THE CITADEL

Swain Department of Nursing
Student Nurse Handbook

2022 – 2023

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

Contents

1.   Program Background

A.   Introduction:

Welcome to the Swain Department of Nursing!

The Swain Department of Nursing Student Handbook provides information about the policies and procedures that are specific to the nursing program, the curriculum, and clinical expectations.   The Student Nursing Handbook is updated annually. Students are held responsible to the policies and procedures listed in this handbook. These policies and procedures are applied in conjunction with those of The Citadel, as communicated in the Citadel College Catalog.

A traditional four-year baccalaureate program is available to students who are admitted into the Corp of Cadets and for students who are Veterans. The 2 + 2 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. Upon completion of this program, students are eligible to sit for the National Council Licensure Exam – RN (NCLEX-RN®).

Information in this Handbook is based upon information that was available at the time of publication. Changes to the College Catalog will be posted on the college website. Changes or updates to the policies and procedures of the nursing program will be communicated via email to all enrolled nursing students.

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.

C.   Faculty and Staff

Kim Subasic, PhD., MS, RN, CNE	Professor, Department Head	Byrd Hall 319 C	843-953-1852
Leonora Horton, PhD., APRN-BC, CNM	Associate Professor	Byrd Hall 319F	843-953-7598
Ashley Bukay, DNP, MSN, RN	Assistant Professor	Byrd hall 319D	843-953-0696
Christa Saldaris, MSN, RN, CEN	Instructor	Byrd Hall 319B	843-953-0697
Holly Donahue, MSN, RN	Instructor	Byrd Hall 319E	843-953-1502
Kaitlin Couture, MSN, RN	Clinical Lab Coordinator	Byrd Hall 201B	843-953-1312
Maryalice Morro DNP, MS, RN, NEA-BC	Adjunct faculty	Byrd Hall 319B	843-953- 0765
Melissa Simon	Administrative Coordinator	Byrd Hall 116	843-953-1784

D.   Baccalaureate Degree 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.

E.   Mission, Vision and Goals:

The mission of the Swain Department of Nursing is to educate and develop our students to become principled leaders in the health care environment and profession of nursing by incorporating the core values of The Citadel of honor, duty and respect into their learning experience. The curriculum is focused on holistic and person-centered care across the lifespan and within various healthcare environments. The Citadel nurse understands the impact of the social determinants of health and integrates this knowledge to meet the unique care needs of the communities they serve.

The application of clinical judgement enables the student to apply abstract concepts to concrete situations using methodological skills and current evidence. The citadel nurse understands and applied evidence-based practice in accordance with accepted standards of professional practice. H/she provides safe and quality care

as a contributing member of the interprofessional team.

The vision of the Swain Department of Nursing is to educate nurses who are prepared to be leaders in the healthcare environment.

Core values of 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 competently enter the nursing profession.
- Graduates will pass the NCLEX as first-time test takers.

F.   Guiding Framework

The guiding framework for the curriculum of the Swain Department of Nursing curriculum is combination of Swanson's Theory of Caring, and Benner's model of Novice to Expert.

Swanson's Theory of Caring defines caring as a nurturing way of relating to others, and developing 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

Dr. Patricia Benner's model of Novice to Expert acknowledges that the development of nursing skills and the understanding of patient care occurs over time based on educational foundation and personal experience. The model acknowledges five levels of nursing experience: novice, advanced beginner, competent, proficient, and expert. An emphasis toward this model will be adapted for educational outcomes specific to attainment of clinical courses.

G.   BSN 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.

2.   Admission and Progression in the Nursing Major

The Swain Department of Nursing Student Nurse Handbook is intended to augment university polices 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. Upon admission into the program, an academic advisor from the nursing program will be assigned.

A.   Admission

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
- Written Essay
- Evidence of volunteer work over the past three years
- Meet the Core Performance Requirements (listed below)

Corps of Cadets:

Cadets interested in applying to nursing will be admitted through the Undergraduate Admissions Office according to the requirements and standards described in the Admissions section of the University Catalog. Cadets will declare biology as their major for the freshman year and also indicate their interest in nursing on the registration form. In the spring semester of the freshman year, students may apply to the nursing program. A total of 24 cadets will be accepted into the nursing major. Following a review of application, students will officially be accepted into the nursing program.

Veteran status:

If a veteran is accepted into the nursing program, he / she has the option to attend the day or evening 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. All science courses must be completed within 5 years of the date of the admission application. Transferred courses must meet the college requirements for transfer credits. Nursing courses may not be transferred into the program.
The last 60 credit hours must be earned at The Citadel.

B.   Core Performance Requirements

Students are required to meet the following core performances to be in the nursing program. This is communicated during the admission process. 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.

If a student feels they cannot meet one or more of these requirements, they must meet with the Student Success Center/Services for Students with Disabilities to determine if an accommodation may be made. In

alignment with the policies and procedures, if a reasonable accommodation can be attained, the Center for Student Success/Services for Students with Disabilities will provide written confirmation of the accommodation to the student and to the department of Nursing. If an accommodation cannot be made, efforts to assist the student to change their major will occur.

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	Use principles of good communication. Is able to teach patients and families using evidence-based techniques. Document nursing care fully and

	others	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

C.   Progression in Nursing

To progress in the major, student must:
- • Successfully complete all nursing prerequisite courses.
- • Achieve the grade of a B or better in science and nursing courses.
- • Maintain a GPA of 3.0
- • Demonstrate honor, duty and respect.
- • Continue to meet Core Performance Requirements.
- • Maintain compliance with all health and clinical agency requirements.
- • Submit all College / Clinical agency requirements on time as directed by staff and / or faculty.

 Incomplete grades:
 If a student receives an incomplete grade in a prerequisite, corequisite, or nursing course, the incomplete grade must be completed in accordance with the policies described in the college handbook and no later than the start of the next semester. If the incomplete is in a nursing course, the grade must be completed an entered no later than 4 weeks prior to the start of the term so that clinical placement can be secured. If unfinished coursework is not completed within the designated time frame, the grade will be converted to failing grade.

D.   Probation and Term Limits

Students must successfully pass and complete nursing courses in the sequence as identified in the undergraduate nursing curriculum plan of study. 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.

Students may repeat only one nursing course once over the course of their tenure in the program, valid reasons for course repetition include: Grade "C" or below, or a withdrawal. If the student fails to meet the

minimum grade requirement on the second attempt, they may not take the course again and cannot continue to progress through the program. 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 to meet the required GPA of 3.0, a one-semester probation will be permitted. The student will be required to meet with the Department Head and to develop a formal remediation and progression plan. The remediation plan will be determined on an individual basis and granted at the discretion of the Department Head. Under unusual circumstances and at the discretion of the Department Head, the probationary period may extend into a subsequent semester. If a student is unable to improve their grades following 2 continuous semesters of being on probation, the student will be dismissed from the program.

If a student fails two different nursing courses or two failures in the same course, they will be dismissed from the program.

The student **must pass both the didactic and associated clinical course** that are deemed as co-requisites. 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. The failure of the didactic and clinical course will constitute as one failure in the nursing program.

Term limits for the completion of the program is no longer than six years from the start of the first class. If a student exceeds the six-year time limit, they will be dismissed from the program. The student may reapply to the nursing program.

E.   Readmission

If the student has been dismissed from the program, there is no provision for readmission into the nursing program. Dismissal from the nursing program does not necessarily mean that the student is dismissed from The Citadel. Under extenuating circumstances, such as a deployment and exceeding term limits, individual consideration will be given by the Department Head.

F.   Graduation

The policies for graduation from the nursing program are identified in the Student Nursing Handbook and are in accordance with the policies located in the College Catalog.

G.   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.

H.   Academic Withdrawal and Program Dismissal
https://engineering.citadel.edu/root/adding-withdrawing-classes

A student may choose to withdraw from the BSN program at any time, and are subject to college policies related to grades, refunds, etc.   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. Additional details regarding academic policies are located on the webpage of Academic Affairs. https://mighty.citadel.edu/root/academicaffairs

I.   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.

3.   BSN Curriculum

A.   Definition of Course Offerings

Definition of an On-campus Course
Students meet with the instructor at regularly scheduled times (synchronous learning), primarily in a classroom. Students in face-to-face courses will normally be expected to be physically present for the term/semester.

Definition of an Online Course
Courses in which instruction is conducted solely in an online learning environment within the Citadel's approved learning management system. For a course to be considered an online class, 100% of the content must be delivered online either synchronously or asynchronously or a combination of both. If synchronous online instruction is required, the specific dates and times of the online meetings must be listed in the schedule of classes. The course must go through The Citadel's Online Course Review process which includes completion of The Citadel's Parity Table.

Definition of a Hybrid Course
Hybrid Courses meet 50% on-campus, face-to-face, and 50% online asynchronously. In this model, face-to-face instruction is reduced, but not eliminated. In compliance with the US Department of Education credit hour definition, the combined face-to-face and online instructional time must remain equivalent to a traditional face-to-face course as evidenced by completion of The Citadel's Parity Table for the asynchronous part of the course.

The syllabus must indicate both in-class and online requirements including:
a.   The number of hours that are face-to-face vs. online including meeting dates/times
b.   The activities that will be held face-to-face vs. online
c.   Student attendance/participation for the face-to-face component is mandatory.

B.   Sequencing of Courses
The curriculum of the nursing program is built to promote the application of previously learned content as a building block to content learned in subsequent courses. Students are expected to follow the course sequencing outlined in the college catalog for the academic year they are admitted. Students must meet with their advisor each semester to ensure the proper course alignment is maintained.

C.   Corps of Cadet Curriculum Grid

	CADETS				
2022 - 2023	**FALL**	**Credits**		**SPRING**	**Credits**
Freshman	LRDS 101 - First Year Experience	1		BIOL 217 - Human Anat and Physiology I	3
Year	FSEM 101 - Freshman Seminar	3		BIOL 227 - Human Anat and Physiology I	1
	FSWI 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		102 - 1st Year Basic ROTC	1
	101 - 1st Year Basic ROTC				
Credits		**18**			**16**
Sophomore	LDRS 202 - Prin Leadership American Govt	3		COMM 260 - Technical Writing and Comm	3
Year	LDRS 211 - Leadership Services Lab	0		NURS 201 - Health Assessment	3
	BIOI 290 - Microbiology	4		NURS 211 - Health Assessment Lab	1
	BIOL 218 - Human Anat and Physiology II	3		NURS 340 - Pathophysiology	3
	BIOL 228 - Human Anat & Physiology II Lab	1		NURS 341 - Pharmacology	3
	NURS 202 - Fundamentals of Nursing	3		2nd Year Basic ROTC	0
	NURS 212 - Fundamentals of Nursing Lab	1			
	201 - 2nd Year Basic ROTC				
Credits		**15**			**13**
Junior	Strand course	3		LDRS 371 - Leadership in Organizations	3
Year	LDRS 311 - Jr Ethics Enrichment Experience	0		HLED 401 - Nutrition	3
	Strand course	3		PSYC 202 - Developmental Psychology	3
	NURS 301 - Adult Health 1	3		NURS 302 - Adult Health II	3
	NURS 311 - Adult Health 1 Lab	2		NURS 312 - Adult Health II	2
	STAT 160 - Statistical methods	3		NURS 303 - Health Policy and Practice	4
	301 - 1st Year Advanced ROTC	0		RPED - Required Physical Education	0
				1st Year Advanced ROTC	0
Credits		**14**			**18**
Senior	LDRS 411 - Senior Leadership Seminar	0		NURS 402 - Community and Mental Health	3
Year	NURS 401 - Maternal Child Health Nursing	3		NURS 412 - Community/mental health clini	2
	NURS 411 - Maternal Child Health Nursing Clinical	2		NURS 404 - Nursing Leadership	0
	NURS 403 - Evidence Based Practice	3		NURS 408 - NCLEX Prep	3
	HLED 301 - Gerontology	4		NURS 405 - Adult Health III	3
	Strand Course	3		NURS 415 - Adult Health III clinical	2
				Strand Course	3
	401 - 2nd Year Advanced ROTC	0		401 - 2nd Year Advanced ROTC	0
				Req Phys Ed.	0
Credits		**15**			**16**
	Total credits = 125 credits				

D.   Evening Degree Completion Program Curriculum Grid

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**

4.   Academic Policies and Procedures Specific to Nursing

Academic policies and procedures as communicated in The Citadel College Catalog and the College Transfer Program Undergraduate Academic Catalog are enforced for all students taking classes at The Citadel. It is important that students review these policies and procedures. In addition to college-wide policies, nursing students are expected to abide by policies and procedures that are specific to the Swain Department of Nursing.

A.   Email

Upon admission to The Citadel, a citadel.edu email account is created for each student. All electronic communications will occur through the citadel.edu email address. It is the student's responsibility to frequently review their email.

In the event of severe weather or other circumstance that require the school to cancel classes, this will be communicated in the College wide system through the Bulldog Alert system. Students can register to receive these notifications at: https://go.citadel.edu/bulldogalert/what-is-bulldogalert/

B.   Student Acknowledgment of Policies and Procedures

At the start of each academic year, students are required to acknowledge that they have read and reviewed the Student Nursing Handbook and understand the content as written. The student's acknowledgment will be kept

for reference as needed. Students who do not acknowledge having read and understand the Student Nursing Handbook will jeopardize their ability to progress in the program. Your attestation to understanding the contents of this document is listed at the end of the Student Handbook. An electronic acknowledgement will be required.

C.   Student Code of Conduct

Nursing students are obliged to abide by The Citadel Student Code of Conduct while on or off campus, and in clinical sites. Healthcare agencies have codes of conduct that are directed toward the healthcare worker. Students are encouraged to refer to The American Nurses Association Code of Ethics: [Code of Ethics for Nurses With Interpretive Statements (View Only for Members and Non-Members) (nursingworld.org)](nursingworld.org)

A student who received criminal charges while they are student in the nursing program must immediately notify the Department Head of Nursing.

D.   Professional Behavior

Professional behavior is expected of students entering the profession of nursing. These behaviors include honor, duty, respect, punctuality, ethical behavior, safety, completion of assignments, adherence to policies and procedures, and other behaviors that are consistent with professionalism. If a student violates any of these professional behaviors, they will receive a Violation of Professional Behavior form and counseled by the faculty member completing the form. The student will also be required to meet with the Department Head. If a student receives more than 3 violations of professional behavior, this may be cause for dismissal from the program.

E.   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. Course syllabi convey testing procedures for specific courses.

Students are expected to take all tests at the scheduled time, and as communicated in the course syllabus. The final exam schedules are distributed by the Registrar's Office. It is the responsibility of the student to notify a faculty member in advance of the inability to take an exam on a designated date. Student athletes must notify the faculty at the start of the semester about potential conflicts with the athletic and class schedule. If a student is unable to take a test at the scheduled time, a makeup exam will be given on a day and time that is determined by the faculty member. The format of the makeup exam will also be at the discretion of the faculty member. This may include but is not limited to essay format, open-ended questions, select all that apply, and other testing formats.

F.   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.), and for other educational resources that support student success (for example, Kaplan).

G. 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 to 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. Absenteeism for cadets will be reported into the Cadet Accountability System (CAS). In addition to communicating your absence to the instructor, cadets will be expected to communicate their absence to the TAC Officer.

Children are not permitted in class.

H. 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 anemergency 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 NursingProgram 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 thestudents 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 studentbecomes injured or ill while off campus at an assigned facility.

- Law Enforcement – The Citadel Nursing Program may release health information if asked todo 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 isunable 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, forexample, 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 rightto 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 thehealth 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," requirementsof 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.

I.   Student Violation of HIPPA

Student are exposed to a multitude of private documents and data when in the clinical setting. In accordance with the policies of HIPPA (HIPAA for Professionals | HHS.gov), students are expected to maintain confidentiality of all any information obtained, discussed, read, or care rendered about a person or their family

during a clinical experience. Violation of HIPPA is a federal offense. Any violation of HPPA will constitute an immediate dismissal from the nursing program.

J.   Student Grievance Process

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 to the individual(s). In the event of a student concern about a course or a clinical instructor, the student should employ the following course of action:

- Meet with the instructor to try and resolve the concern.

- If unable to resolve, the student should arrange a meeting with the Department Head of Nursing.

- Attempts to resolve the concern will occur immediately.

- If additional time is needed, the student(s) will be requested to attend a follow-up meeting with the Department Head or receive a written response regarding 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 isavailable to students upon request.

Students have the right to file a student grievance if the student disagrees with the Department's decision to withdraw or dismiss the student. Please refer to the student grievance policy and procedure in The Citadel College Catalog.

K.   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, which will be used during Kaplan exams.

L.   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 full academic year. If the leave of absence causes the student to extend beyond the term limits of the program completion, the student will need to reapply. Please refer to Probation and Term Limits noted on page 11.

5. Clinical Expectations, Policies 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 many 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. Clinical requirements must be completed and <u>valid for the entire academic year.</u>

Clinical requirements **are due by May 15th** for the **summer and fall semesters**, and **by October 15th** for the **spring semester**. 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<u>. If a student has not submitted all the required documentation by the following date, they will not be allowed to take the course. This will directly impact the ability to progress in the nursing major. </u>

Evidence of Clinical documentation must be provided to the Clinical Lab Coordinator for the Department of Nursing according to the specified dates above. Failure to submit all clinical requirements by the identified due date may inhibit your ability to participate in the clinical experience. You will not be able to take the clinical component of the course, which will place you in jeopardy of repeating the course and delaying your progression in the nursing major.

Please submit a copy of the information to Kaitlin Couture (Byrd Hall 201). She may be reached at 843 -953-1312. The clinical requirements must be submitted all at one time, with the exception of a flu shot which will be required at the beginning of the fall semester.

      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. <u>If the results of the titer show that you do not have immunity, a booster vaccine is required. </u>

     ii. Tetanus-Diphtheria (Primary series with DtaP or DTP and booster with Td) = <u>completed within the last 10 years. If longer than 10 years, a new immunization is required.</u>

iii. 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. If the results of the titer show that you do not have immunity, a booster vaccine is required.

iv. Varicella – 2 vaccines that are given 4 – 8 weeks apart, or a titer the shows immunity.

v. COVID vaccine and appropriate booster series. Must provide documentation if you have a medical or religious waiver.

vi. Annual flu shot: This will be required in September

vii. 2-Step TB Skin (PPD) Test: 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. Students are required to be screened yearly for tuberculosis and must provide documentation to the nurse administrator at the beginning of each academic year.

2 – Step PPD testing to detect tuberculosis:

Visit 1: Place the first PPD

Visit 2: 48-72 hours later, the PPD is read.

Visit 3: 1-3 weeks after Visit 1, the second PPD is placed.

Visit 4: 48-72 hours later, the PPD is read.

In summary, 2-step PPD testing requires 2 PPD's to be placed, 1-3 weeks apart, with each of those tests read 48-72 hours after placement.

*   **OR**
A student may choose to get a TB Blood Assay (QuantiFERON-TB Gold®) a single blood test.

viii. Criminal Background Check - use https://catch.sled.sc.gov/

ix. Urinary drug screen – 10 panel

If you use Low Country Drug Screening located-4600 Goer Dr Ste 205, North Charleston, SC 29406. It costs approx. $50. They take walk-ins & do not require a provider order.

x. Copy of Professional Liability Insurance. This insurance coverage may be added to existing current insurance policies, or you can purchase this insurance from the Nurses Service Organization https://www.nso.com/ or Proliability https://www.proliability.com/professional-liability-insurance/student-nurse.html

xi. American Heart Association Cardiopulmonary Resuscitation Certification (CPR)

xii. Copy of health insurance card

xiii. Completion of care learning modules for clinical sites that will be assigned to you prior to attending the clinical rotation.

If a student opts to submit a medical or religious waiver, the determination and acceptance of the student's request for a clinical requirement to be waived is directly determined by the clinical site. If the clinical site refuses to accept a clinical waiver, the student will not be permitted to engage in the clinical rotation. The completion of clinical courses is a requirement of the nursing program. The Citadel Swain Dept of Nursing will not offer alternative clinical experiences.

B.   Lab/ 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 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.

    The OneCard Program Office is located in 208 Richardson. For the summer, the OneCard office is open from 0730– 1730 Mon-Thurs. During the regular school year, the OneCard office is open from 0830 -1700 Mon - Fri. You can schedule an appointment by calling OneCard at 843- 953-7000 or by emailing onecard@citadel.edu.

    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 shoulder 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.   Clinical Uniforms / Scrubs

Students are only permitted to wear Swain Dept of Nursing clinical uniforms (scrubs and lab coats) during a clinical day, or if directed differently by a member of the nursing faculty. If a student is found wearing the clinical uniform outside the designated clinical day and / or in violation of the school policy, disciplinary action will occur and this may include dismissal from the nursing program.

D.   Attendance and Tardiness Policy for Clinical

Attendance:

Attendance on clinical days is required. A student may not miss any scheduled clinical day. A missed clinical day requires a clinical makeup. In the case of an emergency, the student should work directly with the clinical instructor and the course coordinator. If a student is absent from a clinical experience, a doctor's note is required.

If a student is required to make up a clinical day, the clinical date will be based on the availability of the clinical site and the clinical instructor. Make up days will be arranged at the discretion of the clinical lab coordinator.

The student will receive a clinical grade of an Incomplete until all clinical requirements are met. If the clinical requirements are not completed within two weeks of the completion of the course, the student will receive a failing grade for the clinical course and will consequently need to repeat both the clinical and the associated didactic course. The student will not be able to proceed in the nursing program until the clinical requirement is completed.

Clinical Tardiness:

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.

If a student's tardiness is disruptive to the work flow of the clinical instructor, the student will be sent home and receive a clinical absence. This absence will need to be made up and in accordance with the policy for clinical makeup.

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

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

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. Students must have access to their own transportation for the Community Health clinical rotation.

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.

Students may be asked to participate in required simulations outside of a designated course and clinical time. The required simulation dates and times will be outlined in the didactic course syllabus and relayed to students at the beginning of the term. In preparation for a simulation experience, students may be asked to complete prework as assigned by the course and/or simulation coordinator. These experiences are mandatory and will follow all lab and clinical guidelines.

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 remove 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.

Students are required to complete pre-simulation work prior to participating in the simulation. Failure to complete the pre-work will be recorded as being unprepared for clinical and the student will not be able to participate in the simulation.

6. Student Support Services

Numerous services and resources are available to support student success. For a complete list of these services, please refer to Cadet Life Services at https://engineering.citadel.edu/root/cadet-life-services . Below are a few of the highlighted services that may be used by a student.

A. Student-Faculty Advisors

Upon admission into the nursing program, students are provided with a faculty mentor. It is the responsibility of the student to meet with their faculty advisor prior to registering for classes, and to receive advising more often as needed. The faculty advisor is also available to discuss aspects of the nursing program, expected course requirements, and other academic concerns or opportunities. If a student fails to meet with the faculty advisor prior to registration for courses, the responsibility for a potential delay in the anticipated graduation will fall upon the student.

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.

B. Student Success Center

117 Thompson Hall   843-953-5305
https://www.citadel.edu/root/ssc

The Student Success Center offers numerous programs to assist students to achieve academic success. Appointments are required and can be made online from the webpage. Academic services are available for the following programs:

> Academic coaching
> Athletic academic coaching
> Mathematics Lab
> Services for students with disabilities
> Subject-area tutoring
> Supplemental instruction
> Writing Lab.

C.   Counseling Center

203 Richardson Avenue 843-953-6799
https://www.citadel.edu/root/counselingcenter

The Counseling Center is available to all students at The Citadel. In addition to counseling services for personal well-being, services are available for alcohol, tobacco and substance abuse, and for sexual assault prevention and response. Policies and procedures for the services of the Counseling Center are described on the website.

D.   Title IX

192 Bond Hall   843-953-6881
https://www.citadel.edu/root/title-ix

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. -Title IX of the Education Amendments of 1972. Officers of Title IX fall under the oversight of the Office for Institutional Compliance. Policies and procedures to make a formal or informal complaint are communicated on the website.

E.   Campus Alcohol and Drug Information Center

227 Mark Clark Hall   843-953-0510
https://www.citadel.edu/root/cadic-contact

Whether or not you drink, Campus Alcohol and Drug Information Center (CADIC) will help you to make well-informed CHOICES and provide simple strategies to help keep you and your friends safe during your college years and beyond. If you have questions about anything you find while browsing this webpage – or if you have questions about alcohol, tobacco, and other drugs please contact the CADIC Center.

F.   Bookstore

1st Floor Mark Clark Hall 843-953-5110
https://www.citadel.edu/root/bookstore

Nursing scrubs and lab coats are for sale through the bookstore. In addition, a wide range of Citadel apparel and gifts, supplies, electronics, textbooks, and a full range of Apple iPads, Macbooks, watches, Airpods, and accessories are available. Textbooks are offered for purchase or to rent.

G.   Career Center

573 Huger St   843-953–1617
https://go.citadel.edu/career/contact-us/

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 with career planning and preparation.

H.   The Daniel Library

171 Moultrie St   843-953-6845
https://library.citadel.edu/home

The Daniel Library is integral to student learning. Numerous resources are available via the Daniel Library. The Nursing Reference Center is a database specific to nursing and highly recommended for nursing students.

I.   Financial Assistance

Bond Hall 138   843-953-5187
https://go.citadel.edu/financial-aid/financial-literacy-for-college-students/

The Office of Financial Aid & Scholarships provides you with optimal financial assistance while attending The Citadel. Information regarding financial aid and scholarship opportunities are available.

J.   Honors Program

https://www.citadel.edu/root/cadet-life-honors

The Honors Program is dedicated to providing an augmented college experience for intellectually gifted and highly motivated undergraduate students. This is facilitated within the structure of the rigorous Citadel experience by promoting challenging academics, creating opportunities for exploration, encouraging engagement and leadership beyond the classroom, and supporting a personalized collegiate environment that includes one-on-one development with Citadel faculty and advisors.

7.   General Information and Policies

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 confidentially 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 confidentially 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.   Academic Calendar and Add / Withdrawal dates
https://www.citadel.edu/root/academic-cal/2022-2023-academic-calendar

The delivery of classes, holiday, final exams, and mid-term and final grades will correlate with the academic calendar.

C.   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 statementat 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 fordismissal from the program. Further, violations will be reported to the college and referred to the honor court for college action.

D.   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 intothe computing resources and whether or not they can be circumvented by technical means. Students must use information technology and electronic communications in aresponsible 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.

Students are encouraged to review the social media guidelines of the National Council State Boards of Nursing (Social Media Guidelines for Nurses | NCSBN) and their guide for use of social media (NCSBN_SocialMedia.pdf).

8.   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.

9.   Student Services and Resources

A.   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

10. Program Steps

A.   Career Center

573 Huger Street   843-953-1617
https://go.citadel.edu/career/

The Citadel Career Center offers many services to support student success toward career development. Services include workshops, resume writing, career fairs, internships, career planning, and more.

B.   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.

Acknowledgement of Review of The Citadel Swain Dept of Nursing Student Nursing Handbook

I, _____ have received, reviewed, and agree to follow the policies and procedures as communicated in the Swain Dept of Nursing Student Handbook.

During my time as a student, I may have questions and will strive to get the answer from the most appropriate source. I recognize that the policies and procedures written in this handbook are designed to assist me in being successful in the nursing program. I understand that it is my responsibility to review the Student Handbook each time a new one is distributed, as well as to review changes to policies or procedures that are changed and communicated throughout the year.

Signature _____

Print _____

Date _____

* Students will note the acknowledgement, as stated above, via a Google docs in the beginning of the fall semester.