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		Reviewed/Amended Date:	4/11/2025

Policy:	<b>Requirements</b> <ul style="list-style-type: none"> <li>• BCLS</li> <li>• Liability Insurance</li> <li>• Immunization</li> <li>• Physical Examination</li> <li>• Drug Screen</li> </ul>
Elaboration:	<ol style="list-style-type: none"> <li>1. Students enrolled in clinical nursing courses must maintain current certification in American Heart Association BLS for Healthcare Provider or equivalent (Basic CPR): adult one and two rescuer, infant, and child CPR and obstructed airway.</li> <li>2. It is the nursing student's responsibility to acquire this certification and maintain it at all times.</li> <li>3. Students enrolled in clinical nursing courses must show proof of professional liability insurance, minimum amount of \$1,000,000/ \$3,000,000, on the first day of each clinical nursing course, the student must show proof of insurance coverage.</li> <li>4. The student may purchase such liability insurance from a carrier of his/her choice. The School of Nursing has plan information that is available on request. The School of Nursing does not endorse any carriers.</li> <li>5. Any student without insurance, or without the required proof, will not be allowed to attend clinical, including mandatory orientations, until this requirement is met. The missed time will be counted as a clinical absence.</li> <li>6. VSU CONHS utilizes Castle Branch (<a href="https://www.castlebranch.com">https://www.castlebranch.com</a>) Immunization Tracker portal to track student immunization records and healthcare certifications. Each student is expected to have an "approved" Immunization Tracker status by the deadline indicated in orientation materials.</li> <li>7. Students will purchase and maintain a Student Immunization Tracker profile and upload required documentation at appropriate intervals into the online portal.</li> <li>8. Immunization Tracker and Drug Screen are purchased separately</li> <li>9. Students will upload required documentation to include:</li> </ol>

	<ul style="list-style-type: none"> <li>• Liability Insurance</li> <li>• Physical Examination</li> <li>• Health Insurance</li> <li>• CPR Certification</li> <li>• TB Skin Test</li> <li>• Tdap</li> <li>• Varicella titer</li> <li>• Hepatitis B Surface Antibody titer</li> <li>• MMR</li> <li>• Drug Screen</li> <li>• Proof of Background Check</li> <li>• Confidentiality Statement &amp; Honor Code</li> <li>• Licensure status (applicable to current RNs / other healthcare providers)</li> </ul>
Policy:	<b>Clinical Attendance</b>
Elaboration:	<p>Students are expected to attend all clinical/laboratory/simulation experiences, and to arrive on time for all.</p> <ul style="list-style-type: none"> <li>• “On time” will constitute the arrival time to clinical/lab/simulation as set by the course/clinical faculty.</li> <li>• Students who arrive between 1-14 minutes past “on time” will be counted as an unexcused tardy. Two unexcused tardy arrivals will equal an unexcused clinical absence requiring a make-up. <ul style="list-style-type: none"> <li>o Make up is at the discretion of the clinical faculty and is not guaranteed or promised if a student is tardy.</li> <li>o Clinical faculty may, at their discretion, elect to excuse the tardy. In this case it will not be used in the accrual of unexcused tardy days.</li> </ul> </li> <li>• A student who arrives 15 or more minutes late to clinical will be dismissed from the clinical/lab/simulation experience and given an unsatisfactory for the clinical/lab/simulation experience. <ul style="list-style-type: none"> <li>o <b>Two unsatisfactory clinical days for tardy/absence/other reason will result in <u>clinical and course failure</u></b></li> </ul> </li> <li>• Students who are tardy to clinical or post-conference may be required to complete an additional assignment. This is at the discretion of the course/clinical faculty.</li> </ul> <p>A clinical absence (due to illness, accident or other unpredicted life event) must be reported to the appropriate faculty and agency personnel (if applicable) no later than one (1) hour prior to the start of the clinical day. Clinical absences will result in an Unsatisfactory clinical grade for the day</p>

	<p>unless the absence is excused by the instructor. Excused absence is at the discretion of the course/clinical faculty. Students will be required to make up clinical absences on the last make-up day. Students must notify the appropriate faculty or agency personnel as soon as possible when late arrival to clinical is anticipated.</p> <p><b>Two unsatisfactory clinical days for tardy/absence/other reason will result in clinical and course failure</b></p> <p>Students are expected to come to clinical experiences prepared with appropriate equipment and abide by the dress code of SON and the clinical site.</p> <p>Failure to protect a patient's right to confidential treatment will result in a failing grade in the course and dismissal from the School of Nursing.</p>
Policy:	Dress Code
Elaboration:	<p>Dress requirements may vary from course to course, depending upon CDC Personnel Health Guidelines and policies of facilities.</p> <p><u>ALL STUDENTS: Guidelines for Personal Adornment and Aesthetics</u></p> <p>For safety, disease control, and patient comfort there are specific requirements related to adornment and appearance.</p> <ul style="list-style-type: none"> <li>• Hair must be neat and secured back away from the face and off the collar, so as not to create a hazard while caring for clients. Large hair bows, jewelry, or other adornment may not be worn in the hair.</li> <li>• Fingernails should be trimmed to an appropriate length so as not to be hazardous to clients. Fingernail polish or artificial nail surfaces may not be worn.</li> <li>• Jewelry must be limited to a wedding band and/or one (1) small stud in lobe of pierced ears.</li> <li>• Perfumes, aftershave, other scented products and noxious odors including, but not limited to cigarette smoke are prohibited.</li> <li>• Tattoos must be covered.</li> </ul> <p><u>UNDERGRADUATE: BSN STUDENTS</u></p> <p>1. <b>Uniform-</b> VSU undergraduate nursing students are required to wear the approved <b>VSU Clinical Uniform</b> name tag, and official SON lab jacket. These items may be purchased from the VSU Bookstore.</p> <p>2. <b>Shoes:</b> To meet OSHA safety requirements for shoes in settings in which fluid exposures may occur, with uniforms, students should wear shoes that: are leather OR impervious to fluids; have rubber soles and closed toes and heels; and flat or low heels. They should be solid white or solid black in color. The VSU Bookstore does NOT carry nursing shoes.</p>

### 3. Dress Code for **Community Health Agencies**

The attire for public health and public-school settings is the same as for hospital settings. Students are to wear their VSU Clinical Uniform; and the guidelines for Personal Adornment and Aesthetics are to be observed. The attire for any other clinical experiences in Community Health agencies may be determined by the specific agency. The VSU name badge/ID is always required in any clinical setting.

4. **In all other cases**, however, dress is to be conservative, and the following guidelines should be observed (along with the guidelines for Personal Adornment and Aesthetics):

Female Students:

- a. Blouses of a conservative style covering shoulders, back, stomach, and upper arms, and cleavage
- b. Dress slacks or pressed khakis (no jeans, capris, leggings, or ankle pants) are preferable to skirts; skirts should be below the knee to mid-calf in length
- c. Close-toed flats or comfortable loafers or dress shoes of a conservative style, with a heel no higher than 1 and 1/2 inches (no sandals, flip-flops, or tennis shoes)
- d. The VSU name badge/ID is always required in any clinical setting
- e. If required, white lab coat with shoulder patch

Male Students:

1. Short or long sleeve dress shirt or golf-style collared shirt
2. Dress slacks or pressed khakis (no jeans)
3. Close-toed loafers or comfortable dress shoes of a conservative style, with socks
4. The VSU name badge/ID is always required in any clinical setting
5. If required, white lab coat with shoulder patch

### 5. Dress for **Mental Health Agencies**

The attire for clinical in mental health agencies will be determined by the specific agency. In all cases, however, dress is to be conservative, and the following guidelines should be observed: All students should dress in a professional manner.

A. General guidelines: Street Clothes

- No tight fitting, nor revealing clothing;
- No exposed shoulders
- No cleavage
- No exposed skin showing torso.
- No capris
- No denim of any color

B. Flat, comfortable shoes, no exposed toes, heels or ankles

C. Hose or socks are required

D. Nothing around the neck: no neckties, or scarves or dangling jewelry

E. No body jewelry of any type any place visible on the head, neck, mouth, and extremities (Exception: one pair of stud earrings for pierced ears)

	<p>F. Hair for both genders must be away from face and pulled back if below shoulders</p> <p>G. No visible tattoos and/or other body art on arms, hands, neck and extremities</p> <p>H. No sharps (scissors, Swiss Army Knife, etc.) allowed</p> <p>I. No incendiary devices (lighters) or cigarettes are allowed</p> <p>J. No pagers, cell phones, or smart phones are to be taken on the units (family are to contact the College of Nursing and Health Sciences for emergencies 229-333-5959)</p> <p>K. No book bags, or purses are allowed on the Units</p>
Policy:	<b>Unsafe Clinical Practice</b>
Elaboration:	<p>It is the responsibility of the nursing faculty to evaluate unsafe student behavior and initiate dismissal from the clinical setting when appropriate. Unsafe clinical behavior is any unsafe, irresponsible, or unprofessional act, practice, or omission that fails to conform to the accepted standards of nursing care which result from a disregard for the health and welfare of the public and of the patient under the student's care, and includes, but is not limited to, the following offenses:</p> <p>I. Violation of safety in patient care:</p> <ol style="list-style-type: none"> <li>Falsification of patient records or any other documentation related to the course or nursing program.</li> <li>Commission or omission of patient care that endangers a patient's life or negatively impacts a patient's recovery and or well being</li> </ol> <p>II. Violation of confidentiality</p> <p>III. Physical/Verbal abuse of patient, peer, faculty, or clinical staff</p> <p>IV. Evidence of substance abuse (under the influence or alcohol or drugs, possession, use, sale or delivery).</p> <p>V. Theft from patient, clinical sites, or school</p> <p>VI. Any violation of the Honor Code or the ANA Code for Nurses.</p> <p>A student who is unsafe in nursing practice may be subject to, but is not limited to, the following outcome(s):</p> <ol style="list-style-type: none"> <li>Counseling</li> <li>Remediation (Refer to Remediation of Psychomotor Skills Policy)</li> <li>Academic withdrawal</li> <li>Immediate removal from the clinical environment</li> <li>Dismissal from the clinical agency, course, nursing program, or VSU. Disposition Policy may apply.</li> </ol> <ul style="list-style-type: none"> <li>When a student's behavior endangers the safety of a patient, peer, staff member, clinical agency, or clinical faculty, and/or demonstrates a serious breach of professional behavior, the instructor or clinical agency will immediately dismiss the student from the clinical setting.</li> <li>The student will not be allowed to continue in the clinical component of the program until a decision is made.</li> </ul>

	<ul style="list-style-type: none"> <li>• Course faculty will inform appropriate Program Director and Associate Dean.</li> <li>• Disposition Policy will be initiated.</li> </ul>
Policy:	<b>Other healthcare licenses</b>
Elaboration:	When participating in clinical course assignments, the student is limited to the BSN student role only, as directed by the faculty, regardless of other current licensure. For example, students who hold a license to practice as LPN, EMT, RT, etc.
Policy:	<b>HIPAA Statement</b>
Elaboration:	<p>The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires health care providers to abide by the regulations for privacy and confidentiality of protected health information and covers all individually identifiable health information whether the information is electronic, paper or spoken. All students are provided HIPAA guidelines and instructions for conduct regarding protection of patient/client information in each course and are responsible for implementing HIPAA standards and procedures as specified in each clinical setting in which student are placed. Violation of HIPAA may result in dismissal from the nursing program. Disposition Policy may apply.</p> <p>All students must sign a Confidentiality Statement during first semester orientation. This form will be placed in the student's advising folder.</p>
Policy:	Students enrolled in the School of Nursing must hold in confidence all patient related information. Failure to protect any patient's right to confidential treatment may result in a failing grade in the course and dismissal from the College of Nursing and Health Sciences. To meet confidentiality requirements each student is required to affirm their understanding of patient's right to privacy, and need for confidentiality by signing a Confidentiality Statement.
Elaboration:	All students will sign a Confidentiality Statement during first semester orientation. This form will be placed in their advising folder
Policy:	<b>Honor Code</b>
Elaboration:	The following guidelines are established as definitions of unacceptable behavior of those students enrolled in the VSU College of Nursing and Health Sciences. The Honor Code is developed and enforced through VSU CONHS Disposition Policy. All students are expected to sign a copy of this Honor Code for their student record and to abide by the code.

<https://www.valdosta.edu/colleges/nursing-and-health-sciences/documents/disposition-policy.pdf>

**Unacceptable Behavior (including but not limited to the following):**

**Plagiarism:** Using the words, ideas, or conclusions of another person without giving proper credit is a form of intellectual dishonesty known as plagiarism. This behavior has been, and still is, unacceptable and dishonest. Exact quotes must be cited according to the APA Style Manual, current edition (refer to the APA Style Manual index to locate more detailed information).

**Cheating:** Is defined as using unauthorized information (as defined by faculty in the course) obtained from students or other sources that may be used to gain academic advantage through false representation or pretense. If the student is in doubt about what constitutes unauthorized information, the student must seek clarification about the matter with the faculty member responsible for the course.

**Falsification of Data:** gross negligence or dishonesty in collecting, analyzing, or reporting data in any setting where information is considered pertinent in the accomplishment of the nursing student responsibilities.

**Aiding and Abetting Dishonesty:** Is providing unauthorized information or assistance to another person that may consequently result in grade enhancement or other advancements.

**Breaching Confidentiality:** Is the sharing of private information, and includes, but is not limited to, sharing personal access codes to BlazeVIEW.

1. All students will sign a copy of the Honor Code during program orientation.
2. A copy of the signed Honor Code will be placed in the student's advising file.