorization for Release of Information, provided by the Nursing Program. If a student provides the Nursing Program permission to use or disclose health information, the student may revoke that permission, in writing, at any time. If the student revokes permission, the Nursing Program will no longer use or disclose health information about the student for the reasons covered by the written authorization. The student understands that the Nursing Program is unable to take back any disclosures already made with permission and that the Nursing Program is required to retain records concerning use or disclosures of health information.

E. Title IX

Title IX prohibits discrimination on the basis of sex in educational programs and activities receiving federal financial assistance. While, in the past, the emphasis in its enactment has been on girls' and women's access to athletics in education, Title IX reaches all parts of campus. Colleges and universities have a responsibility to address and prevent sexual harassment and violence in all its forms on their campuses. The Citadel is committed to providing an environment free of discrimination on the basis of sex, including sexual harassment, sexual misconduct, sexual assault, relationship (dating and domestic) violence, and stalking. The College provides resources and reporting options to students, faculty, and staff to address concerns related to sexual harassment and sexual violence prohibited by Title IX and College policy, and works to prevent its occurrence through training and education.

Retaliation against victims, complainants, witnesses, or accused persons in sexual discrimination, harassment or violence cases, is prohibited and is a serious violation, subject to discipline.

If you have been discriminated against or experienced inequitable treatment on the basis of sex in any Citadel sanctioned program, or if you have been victimized by, witnessed, or committed sexual harassment or violence on or off campus, you are strongly encouraged to report the matter.

To contact the Title IX Officer, to make a formal or informal complaint, or to seek support services, please refer to the Office of Institutional Compliance at <https://www.citadel.edu/root/title-ix>

F. Leave of Absence

If a student needs to take a leave of absence, they must communicate the anticipated date of leave and subsequent return, verbally and in writing to the Department Head of Nursing. When the student returns, placement in the program may vary by semester, course availability, resources and clinical availability.

The student will maintain the same catalog requirements that were in effect at matriculation as long as their leave does not extend beyond a year. Additional details about the readmission policies are located at: <https://www.citadel.edu/root/registrar-readmission>

G. Kaplan

Kaplan testing is a form of standardized testing that occurs throughout the nursing curriculum to prepare students for the Registered Nurse National Council Licensing Examination (NCLEX - RN) and to attain external assessments of students learning. Students will register for Kaplan and receive a personal log in that will be required for all testing. Students will also need to download Respondus Lockdown Browser onto their computer prior to taking Kaplan exams.

5. Clinical Expectations and Requirements

All students must arrive for clinical prepared to take care of their assigned patient. Failure to be adequately prepared will result in dismissal from the clinical day and may result in a failure for the course.

Students may not leave the clinical area without notifying the primary nurse and the clinical instructor. Failure to abide by this will result in a failed clinical day on the first offense, second offense will result in dismissal from the program for unsafe practice.

Students must remember that they are guests at the clinical site and must always behave professionally. The ability to interact with patients, families and other members of the health care team is part of the overall grade for the clinical experience. Any student who behaves in a less than professional manner will be immediately dismissed from the clinical site and will receive an "F" for the course.

A. Required Documentation

Nursing students are required to submit various documents to be allowed to attend clinical experiences. This list contains items that are required to perform patient care in the clinical settings. If these are not submitted in a timely manner, the clinical agency will not be able to process the student for this learning experience, which will ultimately delay the inhibit the student's ability to progress in the major

The due date for clinical documentation is required by following dates. Failure to meet this deadline will result in the inability to take the clinical course. Exceptions will not be made. These deadlines are in place so that the clinical agencies may begin processing documentation that is required for your learning experience. If a student has not submitted all the required documentation by the following date, they will not be allowed to take the course.

Cadets – documentation is due by August 1st.

Evening students – documentation is due by May 1st

The following information is required prior to the start of the semester. Please submit a copy of the information to our Department Secretary, Melissa Simon (Byrd Hall 117). She may be reached at 953-1630.

- i. (Measles, Mumps, Rubella) (Two vaccine doses required or positive antibody titer for each – Measles, Mumps, Rubella.) You may be exempt from this requirement only if (1) You are pregnant or trying to conceive, or (2) you are allergic to eggs
- ii. Tetanus-Diphtheria (Primary series with DtaP or DTP and booster with Td in the last ten years meets requirements.)
- iii. Polio (Primary series in childhood meets requirement; three primary series schedules are acceptable.)
- iv. Varicella (Chicken Pox) (A positive Varicella antibody, or two doses of vaccine given at least one month apart if immunized after age 13 years meets the requirement.)
- v. Hepatitis B: Students must show proof of completion of the vaccines or proof of immunity by titer by the end of the first year of clinical courses. Three doses of vaccine or a positive Hepatitis surface antibody meets the requirement.
- vi. 2-Step TB Skin (PPD) Test: Within 3 months of enrollment in the nursing program. Tine test (prong test) is not acceptable. If above TB skin test is equal to or greater than 10mm, a chest x-ray is required. If there is a history of a positive TB skin test, a chest x-ray within 6 months prior to the nursing program enrollment is required. Thereafter, all students are required to be screened yearly for tuberculosis and must provide documentation to the nurse administrator at the beginning of each academic year.
- vii. An annual flu shot is required each year while enrolled in courses that include a clinical component.
- viii. Criminal Background Check
- ix. A urinary drug screen
- x. Copy of your health insurance card
- xi. Current Cardiopulmonary Resuscitation Certification (CPR)

B. Clinical Dress Code and Professional Attire

Students and faculty are expected to adhere to Department of Nursing standards as well as to the policy of the clinical agency. The scrubs and lab coat can be purchased at the Bookstore. The clinical dress code and description of expected professional attire are as follows:

- Gray scrub top with appropriate Citadel logo/patch – cadet top differs from evening student top.
- Gray scrub pants that exactly match color of scrub top.

- White lab coat with The Citadel insignia.
- White or light-colored shoes (fully enclosed, flat-heeled, and fluid-resistant), no crocs. Shoes must be kept clean.
- White socks/hose
- White crew neck undershirt (short or long sleeve) is to be worn under the uniform top.
- Undergarments should not be visible at any time while wearing the uniform (bending over, reaching up, etc).
- Watch with a second hand.
- Students are required to wear the Citadel's OneCard campus ID card on the chest of the exterior garment, unless otherwise specified by faculty. The OneCard Program Office is located in 208 Richardson. For the summer, the OneCard office is open from 0730– 1730 M-Thu. During the regular school year, the OneCard office is open from 0830 -1700 M-F. You can schedule an appointment by calling OneCard at 843- 953-7000 or by emailing onecard@citadel.edu.

The name must be visible and should not be covered by stickers and/or pins. A student who does not have their appropriate ID badge(s) will be sent home. This absence may result in a failure for the course.

Picture ID must be worn as provided by clinical agencies. Select agencies may provide photo IDs for use in the agency and may do so for free or charge a small fee. Students who have a clinical experience at a federal agency (VA Medical Center, Joint Base Charleston) MUST have their federal ID badge displayed at all times. Students will wear their agency or federal ID in addition to their Citadel ID.

- Hair that is should length or longer should be pulled back, off the collar, and secured with an elastic band. Hair decorations, such as bows and ornate barrettes are not acceptable. Hair coloring must be within a natural color range. Agencies prefer hair should conform to natural hair colors and non-extreme styles. For infection control purposes, facial hair must be neatly groomed and close to the face.
- No more than one stud-style earring per earlobe may be worn. Religious necklaces and jewelry may be worn inside the uniform. For safety purposes, all rings other than simple wedding bands are to be left at home. Hospital regulations require that all jewelry is to be removed while a student is in the operating room. Body piercing jewelry must be removed prior to the clinical experience and skills lab.
- Tattoos must be covered during the clinical and lab experience. If a tattoo is in an area that cannot be covered by clothing, it is to be covered by a bandage.
- Students are not allowed on the clinical unit if their personal hygiene has a strong body odor. Students are not permitted to wear perfume or cologne. Nails must be clean, trimmed (no longer than the tip of the finger), and without nail polish. Makeup must be minimal and conform to body tones.
- Fingernails must be kept trim and only a colorless polish is permitted. No acrylic fingernails.
- Nursing students must be CPR certified from the American Heart Association, Basic Life Support (BLS)

for Healthcare Providers. Students are responsible for this certification each year and must present either new certification or renewal certification prior to the start of the nursing program and at the beginning of each academic year.

Select agencies prefer business casual/professional attire as opposed to the uniform. Acceptable business casual/professional attire: dresses, skirts or slacks, blouses, and shirts with collars. Dresses and skirts must be no shorter than 2 inches above the knees. Shorts or cut off pants (capri style) are not appropriate. Fully enclosed, flat-heeled, non-canvas shoes are required in all clinical settings. All shoes must be kept clean.

If a student fails to arrive to the clinical setting in the appropriate dress code, will be sent home and required to make up the clinical day.

C. Professional Liability Insurance

All nursing students are required to maintain personal Professional Liability Insurance Policy throughout the program. The policy is obtained through the University and the yearly cost will be added to the tuition bill.

D. Health Insurance

Health Insurance is required for all Citadel nursing students throughout the nursing program in order to participate in clinical courses. Students must furnish evidence of having the insurance annually.

Students are required to sign a statement indicating their understanding of maintaining the personal health insurance at all times and failure to do so will result in dismissal from the program. Students are personally liable for all health/medical costs incurred while attending the College.

E. Cell Phone

Student may not use their phones for personal use during the clinical day. It must be silenced and placed on vibrate. There are some clinical sites that forbid the use of cell phones while on site. Students will be made aware of this regulation at the start of their clinical experiences. These rules must be followed. Failure to adhere to site regulations may result in the student being asked to leave the clinical setting and will result in a recorded absence for the day.

F. Criminal Background Check for Clinical Education

In compliance with the affiliation agreements between The Citadel and clinical facilities and agencies, a criminal background check is required for all nursing students participating in clinical learning experiences.

Results of the criminal background will be made available to the Department Head by the designated agency/company selected to perform the criminal background check. The nurse administrator will make the result known to the individual student. The nurse administrator will validate passing of this background check to the appropriate clinical agency/facilities.

G. Confidentiality Policy

The Citadel Nursing Program understands the federal regulations addressing patient/healthcare confidentiality, the Health Insurance Portability and Accountability Act (HIPAA). Students and faculty receive HIPAA training as part of their annual updates and as specified by the agencies in which they practice. Records of the training are maintained on file in the Nursing Program office. Records of student health requirements are maintained on file and released according to Nursing Program Student Handbook.

A nursing student will hold in confidence all personal client information and agency information entrusted to him/her. Confidential clinical information and research data (written or oral) given to a nursing student is considered privileged within the content of the learning site and the enrolled course.

A nursing student will limit his/her discussion of client/family/agency to structured learning situations such as conferences and clinical learning experiences. At no time are clients/families/agencies to be discussed at lunch tables, clinical or university dining facilities, elevators, dormitories, and/or other public settings.

A nursing student will respect the rights of colleagues/classmates to keep personal information and papers confidential.

Failure to comply with the above policy represents unethical conduct for a nursing student and may result in failure in the nursing course in which the incident occurs and/or dismissal from the nursing program.

H. Transportation Policy

It is the students' responsibility to arrange for transportation to and from clinical sites. It is important for students to understand that the faculty cannot pair students in the same clinical group to accommodate for transportation needs. Community Health clinical rotations may require students to have transportation to various locations on the same clinical day.

I. Simulation

The Simulation Laboratory, located on the second floor of Byrd Hall, is an alternate location for the Department of Nursing to conduct clinical-focused learning experiences while using high and low fidelity simulation. This learning space is also used to test acquisition of nursing skills via return demonstration. When students are in this learning space they are to mimic the behaviors and expectations as required for a traditional clinical experience. Students are expected to wear scrubs, or a nursing lab coat when in this setting.

J. Policies for the Nursing Simulation Room

This learning space requires the same respect and behaviors that are expected in the clinical setting. This space is dedicated for nursing students only. The Clinical Lab Coordinator will oversee all activity of the lab. Students are not permitted in the lab unless the Clinical Lab Coordinator or a nursing faculty member is present. The number of students in the lab may be limited to provide order, safety and security of equipment and supplies. Students will have to wait their turn or schedule a future appointment with the Clinical Lab Coordinator.

Students cannot removed any equipment or supplies from the lab without permission of the Clinical Lab

Coordinator. If a student removes equipment or supplies, or defaces any components of the laboratory space, they will incur the cost to replace the equipment and may face disciplinary action.

6. Nursing Student Opportunities

A. Student Nursing Association

The Student Nurses Association is student- led opportunity that provides nursing students an opportunity to engage in local activities, to network with students from around the country, and to participate in leadership opportunities. Participation in the Student Nurses Association is open to any student that has been admitted into the nursing program.

B. Sigma Theta Tau

Sigma Theta Tau, the National Honor Society of Nursing is an international professional organization. The Citadel chapter of Sigma Theta Tau is the Gamma Omicron at-Large Chapter. Nursing students who meet specific academic qualifications will be inducted into the honor society. Students must have a minimum GP of a 3.0, rank in the highest 35% of their nursing class, and have impeccable academic integrity.

7. Student Services and Resources

Numerous services and resources are available to support student success. For a complete list of these services, please refer to https://www.citadel.edu/root/academic_resources . Below are a few of the highlighted services that may routinely be used by a student.

A. Academic Support Services

Academic Support Center is available to assist students in making your experience at The Citadel successful. The Academic Support Center coordinates a variety of services for all students, both undergraduate and graduate. You are encouraged to explore their website <http://www.citadel.edu/root/asc>. The information will guide you to programs and services that are designed to assist you throughout your college career.

B. Advisement

Upon admission to the nursing program, each student is assigned to a faculty advisor. The faculty advisor assists the student with academic advising, schedule planning, registration, and university resources and services, and in general serves as a student advocate.

C. Library

The Daniel Library is integral to student learning, faculty scholarship, and the institution's ability to manage information and make decisions. The hours are available on the library website: <http://library.citadel.edu>. Hours may adjust according to exams.

D. Bookstore

The Citadel Bookstore is located in Mark Clark Hall. The bookstore offers a wide variety of apparel, bottled drinks, snacks, school supplies, personal care items, and of course, books.

E. Cadet Store

The Tommy B. Hunter Cadet Store is located on the Ashley River side of campus behind the barracks on the corner of Hammond Avenue and Courvoisie Avenue. The Cadet Store sells the scrub uniform required for clinical and lab settings. The Cadet Store is open Monday – Friday 0800-1600, closed Saturday and Sunday.

To browse the current online inventory of textbooks, apparel, gifts, accessories, and school supplies, please visit: <http://thecitadel.bncollege.com>

F. Counseling Center

Counseling Services are provided in person at the Citadel Counseling Center. Students may schedule a first-time intake appointment during office hours by calling our office at 843-953-6799 or visiting the office at 203 Richardson Avenue. Subsequent appointments may be scheduled at the conclusion of each appointment, or by telephone. Individual counseling sessions are 50 minutes in length. If services are not available to meet the student's particular needs, an appropriate referral will be provided. Additional details about their service are located at <https://www.citadel.edu/root/counselingcenter>

G. Financial Assistance

The Office of Financial Aid & Scholarships provides you with optimal financial assistance while attending The Citadel. It is important that you participate in this process throughout each year of enrollment at our school.

Further information on financial assistance may be found on the Financial Aid website. Please visit: <http://www.citadel.edu/root/finaid>

8. Program Steps to Graduation and NCLEX-RN

A. NCLEX Prep Course

Students are required to take NURS 408 NCLEX Preparation in the last semester of the program. Completion of this course is required for graduation.

B. Career Center

The Career center hosts a variety of hiring and recruiting events. Students are encouraged to visit with the career center to assist with interview techniques, resume writing, and assistance in securing internships. The Career Center is located at 573 Huger Street. The website list lists a multitude of services to assist in

your career plans. <https://www.citadel.edu/root/career/career-center-about-us>

C. Eligibility for RN Licensure

Applicants for registered nurse licensure in South Carolina are eligible to apply to take the NCLEX-RN examination upon submitting evidence to the Board of Nursing that a course of study in an approved nursing program, such as The Citadel, has been completed and that the applicant has not committed acts or misconduct that are grounds for disciplinary action. In accordance with the SC Code of Laws, Title 40 Professions and Occupations, Chapter 1 Professions and Occupations, Chapter 33 Nurses, and Chapter 91 Department of Labor, Licensing and Regulation-State Board of Nursing, the SC Board of Nursing may deny licensure to an applicant based on the same grounds for which the board may take disciplinary action against a license. The student is directed to the SC Board of Nursing for further information <http://www.llr.state.sc.us/POL/Nursing>. Information about the NCLEX-RN licensing examination can be found at <https://www.ncsbn.org/nclex.htm>.
