



**BACHELOR OF SCIENCE IN NURSING  
STUDENT HANDBOOK  
2023-2024**



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## **WELCOME TO CONCORD UNIVERSITY'S NURSING PROGRAM**

The Nursing Faculty, Staff, and Administration would like to welcome you to the distinctive Bachelor of Science in Nursing (BSN) program at Concord University! This BSN Handbook is a guide for students and will provide answers to many of the questions about requirements while enrolled in the program. This BSN Student Handbook supplements the University Academic Catalog and Student Handbook, which also provide guidance on course offerings, academic policies, registration, financial aid, campus facilities, and student rights and responsibilities. Please familiarize yourself with all of these documents. In addition, you will receive information in each course syllabus from your professor(s).

This is a rigorous and demanding program. Nursing Administration, Faculty, and Staff want you to be successful in becoming a professional registered nurse; therefore, we encourage you seek guidance when needed. Please maintain open communication with your professors and instructors throughout the program so they can assist you in reaching your desired goals. Concord University (Concord) is committed to providing you with the support and guidance necessary to achieve learning and program objectives in the BSN program as you work towards a career in nursing. After you graduate from our program, you will be prepared to apply to take the NCLEX-RN and enter the world of professional nursing as a highly qualified employee in a variety of settings. Additionally, the program prepares graduates to continue their education at the master's level in nursing.

Any additional policies/procedures needing to be implemented during your time in the program will be communicated via an updated Student Handbook, Blackboard, email, and any other platforms/correspondence deemed necessary.

We encourage you to use your best study habits so that you may reach your goal of becoming a registered nurse.

Best of Luck!

Nursing Program Faculty

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**CONCORD UNIVERSITY**

**Mission:**

The mission of Concord University is to improve the lives of our students and communities, through innovative teaching and learning, intellectual and creative activities, and community service and civic engagement.

Concord University provides accessible, affordable, high-quality, and student-centered teaching and learning opportunities strengthened by integrated support services and co-curricular programs.

Concord's rigorous, market-driven programming provides current professional knowledge and essential communication, numerical, and critical thinking and reasoning skills, necessary for life-long success in a dynamic and culturally diverse world.

Concord's mission immerses people in intellectual inquiry to expand knowledge, encourages and supports creative activities and the arts, and contributes to community engagement and economic development to enhance the quality of life in the region and beyond.

Concord's mission will achieve our vision to transform lives, enrich our communities, and prepare leaders for service regionally, nationally and internationally.

**Vision:**

Concord, the University that transforms and enriches lives throughout Central Appalachia and beyond.

Concord University will expand its capacity to provide transformative educational experiences that empower students and alumni to enrich their lives and communities. Concord will increase its impact on the region and the world through the leadership and service of our informed and civic-minded students, alumni, faculty and staff.

**Program Goals and Learning Outcomes:**

1. **Knowledge/Mastery of Content-** Students will demonstrate a depth of knowledge and apply the methods of inquiry in a discipline of their choosing, and they will demonstrate a breadth of knowledge across varied disciplines.
2. **Critical Thinking-** Student will demonstrate the ability to access, analyze, and interpret information, respond and adapt to changing situations, make complex decisions, solve problems, and evaluate actions.
3. **Communication-** Students will demonstrate the ability to communicate clearly and effectively.

4. **Personal, Civic, Cultural, and Global Competence-** Students will demonstrate awareness and understanding of the skills necessary to live and work in a diverse world.

**Congruency:** The mission, vision, goals and learning outcomes of the BSN education unit are congruent with the University's mission, vision, goals, and learning outcome statement.

## **CONCORD UNIVERSITY** **BACHELOR OF SCIENCE IN NURSING PROGRAM**

### **Accreditation**

The Bachelor of Science in Nursing program at Concord University was approved by the West Virginia Board of Examiners for Registered Professional Nurses on June 10, 2022, and will seek national accreditation within five (5) years of the program start date by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC, 20001. Phone: (202) 887-6791.

### **Mission**

The mission of Concord University's Bachelor of Science in Nursing Program (BSN) is to prepare competent, professional, compassionate nursing graduates dedicated to equitable, safe, quality, service-minded, patient-centered care and leadership throughout diverse populations to improve the lives of our students and communities across the region and beyond. The BSN programs at Concord University will prepare students for entry level nursing careers. Upon completion of the program, students will be eligible to sit for the National Council Licensure Examination for the registered nurse (NCLEX-RN).

### **Values**

The BSN program promotes the following values in all of our graduates: compassion, integrity, honesty, pursuit of excellence, scholarship, service-minded, professionalism, cultural competence, and advocacy.

## **PROGRAM PHILOSOPHY/CONCEPTUAL FRAMEWORK**

The BSN program philosophy/conceptual framework is based on the belief that nursing is more than the identification and supporting treatment of the physical self; instead, it involves the mind, body, and spirit of individuals, holistically.

It is the belief of nursing faculty that nursing is both an art and a science in which varying disciplines come together to provide safe, quality, compassionate, culturally competent, patient-centered care. Nursing faculty understand that nursing environments vary and evidence-based practices in concert with a blended traditional and concept-based curriculum can enhance critical thinking skills for use in a wide variety of healthcare settings, particularly in the rural communities serviced by Concord.

**BSN Program Outcomes:**

The outcomes of the BSN program are taken from the American Association of Colleges of Nursing (AACN 2008) Essentials of Baccalaureate Education for Professional Nursing Practice.

BSN Students will:

1. Complete a solid base in liberal education that provides the cornerstone for the practice and education of nurses.
2. Demonstrate knowledge and skills in leadership, quality improvement, and patient safety that are necessary to provide high quality health care.
3. Practice professional nursing that is grounded in the translation of current evidence into one's practice.
4. Integrate knowledge and skills in information management and patient care technology that are critical in the delivery of quality patient care.
5. Identify healthcare policies, including financial and regulatory, that directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.
6. Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.
7. Demonstrate professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice which are fundamental to the discipline of nursing.
8. The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

**BSN Program Objectives:**

The BSN program objectives and learning outcomes mirror those of the American Association of Colleges of Nursing (AACN) in The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008). This program will prepare generalist nurses at the baccalaureate level to work in a variety of complex healthcare systems who:

- 1) practice from a holistic, caring framework;
- 2) practice from an evidence base in a rural setting;
- 3) promote safe, quality patient care;
- 4) use clinical/critical reasoning to address simple to complex situations;
- 5) assume accountability for one's own and delegated nursing care;
- 6) practice in a variety of healthcare settings;
- 7) care for patients across the health-illness continuum;
- 8) care for patients across the lifespan;
- 9) care for diverse populations;
- 10) engage in care of self in order to care for others; and
- 11) engage in continuous professional development.

**BSN Program Curriculum**

The traditional BSN, BA/BS to BSN, and the RN to BSN curriculum and admission requirements are outlined in the Academic Catalog located on the University's Academics web page.



**Traditional Four-Year BSN Program Course Sequence**

**Freshman Year**

Course / Title	Credit		Course / Title	Credit
PSY 101-Introduction to Psychology (Satisfies the General Education Social and Behavioral Science Category)	3		MATH 105-Elementary Statistics	3
CHEM 101/111-General Chemistry I w/lab (Satisfies the General Education-Natural Science Category)	4		ENGL 102-Composition and Rhetoric II (Satisfies General Education-Written and Oral Communication Category)	3
ENGL 101-Composition and Rhetoric I (Satisfies General Education-Written and Oral Communication Category)	3		SOC 101-Introduction to Sociology (Satisfies General Education-Social and Behavioral Science Category)	3
MATH 103 College Algebra (Satisfies the General Education-Mathematics Category)	3		General Education-Fine Arts Category	3
H ED 304-Principles of Nutrition and Weight Management (Satisfies General Education-Physical Wellness Category)	2		BIOL 121-Foundations of Biology I and BIOL 121L	4
UNIV 100-CU Foundations	1			
	16			16

**Sophomore Year**

Course / Title	Credit		Course Title	Credit
BIOL 335-Human Anatomy and Physiology I & BIOL 335L	4		BIOL 336-Human Anatomy and Physiology II & BIOL 336L	4
ENGL 203 or 204-World Literature (Satisfies General Education- Literature and Humanities Category)	3		*NUR 210-Introduction to Nursing	3
General Education-Social and Behavioral Science Category (Choose SOWK 161 OR GEOG 221)	3		*NUR 326-Nursing Trends (innovation, technology, policy, legislation, news, etc.)	3
BIOL 249 Medical Terminology	3		PHIL 361-Biomedical Ethics (Satisfies General Education-Literature and Humanities Category)	3
COMM 101-Fundamentals of Speech (Satisfies General Education Written and Oral Communications Category)	3			
Program Note: Students must formally apply and be admitted to the Nursing program this semester.	16			13

**Junior Year**

Course / Title	Credit		Course Title	Credit
*NUR 310-Health Assessment & NUR 310L	3		*NUR 322-Health and Wellness Across the Lifespan: Adult Health I & NUR 322L	3
*NUR 312-Pharmacology	3		*NUR 328-Nursing Clinical II	3

*NUR 314-Nursing Care Fundamentals & NUR 314L	3		*NUR 412-Health and Wellness Across the Lifespan: Women, Children, and Families & NUR 412L	3
*NUR 316-Community Health & NUR 316L	3		*NUR 212 Microbiology and Pathophysiology & NURS 212L	4
*NURS 318-Nursing Clinical I	3		*NUR 329-Rural health in WV topics including telehealth, addiction, etc.	2
	15			15

**Senior Year**

Course / Title	Credit		Course Title	Credit
*NUR 324-Health and Wellness Across the Lifespan: Adult Health II & NUR 324L	3		*NUR 414-Health and Wellness Across the Lifespan: Adult Acute Care & Emergency Nursing & NUR 414L	3
*NUR 419-Health and Wellness Across the Lifespan: Mental Health	3		*NUR 471-Evidence-based Practice & Research II	3
*NUR 470-Evidence-based Practice & Research I	3		*NUR 424-Nursing Leadership and Role Transformation & NUR 424L	3
*NUR 416-Nursing Clinical III	3		*NUR 420-Special Topic	2
*NUR 418-Legal and Ethical Issues in Practice	3		*NUR 426-Nursing Clinical IV	3
	15			14

**BA/BS-BSN Course Sequence**

All general education and pre-nursing requirements must be met prior to entering the accelerated nursing program.

This program can be completed in 4 consecutive semesters.

**Semester One**

**Semester Two**

Course / Title	Credit		Course Title	Credit
*NUR 310 - Health Assessment & NUR 310L	3		*NUR 322 - Health and Wellness Across the Lifespan: Adult Health I & NUR 322L	3
*NUR 312 - Pharmacology	3		*NUR 212 Microbiology and Pathophysiology & NURS 212L	4
*NUR 314 – Nursing Care Fundamentals & *NUR 314L	3		*NUR 412 – Health and Wellness Across the Lifespan: Women, Children, and Families & 412L	3
*NUR 316– Community Health & NUR 316L	3		*NUR 328 – Nursing Clinical II	3
*NUR 318 – Nursing Clinical I	3		*NUR 329 – Rural Health in WV	2
	15			15

**Semester Three**

**Semester Four**

Course / Title	Credit		Course Title	Credit
*NUR 324-Health and Wellness Across the Lifespan: Adult Health II & NUR 324L	3		*NUR 414-Health and Wellness Across the Lifespan: Adult Acute Care & Emergency Nursing & NUR 414L	3
*NUR 419 – Health and Wellness Across the Lifespan: Mental Health	3		*NUR 471 - Evidence-based Practice & Research II	3
*NUR 470 – Evidence-based Practice & Research I	3		*NUR 424 – Nursing Leadership and Role Transformation & NUR 424L	3
*NUR 416 – Nursing Clinical III	3		*NUR 420-Special Topic	2

*NUR 418 – Legal and Ethical Issues in Practice	3		*NUR 426 – Nursing Clinical IV	3
	15			14

**Online RN-BSN Track Course Sequence**

Applicants must be licensed registered nurses and meet all General Education and pre-nursing program requirements prior to program entry.

Course / Title	Credit		Course Title	Credit
*NUR 311 - Nursing Assessment and Cultural Competency	3		*NUR 315 – Nursing Theory	3
*NUR 313 – Nursing Informatics & Innovation in Healthcare	3		*NUR 317 – Pandemics in History	3
	6			6

Course / Title	Credit		Course Title	Credit
*NUR 411 – Legal & Ethical Issues in Complex Health Systems	3		*NUR 417 – Quality & Safety Issues in Healthcare	3
*NUR 413 – Leadership and Management	3		*NUR 472 – Nursing Research I	3
	6			6

Course / Title	Credit		Course Title	Credit
*NUR 460 – Rural Community Health Practicum	3		<i>Elective Course*</i>	3
*NUR 473 – Nursing Research II	3		<i>Elective Course*</i>	3
	6			6

*\*36 hours residency credit required to earn a Concord University degree*

**Grades and Grading:**

The grading scale in all BSN courses is as follows:

<b>93-100%</b>	<b>A</b>
<b>85-92%</b>	<b>B</b>
<b>77-84%</b>	<b>*C</b>
<b>70-76%</b>	<b>D</b>
<b>69% or below</b>	<b>F</b>

Professors will outline the grading scale and expectations for the program/course in their syllabi for congruency.

***\*Students must earn a “C” or better in all nursing coursework to remain in good standing in the BSN program. Students who earn less than a “C” in a nursing class must repeat the course. Failure to earn at least a “C” the second time a course is repeated will result in dismissal from the BSN program.***

If students are dismissed from the nursing program, they should consult with their advisor to determine additional career options in other programs at Concord University.

### **GRADE DISPUTES**

Students are to discuss grade disputes with their professor first. If the student still disputes the grade, he/she should speak with the Director of Nursing. If further consideration is desired, a student has a right to appeal any final grade he or she believes is unfair or inappropriate, within the generally recognized standards of academic freedom and license. Such complaints are to be made after the final course grade is posted and within one (1) semester following the semester in which the course was taken.

Grade appeals must be made in writing utilizing the Grade Appeal Form (found under Academic forms on the University website) and submitted, along with appropriate evidence, to the Dean of the College in which the course resides. The College Dean will investigate the claim, perhaps speaking to the student, the instructor of record, the department chairperson, or others in an attempt to learn all he or she can prior to making a ruling in the matter. The dean will submit his or her decision in writing to the student, the instructor, and the department chairperson. The dean will also arrange with the Registrar to alter the student’s final course grade should that be determined necessary. The decisions of the Dean in such matters are final.

### **CLASSROOM CONDUCT**

In classrooms, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct. Questions and discussions in class on the subject matter of a course will be accepted by any Concord instructor as a proper part of a university course, limited only by allotted time.

Students also are encouraged to consult instructors individually, when necessary, either about the subject matter of the course or about their work in the course.

Disruptive behavior in the classroom will not be tolerated. If student conduct makes it difficult to continue the class satisfactorily, the instructor may warn the student of this fact. If objectionable conduct continues, the instructor may dismiss the student from the course with written notification of this action to the department chairperson, the Dean of the College, and the Provost and Vice President for Academic Affairs. Any appeal from such a decision must be made to these individuals, beginning with the classroom instructor. The grade recorded in cases of dismissal for misconduct is an “F.”

A student suspended or expelled from the University for unacceptable conduct outside of the classroom shall have a grade of “W” recorded permanently for all course work during the semester of the suspension or expulsion.

## **HEALTH REQUIREMENTS**

All nursing students are responsible for fulfilling the mandatory health requirements prior to admission into the nursing program as indicated on the conditional acceptance letter into the program. Failure to complete the health requirements will result in administrative withdrawal from the nursing program. A Physical Health Form must be completed and on file with the Nursing Department before entering the program.

**Immunizations and TB testing** – Up to date immunization records and TB testing must be submitted by the date listed on the acceptance letter into the program. An exception will be made if you are in the process of completing an immunization series at the time in question with appropriate documentation showing dates immunizations were initiated and progress toward completion of the series.

Students may not attend clinicals without all health requirements satisfied, per clinical agencies/facilities. The student is responsible for keeping up with all immunization records and to make sure screenings do not lapse while in the program (this includes the Basic Life Support (BLS) certification).

**Rubella, Rubeola, Mumps and Varicella** – Positive titers must be received by the dates listed in your original acceptance letter. You must have:

- a positive titer indicating immunity,
- documentation of immunization or equivocal titer and recent booster.

If titers are negative, the student must receive immunizations (initial, completed series, and/or booster). Documentation must be received by dates showing on acceptance letter into the program.

**Hepatitis B Series** – (3 injections) is strongly recommended and/or a positive titer (proof of immunity). Although immunization is recommended by the Centers for Disease Control for all healthcare personnel who are at risk of coming into contact with blood products (e.g. via needles or otherwise), students may decline and sign a Hepatitis B declination form. In some cases, you may not be able to complete the series prior to admission into the program. In that case, you will have to complete a declination form until the series is complete.

**Influenza** – Students are required to provide proof of yearly flu vaccination. Students are not allowed to decline the flu vaccine for any reason (there are preservative free flu vaccines available, as well as egg free flu vaccines). **NOTE: Do not get the nasal flu vaccine (e.g. FluMist).** This is a live, attenuated virus that may be transmitted to contacts through shedding of the nares as it replicates. Students who receive this vaccine cannot participate in clinical for an extended period which will result in a clinical failure.

**COVID Vaccine** – Many clinical sites require the COVID vaccine, with no exemptions allowed, for both students and faculty. If the facility allows for either a medical or religious exemption, forms will be provided prior to clinical placement. Students who are denied access to a clinical site for not receiving the COVID vaccine will not meet the requirements as outlined by the WV Board of Nursing and national accrediting body. Failure to meet clinical requirements by the WV Board of Nursing and national accrediting body will result in clinical failure and/or required

withdrawal from the BSN program at Concord University. Due to space and availability, we cannot guarantee placement at a clinical site that might not have the COVID vaccine requirement in place.

## **FINANCIAL REQUIREMENTS FOR THE BSN PROGRAM**

In addition to University tuition and fees, nursing students are responsible for various fees and expenses. (The prices and expenses may vary from year to year). The additional fees and expenses may include but are not limited to the following:

- 1- Technology requirements - Extensive computer work occurs in the BSN nursing program. Students are required to have reliable internet access and access to a computer to complete assignments, access email, take proctored test assessments when applicable and access the University's Blackboard platform. *A personal laptop for use inside and outside of the classroom is highly encouraged for success in the program.*
  - a. Alternatively, computer services are available in various locations on campus. Computer labs are located in the J. Frank Marsh Library, Marsh Administration Building, Science Building, Rahall Technology Center, and Alexander Fine Arts Center. You are expected to become familiar with University policies/procedures regarding University/personal computers and acceptable use policies before the use of University resources and to adhere to these policies/procedures. Policies can be found on the Board of Governors Policy web page.
  - b. The Student Government Association has provided student computers in the Student Center Game Room for e-mail and internet access. The material cannot be saved to these computers or printed but can be saved using USB drives/external hard drives.
- 2- Nursing Lab Fee – Concord assesses nursing students at a higher fee rate than the general student population. These funds assist in covering the cost of equipment, supplies, and testing unique to the nursing program.
- 3- Uniform Costs – All clothing and accessories required by the nursing program are the student's responsibility (i.e., scrubs, jacket/lab coat, shoes, stethoscope, etc.).
- 4- Transportation – Costs vary for clinical obligations which may require personal expenses such as gas, meals, tolls, etc. Students are expected to have independent transportation for clinical travel. The University will not provide transportation.
- 5- Background Check/Drug Screening – Students are required to undergo a background check and drug screening prior to admittance into the BSN program. The student will be responsible for payment of both.
- 6- Pre-Admission Testing – Students are required to take ATI's TEAS® assessment at their own expense as part of the application process for admission into the BSN program.

**Scholarships are available for many Concord University students. Please visit the financial aid office for further information on scholarship and/or grant eligibility. You must have a completed FAFSA on file in order to qualify for financial aid opportunities. Please reach out to faculty advisors for more information on scholarship opportunities.**

## **BSN STUDENT POLICIES AND PROCEDURES**

*The following policies and procedures will apply to all students in the Bachelor of Science in Nursing programs at Concord University. BSN students are responsible for additional policies and procedures including those outlined in the University Catalog on the website and in the Concord University Student Handbook.*

### **Amending Information**

While every effort is made to assure accuracy at the time of publication, Concord University reserves the right to delete, change, or amend the information in this Handbook as necessary. ***It is the student's responsibility to be informed of current University policies and comply with them.***

Licensure and accreditation regulations may require additional non-published admission requirements in some certificate programs. Candidates in these programs must familiarize themselves with the current admission requirements of the Department which administers these programs.

Any amendments made to the BSN Student Handbook will be communicated to students with an updated copy provided via email.

### **Academic Integrity Policy**

The Concord University Honor Code was adopted by students, faculty, staff, administration, and the CU Board of Governors. The Code states:

*“As a member of the Concord University community, I will act with honesty and integrity in accordance with our fundamental principles, and I will respect myself and others while challenging them to do the same.”*

The Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility. As reflected in the Honor Code, Concord University seeks to instill a set of values meant to inspire students to conduct themselves responsibly, honestly, and ethically. The International Center for Academic Integrity (ICAI) defines academic integrity as a commitment to six fundamental values and associated behaviors. Those values include honesty, trust, fairness, respect, responsibility, and courage. Concord University is committed to instilling and transmitting these core values of academic integrity to our collective academic community. This includes taking measures to discourage academic misconduct and dishonesty, which are delineated in this policy in alignment with Board of Governors Policy #25 (Student Academic Rights).

### **Academic Misconduct and Dishonesty**

Academic misconduct and dishonesty are morally unacceptable, as well as destructive to the learning and teaching atmosphere. Academic misconduct and dishonesty may result in a variety of penalties, including a zero on an assignment or syllabus category; a grade reduction on an assignment, syllabus category, or course; a failing grade for a course; academic probation; suspension; or dismissal from the university.

A failing course grade as a result of academic dishonesty will be recorded as an F on the final grade report, and instructors will inform, in writing, their department chair, their dean, and the Provost and Vice President for Academic Affairs who notifies, in writing, the Registrar's Office and the student. Course grades affected by academic dishonesty are not subject to the D/F forgiveness rule, and a student who is to receive a failing grade due to proven academic dishonesty may not drop the failed course with a grade of W, even were the student in question to withdraw from the University altogether. Any failing grade due to proven academic dishonesty will be recorded as such and noted on the transcript.

Academic misconduct and dishonesty may include: plagiarism, cheating, bribery, misrepresentation, conspiracy and collusion, fabrication and falsification, duplicate submission, improper use of electronic devices, improper online behavior, and disruptive behavior. See the Academic Catalog, Academic Policies and Procedures.

### **Administrative Appeals**

A student has a right to appeal any administrative decision made by the Academic Administration, including decisions regarding academic exceptions, decisions made via processes within the Office of the Registrar, as well as any academic decisions made by Department Chairs, Deans, or the Associate Provost. These are separate from Grade Appeals.

Administrative Appeals should be made in writing to the Office of the Provost, outlining the original request, the decision made, and the rationale for disputing the decision, along with any corroborating evidence. The Provost will investigate the claim, speaking to the student and the official who made the decision, and perhaps others, in an attempt to learn as much as possible prior to making a ruling in the matter. The Provost will submit his or her decision in writing to the student and the official who made the original decision. Decisions of the Provost in such matters is final.

### **Professionalism/Appropriate Behavior/Dress Code**

Nursing students are expected to display professional interactions with all individuals encountered both on and off campus. Students are to be respectful in their interactions with others at all times. Unprofessional/inappropriate behavior may result in dismissal from the BSN program, as determined by the Director of Nursing and policy/procedures of Concord University. Refer to Concord University's Student Code of Conduct for student expectations and activities that are identified as inappropriate behavior. *See* W. Va. Code R. § 19-1-7 and 19-10-2 for Professional Nursing Practice Standards.

Whenever a student is assigned to a clinical activity, in simulation on campus or in a clinical facility, the student is representing Concord University, the Nursing Program, its faculty, and its



student body. The student is expected to behave with professional demeanor and adhere to the dress code at all times.

### **Rationale for the Dress Code**

The dress code is based on the following rationale:

- 1- Maintaining a professional appearance.
- 2- Controlling infection (related to the student, student's contacts, and patients).
- 3- Providing for safety.

### **DRESS CODE** –

- Clinical Activities/SIM Center – Students are required to dress in the approved Concord University uniform (scrub) attire when attending clinical activities of any kind. **Failure to wear approved Concord University uniform during clinical activities/SIM center activities will result in the student being asked to leave the clinical setting/SIM center and the student will incur a clinical absence as a result.** If a clinical agency has a dress code that is more restrictive than the following, the more restrictive dress code will apply.
- Skills Lab – Students are required to wear Concord University approved **lab coats** in the skills lab setting.
- University Name Tag and Photo ID – Must be clearly visible at all times during campus and clinical activities. The name tag/school issued photo ID should be worn left side of the chest (always above the waistline).
- Stethoscope – Must be dual headed, single tubing. It is advised to choose a stethoscope that best fits the student's personal needs (length and auditory capability taken into consideration).
- Jewelry Permitted While in Uniform
  - Watch: A watch that notes minutes and seconds is required.
  - Earrings: Small studs (one in each earlobe).
  - Facial Jewelry: Hoops or other facial jewelry which includes jewelry in and around the eyebrow, nose, and tongue are not permitted.
  - Rings: Only a plain wedding band with no stone.

*Note: Your instructor may send you home and/or have you remove any violation before allowing you to perform patient care. If sent home, this will result in a clinical absence if the violation occurs during a clinical day.*
- Tattoos – May not be visible in the clinical setting. Students must wear a white long-sleeve shirt under the uniform top if tattoos are visible on the arm or wrist.
- Facial Hair – Students' facial hair must be trimmed closely to the face. Facial hair cannot be more than ½ inch in length. Additionally, chest hair should not be visible.

- Hygiene and Scents – Students must maintain good personal hygiene. Unscented products should be used for personal hygiene. No strong scents are permitted including scents from shampoo, perfume, after shave or cologne.
- Make-Up – Clean, natural look is desired; no excessive make-up. No fragrance (perfume or aftershave) may be used because of allergies and sensitivities of others around you. **No false eyelashes are permitted.**
- Hair – **Both female and male hair longer than shoulder length must be pulled back and up.** Hair must be reasonably able to be contained inside a surgical cap if warranted. Shoulder length hair cannot be swinging freely to touch the face while leaning over clients during care. Hair must be a color that occurs naturally (no pink, blue, purple, etc.).
- Nails – Must be well-groomed and clipped short, so they are not visible from the palmar surface (this is for infection control and patient safety purposes). Polish, if worn, must be a neutral color, with no signs of chipping. Artificial nails, overlays, or wraps are **not permitted per CDC guidelines** (<https://www.infectioncontroltoday.com/hand-hygiene/cdc-nails-nurses>).
- Socks/Stockings – Socks and/or stockings must be worn with nursing uniforms and be solid white.
- Shoes – When in nursing uniform attire at a clinical facility/SIM center, students must wear shoes that are white and made of leather/leather-like (non-fabric) material that completely encompasses the foot. No sling backs, heels, clogs or open-toed shoes of any kind or flip-flops, as these are unsafe during patient care and not allowed. Your instructor can send you home to change into a more suitable, professional uniform before allowing you to participate in simulation activities or perform patient care.
- Sweaters – At clinical facilities, lab jackets (waist length, not lab coat) and/or sweaters (white, gray, maroon, or black) may be worn. Nametag must be attached to the lab coat or sweater if worn during clinicals.
- Pants – Pants must be hemmed so that they do not touch the floor when standing.
- Community Volunteer Uniform – When going to volunteer opportunities, students must wear a maroon CU nursing polo shirt, khaki-colored pants (that go from waist to ankle) and their school ID and/or student nurse nametag.

### **Accident/Injury Procedure & Liability Insurance**

Concord students are covered by professional liability insurance provided by the State of West Virginia through the Board of Risk and Insurance Management (BRIM). However, this coverage does not extend to items damaged by students during clinical placement. In the event of damaged

items from a clinical placement facility, the facility will invoice the University, and the Student Accounts Office will place a monetary hold on the student's University account. This hold will prohibit future course/term registration, transcript requests, and application/eligibility for Graduation. Once the invoice balance has been paid in full, the monetary hold will be removed from the student's account.

### **STUDENT INJURY**

- Notify faculty member or facility staff as quickly as possible.
- Follow policy at facility.
- An Emergency Health Incident Form will be filled out for record. (see Appendix A).
- The student is responsible for the cost of all health care services received.

**Blood and Body Fluids Exposure** - It is the responsibility of each nursing student to adhere to hospital policies and the guidelines on "universal standard/precautions" of the Centers for Disease Control and Prevention (CDC, United States Public Health Service) during clinical experiences.

A student exposed directly to blood or other body fluids while in the clinical area must notify the instructor immediately. The instructor will advise the student to follow CDC Guidelines for exposure and those of the assigned clinical agency.

**Treatment of an Exposure Site (from CDC Guidelines).** Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water. No evidence exists that using antiseptics for wound care or expressing fluid by squeezing the wound further reduces the risk of blood borne pathogen transmission; however, the use of antiseptics is not contraindicated.

### **Attendance/Tardiness – Class**

Research indicates that students who regularly attend and participate in class are more likely to succeed. The University expects all students to be officially registered before the end of the add/drop period for each course, and to attend all class meetings. Concord students are responsible for coursework covered during all class periods, specifically any work missed during any absence from class, including the first class meeting.

All faculty are directed to drop a student for being absent (or not participating online) on the first day of class/first week of class. Students who know they will be absent should contact their instructor **PRIOR** to the first class meeting to explain their absence and request that the instructor not drop them from the class. Students are responsible for monitoring their class schedule and should never assume that missing the first day of class will automatically result in removal from that class. A student who never attends a class but remains enrolled will receive a failing grade in the course and is responsible for tuition and fees for that class.

Faculty members are free to establish and enforce attendance policies of their choice. These policies should be clearly articulated in each course syllabus. Students are responsible for adhering to the attendance requirements outlined in the syllabus for each course. The student is responsible for all class work and assignments missed because of an absence (excused or unexcused). **Initiating the request to make up class work is the student's responsibility.**

**Attendance/Tardiness – Clinicals**

Attendance for clinical classes is mandatory. A student will only be allowed to make up one (1) clinical day per term in the event of an unexcused absence, at the discretion of the professor and/or Director of Nursing. In the event of an absence from clinical, the hours missed must be made up prior to the end of the course in a modality deemed appropriate by the professor and/or Director of Nursing in accordance with the West Virginia Board of Nursing and national accreditation agency. Failure to make up missed clinical hours prior to the end of the clinical course will result in a course failure and/or incomplete grade, at the discretion of the clinical instructor and/or Director of Nursing. In the event of an incomplete clinical grade, delayed progression in the BSN nursing program will occur until missed clinical time is accounted and completed. Space and availability will determine reintegration and progression in the nursing program in the event of an incomplete clinical grade and will be determined by the Director of Nursing.

Tardiness is defined as not being in the assigned area within ten (10) minutes of the assigned time and is unacceptable. Early departure is defined as “not returning post break”; or prior to dismissal of the clinical placement. Early departure is unacceptable. Appointments (doctor’s, personal, etc.) should not be scheduled during clinical times. Early departures and tardiness are considered absences from clinical placement.

**No call/No show**

When the student is absent from clinical for any reason and has not called the clinical faculty member before the start of the shift, this will be considered a “no call/no show” and is a program violation which will result in the student being placed on program probation. Students who accumulate two (2) “no call/no shows” in the program will be dismissed from the program.

**Medical Conditions/Injury**

Students must be able to attend clinicals without limitation. Any medical condition/injury in which a student is restricted from participating in clinicals may constitute a required medical dismissal from the nursing program at Concord University unless an appropriate accommodation can be made (participation in clinicals is mandatory by the WV Board of Nursing and national accrediting body). Documentation from a licensed physician/NP/ARNP must be submitted to the faculty member and Director of Nursing to determine if progression in the program is viable. If necessary, the student may withdrawal temporarily from the program until which time the student is able to return (documentation will be required upon return to the nursing program stating “No Restrictions” to resume participation in the program).

**Disability Services**

Jerry and Jean Beasley Student Center, Lower Level, Room 107

Telephone: 304-384-6086

Hours: Monday-Friday 8:00am -4:00pm

[Disability Services](#)

[nellison@concord.edu](mailto:nellison@concord.edu)

[liptakka@concord.edu](mailto:liptakka@concord.edu)

Concord is committed to making its programs, services, and activities accessible to students with disabilities. Concord University makes every effort to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

The Office of Disability Services exists to provide the supportive environment necessary for students to achieve their academic goals. The purpose is to ensure that students with disabilities have equal access to the University's programs, services, and activities.

If you have a disability that affects your academic experience and plan to seek accommodations, it is your responsibility to inform Disability Services as soon as possible. It is important to request accommodations early enough to provide adequate time to facilitate your request.

Services include providing reasonable educational accommodations, advocating for an accessible learning environment, and promoting self-advocacy and responsibility on the part of students. Services are available to all qualified students who have submitted appropriate disability documentation.

Disability Services may include:

- Laboratory assistance
- Accessible campus
- Enlarged print services
- Accessible housing
- Note-taking assistance
- Counseling services
- Tutoring
- Testing accommodations
- Reader services
- Recorded textbooks electronic devices

**Essential Functions**

Nursing students shall be in reasonably good health and any disability should not prevent the student from administering safe nursing care. Please refer to essential functions that a student must be capable of performing as a student in the nursing program at Concord University. (See Appendix B).

**Inclement Weather Procedure**

As a general policy, the University will remain in normal operation during adverse weather conditions. In the event of severe weather conditions, the President may:

1. Place classes on the Inclement Weather Schedule;
2. Cancel classes before the end of the class day;
3. Cancel classes for an entire day or days;
4. Close the University with notification to the Chancellor of the West Virginia Higher Education Policy Commission.

In inclement weather situations, final examinations will begin two hours later than the regularly scheduled starting time.

**If the University is closed due to inclement weather, all clinical placements scheduled for that day will be rescheduled. If the University is on a delayed schedule, clinical placement attendance will be determined and reported on a case-by-case basis.**

The late schedule affects classes only. Other University operations are expected to follow normal routines, although the University encourages its employees to use discretion to ensure safety in traveling on weather-affected roadways. Concord faculty are urged to make attendance policy considerations for the difficulties some commuting students may encounter due to weather conditions and provide opportunities to make up for missed work. Students have an obligation to make every safe effort to attend classes, to initiate arrangements for making up missed work, and to understand the occasional commuting difficulties of faculty. Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service via <https://www.concord.edu/student-life/office-of-public-safety/alert-systems.aspx>.

**Take note that unless a cancellation announcement is made, classes will be held.**

Under an Inclement Weather Delay, all 8 a.m. classes will start at 10 a.m., then, students and faculty must follow the Inclement Weather Schedule. This schedule affects daytime classes in Athens only. Classes that begin after 5 p.m. are not affected by this schedule. The schedule appears on the University website, in the Academic Catalog, and is posted throughout campus. Students are expected to be familiar with the Inclement Weather Schedule.

### **Skills Lab & SIM Center Guidelines**

Nursing students are required to purchase a skills lab kit prior to the start of classes. This kit will include supplies that can be used multiple times throughout the duration of the program. There will be additional supplies available in the skills lab that **are not** to be taken out of the skills lab space, unless transported by the professor for classroom demonstration. Students are to respect skills lab space and equipment at all times.

Students are to maintain professionalism at all times. Simulation will be utilized throughout the nursing program to enhance clinical experiences and hands-on learning. Students are to dress in their Concord University clinical attire, just as if they were going to a clinical facility, when in the SIM center (unless otherwise specified by their professor during classroom impromptu instruction/demonstration at the SIM center). All policies and procedures within clinical facilities are to be adhered to within the simulation environment.

### **Confidentiality**

All client/patient information, both verbal and written, is confidential. Any breach of confidentiality on campus or in clinical agencies may result in dismissal from the nursing program and can result in legal and monetary ramifications by the involved parties. Clinical facilities may require students to sign a legally binding confidentiality agreement prior to entering the clinical area. Failure to comply to the signing of a confidentiality agreement will result in the inability to attend the clinical experience and may result in dismissal from the nursing program. Confidentiality rules and regulations are in accordance with the Federal Health Insurance Portability and Accountability Act (HIPAA).

**STUDENT COMPLIANCE:**

- Protect all patient information from others not involved in his/her direct care.
- Do not leave any patient information in any public area or any area unattended (desks, patient rooms, classroom, cafeterias, etc.).
- Do not take patient-identifiable information from patient care units.
- Never submit anything to a faculty member with client-identifiable information on it.
- Use initials only for identification of patients or staff in written information for any learning purposes.
- Do not discuss patients, staff or care issues with friends or family or in public places such as cafeterias, elevators, lounges, bars, restaurants, etc.
- Never discuss patient problems with other patients or patients' family members.
- Never discuss the student's personal problems with patients.
- Electronic devices are not allowed in the clinical setting. Phones are to be kept on silent and completely out of view of all patients and staff. In the case of a personal family emergency, students may use cell phones in a non-clinical area with permission of their clinical instructor (i.e., breakroom, conference room, etc.). Students may not use cell phones in the clinical setting to conduct searches for clinical use.
- Students are not to take photos of patients, information, or staff at clinical facilities.
- Students are not to post anything pertaining to a patient/family or clinical site to social media.
- Students are not to sign as a witness to legal documents during their role as a nursing student.
- Honor the nurse-patient relationship and do not correspond with patients upon discharge or termination of the clinical experience.

**Technology/Cell Phone Use**

NO technology (cell phones, web browsing, texting, etc.) may be used during class session and/or any function other than those recommended for the class. Cell phones are to be turned off and placed out of sight (on vibratory mode). Personal technology use will be restricted to class breaks or when the class session ends.

Faculty may give permission for students to use technology during class for cases of emergency, class research, or technology application. ***THIS MUST BE STATED IN FACULTY/COURSE SYLLABUS.***

1. **FIRST OFFENSE:** A warning will be recorded.
2. **SECOND OFFENSE:** The student will be asked to leave class and any exercise, assignment, or tests will be collected and a grade of 0 will be recorded.

Any student caught using his or her phone during an exam may be failed and sent to the Dean of the College of Science, Mathematics, and Health, concerning Academic Dishonesty.

### **Criminal Background Checks/Drug Screenings**

All nursing students must complete a criminal background check in order to attend clinicals and care for patients. It is the responsibility of the student to ensure that all background and drug screening results are uploaded/provided to the Dept. of Nursing prior to entry into the program.

A positive background check may result in a student's inability to participate in clinical at participating healthcare facilities. Should this occur, the affected student would not meet WV Board of Nursing and national accrediting body nursing education requirements and will be required to withdrawal/rescind application from the nursing program at Concord University.

A positive criminal background check may negatively affect the ability to acquire a nursing license from the WV Board of Nursing. It is the responsibility of the student to contact the WV Board of Nursing and review West Virginia statutes regarding a positive criminal background and licensing as a registered nurse to determine eligibility in the state of West Virginia.

All nursing students are required to obtain a negative drug screening test. A positive drug screening may result in denial of admission into/continuation in the nursing program at Concord University. A dilute sample will trigger a request for a second sample. Two dilute urine samples will be considered a positive drug screening and admission into the nursing program at Concord University will be denied.

Any student suspected of being under the influence of drugs or alcohol at the time of clinical will be sent for testing and risk being dismissed from the program. Failure to consent to testing will result in dismissal from the program. Testing will be at the student's expense.

### **Basic Life Support (BLS) Certification**

All nursing students must provide proof of BLS certification from an approved American Heart Association (AHA) agency prior to the start of clinicals. The certification must include hands-on skills training (not just online training). Failure to do so will result in students not being able to attend clinical, which will result in a clinical failure and/or required withdrawal from the nursing program at Concord University.

BLS certification must be kept current, and students must provide proof of certification to the nursing dept./clinical coordinator upon renewal before expiration.

### **NCLEX-RN Licensure Examination**

Names will be submitted to the WV Board of Nursing once all graduation requirements have been met for the nursing program. Names will be submitted by the Director of Nursing after final grades are recorded and the registrar has determined program completion with no holds on the student record. Once names are submitted to the WV Board of Nursing, they will process your application on file (additional background check, drug screening, and all applicable fees paid to the WV Board of Nursing will be required before they process a student application). After the WV Board of Nursing has processed a student application for licensure, an Authorization To Test (ATT) letter will be mailed to the student. There will be a "number" on



the correspondence that the student will use to sign up to take the NCLEX-RN with PearsonVu (note: there is a testing fee from PearsonVu for the exam). Only after the student receives the ATT letter from the WV Board of Nursing will he/she be able to sit for the NCLEX-RN.

**NAME CHANGE** – Name changes due to divorce, marriage, etc. must be on file with Concord University. The student's name that is listed in the University database is the name that will be sent to the WV Board of Nursing upon successful completion of the nursing program. Students who fail to provide their current legal name with the University will have difficulty obtaining a nursing license. In addition, if the name does not match the student's government issued ID (driver's license, state ID, etc.), he/she may be denied access to testing for licensure by PearsonVu.

**Please contact the University Registrar's Office to determine documentation needed for name changes within the University system.**

### **Mandatory Reporting, Sexual Harassment, Violence, & Assault**

Concord students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. This includes sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination, discrimination against pregnant and parenting students, and gender-based bullying and hazing.

Faculty and staff are required by federal law to report any observations of harassment as well as any notice given by students or colleagues for any of the behaviors noted above. Retaliation against any person who reports discrimination or harassment is also prohibited. Concord's policies and regulations covering discrimination and harassment may be accessed through the [Board of Governors Policy page](#). If you have experienced or observed discrimination or harassment, confidential reporting resources can be found on the University website or you may make a formal complaint by contacting the Title IX Coordinator at 304-384-5289.

### **Statement of Non-Discrimination**

Concord prohibits discrimination and is committed to providing equal opportunity and an educational and work environment free from discrimination on the basis of sex, race, color, creed, religion, national origin, ancestry, physical or mental disability, age sexual orientation, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), genetic information, gender identity, or gender expression. Concord shall adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations. The University is dedicated to ensuring access and equal opportunity in its educational programs, related activities and employment. Retaliation against an individual who has raised claims of illegal discrimination or cooperated with an investigation of such claims of illegal discrimination or cooperated with an investigation of such claims is prohibited. Students and employees may bring questions or concerns to the attention of the Chief Human Resources Officer, Daniel Fitzpatrick, at 304-384-5276 and/or the Title IX Coordinator, Joan Pendergast, at 304-384-5289.

### **Academic Rights**

Concord University is an Equal Opportunity-Affirmative Action institution. In compliance with Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational

Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, and other applicable laws and regulations, the University provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, or disability, as identified by law.

The University neither affiliates knowingly with, nor grants recognition to, an individual, group, organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, or disability, as defined by applicable laws and regulations.

**BSN STUDENT HANDBOOK ACKNOWLEDGEMENT PAGE**

I, \_\_\_\_\_, acknowledge that I have received, read, and understand all policies and procedures as outlined in the BSN Student Handbook. I understand that the BSN Student Handbook is supplemental to Concord University's Student Handbook and University Catalog, and that policies and procedures outlined in all three documents apply to me throughout the BSN program.

Student signature: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Student Email: \_\_\_\_\_

Student Phone No.: \_\_\_\_\_

Date: \_\_\_\_\_

(Please sign, date, and return to the Director of Nursing within the first week of classes.)

**APPENDIX A**

**Emergency Health Incident**

Ill/Injured: \_\_\_\_\_ DOB: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Student 774#: \_\_\_\_\_

Name of Person Filling out Form:  
\_\_\_\_\_

I. Suspected Illness/Injury:

\_\_\_\_\_

II. If Injury, Suspected Cause:

\_\_\_\_\_

\_\_\_\_\_

III. Assessment of Ill/Injured (Circle appropriate response for each item):

- |  |     |     |    |
|--|-----|-----|----|
| 1. Does he/she know who they are?                      | Yes | No  |    |
| 2. Does he/she know where they are?                    | Yes | No  |    |
| 3. Does he/she know the time of day?                   | Yes | No  |    |
| 4. Is he/she aware of the current situation?           |     | Yes | No |
| 5. Does he/she have an altered level of consciousness? | Yes | No  |    |
| 6. Do you suspect alcohol or drug ingestion?           | Yes | No  |    |

IV. Ill/Injured Informed (Circle appropriate response for each item):

- |   |     |     |    |
|---|-----|-----|----|
| 1. Medical Treatment/Evaluation Needed                        |     | Yes | No |
| 2. Ambulance Transport Needed                                 |     | Yes | No |
| 3. Further harm could result without medical attention        | Yes | No  |    |
| 4. Transport by means other than ambulance could be hazardous |     | Yes | No |

V. Disposition:

- \_\_\_\_\_ Refused all health-related services
- \_\_\_\_\_ Refused 1<sup>st</sup> Aid treatment, but accepted transport
- \_\_\_\_\_ Refused Transport, but accepted 1<sup>st</sup> Aid treatment
- \_\_\_\_\_ Refused transport to recommended facility
- \_\_\_\_\_ Patient transported by private vehicle to \_\_\_\_\_
- \_\_\_\_\_ To be cared for by self

- \_\_\_\_\_ To be cared for by relative or friend  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_
- \_\_\_\_\_ In custody of law enforcement agency.  
Agency: \_\_\_\_\_ Officer: \_\_\_\_\_
- \_\_\_\_\_ In care of other agency.  
Agency: \_\_\_\_\_ Officer: \_\_\_\_\_

VI. Comments:

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VII. Witnesses:

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## **APPENDIX B**

### **Essential functions for nursing students**

#### **TACTILE – Students should be able to:**

- Feel vibrations (pulses); Detect temperature changes.
- Feel differences in surface characteristics (skin turgor, rashes).
- Feel differences in sizes, shapes (palpate vein, identify body landmarks).
- Detect environmental temperature (check for drafts).

#### **SMELL – Students should be able to:**

- Detect odors (foul smelling drainage, alcohol on breath, etc.).
- Detect smoke, gases or various noxious smells.

#### **READING & WRITING IN ENGLISH – Students should be able to:**

- Read and understand English.
- Write in English.
- Take test and exams written in English without the use of translation aides (e.g. dictionaries). **NOTE:** The NCLEX-RN exam is written and provided in English.

#### **EMOTIONAL STABILITY – Students should be able to:**

- Establish therapeutic boundaries; Provide client with emotional support.
- Adapt to changing environment/stress.
- Deal with the unexpected (patient going into crisis).
- Focus attention on task; Maintain self-control.
- Monitor own emotions and handle strong emotions (e.g. grief, anger).
- Perform multiple responsibilities concurrently.
- Use good judgment when providing patient care.

#### **COMMUNICATION SKILLS – Students should be able to:**

- Teach or explain procedures (patient/family about health care) in English.
- Give oral reports (report on client's condition to others) and convey information through writing (progress note) in English.
- Speak on the telephone and interact with others (health care workers) in English.
- Direct activities of others in English.
- Maintain appropriate communication with patients, faculty, and staff/agency.

#### **HEARING – Students should be able to:**

- Hear monitor alarm, emergency signals, auscultation sounds.
- Hear cries for help and respond in a timely manner.

#### **VISUAL – Students should be able to:**

- Observe client responses at a distance and close at hand, Distinguish colors.

#### **MOBILITY – Students should be able to:**

- Safely guard and protect the client and oneself.
- Move quickly to ensure patient safety.
- Safely bend, lift, and twist (using assistance of others/equipment when required) to assist with patient movement.
- Maneuver in small spaces.

#### **FINE MOTOR SKILLS – Students should be able to:**

- Possess manual dexterity to safely grasp and manipulate small objects.
- Basic typing skills on a computer keyboard.

**APPENDIX C**

**Physical Examination Form**

**Concord University**  
**1000 Vermillion Street**  
**Athens, WV, 24712**  
**Nursing Department**



**PHYSICAL FORM**

All nursing students must complete this form before participating in clinicals.

**\*Make Copies of All Physical Forms, Vaccination Records & Lab Reports for your personal records.**

**\*Original form is submitted to the Department of Nursing.**

NURSING PHYSICAL FORM: (to be completed by student)

20\_\_\_\_\_ (year)

A. STUDENT ID# \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

**B. PERSONAL HISTORY**

	YES	NO		YES	NO		YES	NO
Rheumatic Fever			Hernia			High Blood Pressure		

Heart Disease			Asthma			Seizure/Neurological Disorder		
Tuberculosis			Kidney Disease			Speech Disorder		
TB Skin Test			Hepatitis			Allergies		
Orthopedic Problem			Sickle Cell Disease/Trait			Latex Allergy		
Diabetes			Fainting			Vision Problems		
Other			Mental Illness					

If "YES" to any of the information above, please advise of current status (e.g. controlled with medications?) \_\_\_\_\_

Medications \_\_\_\_\_

Signature X \_\_\_\_\_ Date: \_\_\_\_\_

**CLINICAL EVALUATION** (to be completed by a licensed healthcare provider) **No check Marks**

NAME (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Blood Pressure \_\_\_\_\_ Pulse \_\_\_\_\_

Head		Chest-Lungs		Menses	
Skin		Heart		Cardiovascular	
Eyes		Breast		Endocrine	
Nose		Abdomen		Lymphatic	
Throat		Hernia		Neurological	
Teeth		Genitalia (male)		Spine-Musculoskeletal	
Ears		Pelvic (optional)		Lower Extremities	
Neck-Thyroid		Ano-Rectal		Upper Extremities	

**Tuberculin Screening Test: PPD Intradermal Skin Test**

PPD Date Given: \_\_\_\_\_ PPD Date Read (48-72HRS): \_\_\_\_\_

PPD Result (in mm): \_\_\_\_\_

**OR** Quantiferon/ IGRA blood test (attach lab copy) Date: \_\_\_\_\_

Result: \_\_\_\_\_

**Newly Positive PPD or Quantiferon require CXR (attach CXR report)**



Date: \_\_\_\_\_ Result: \_\_\_\_\_

**OR** History of PPD Test: Date: \_\_\_\_\_

History of POSITIVE reactors to TB Test must submit **Chest X-ray report** within two years (attach CXR report) Date \_\_\_\_\_ Result: \_\_\_\_\_

**Required on Initial Physical Only**

Documentation of Immunity to Measles, Mumps, Rubella and Varicella by blood antibody testing or adequate documentation of immunizations required. *Dated original lab report MUST be attached.*

Measles/Rubeola Titer \_\_\_\_\_ Date: \_\_\_\_\_ Result: \_\_\_\_\_ **OR** Vaccine 1st Date: \_\_\_\_\_ 2nd Date: \_\_\_\_\_

Mumps Titer \_Date: \_\_\_\_\_ Result: \_\_\_\_ **OR** Vaccine 1st Date: \_\_\_\_\_ 2nd Date: \_\_\_\_\_

Rubella Titer \_Date: \_\_\_\_\_ Result: \_\_\_\_ **OR** Vaccine Date: \_\_\_\_\_

Varicella Titer \_\_\_\_\_ Date: \_\_\_\_\_ Result: \_\_\_\_\_ **OR** Vaccine 1stDate: \_ 2nd Date: \_\_\_\_\_

Polio Salk-Sabin (any history) Date: \_\_\_\_\_

Tdap or Td Booster within ten years, Date: \_\_\_\_\_

Hepatitis B Vaccine: 1st Date: 2nd Date: 3rd Date: or Titer: \_\_\_\_\_

NURSING STUDENTS ARE ADVISED TO BE IMMUNIZED WITH HEPATITIS B VACCINE PRIOR TO THE BEGINNING OF CLINICAL PRACTICE OR MUST SIGN A DECLINATION STATEMENT.

DECLINATION STATEMENT

I understand and acknowledge that during my participation in my clinical internship, I may be exposed to blood or other potentially infectious materials, and I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been informed of the need to be vaccinated with Hepatitis B vaccine. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccination, I continue to be at risk

of acquiring Hepatitis B, a serious disease. I understand that Concord University cannot mandate that I take this vaccination in order to continue my education in my chosen health science program. I understand that my failure to be immunized could jeopardize the successful fulfillment of the requirements of my program at Concord University, which may preclude me from graduating. By signing this Declination Statement, I further understand and agree that I cannot hold Concord University responsible for any injury or illness arising from my activity and/or exposure to blood or other bloodborne pathogens in my program and clinical laboratories.

Name (Print): \_\_\_\_\_

Student Signature X \_\_\_\_\_ Date: \_\_\_\_\_

**COVID Vaccination and yearly Flu shots are required for participation in clinicals with our clinical partners.**

COVID Vaccine Dates (Pfizer and/or Moderna): 1<sup>st</sup> dose \_\_\_\_\_ Date: 2<sup>nd</sup> Dose \_\_\_\_\_

**OR** Johnson & Johnson Vaccine Date: \_\_\_\_\_

Influenza Vaccine (flu vaccine) Date: \_\_\_\_\_

**For the safety of patients, and at the request of our clinical partners, by checking this box, you agree to yearly flu vaccinations while in the Nursing Program at Concord University (student to complete).**

**LICENSED HEALTHCARE PROVIDER'S CERTIFICATION:**

I hereby certify that the above-named person is in good health as determined by a recent physical examination of sufficient scope to ensure that he or she is free from health impairments which may be of potential risk to patients and other personnel or which may interfere with the performance of his or her duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual's behavior. This individual is able to participate in the clinical learning experiences.

**Provider Please ✓ Check:**

CLEARED FOR PROGRAM or  NOT CLEARED FOR PROGRAM

Licensed Healthcare Provider's Signature \_\_\_\_\_

**\*\* Date:** \_\_\_\_\_

**\*\*Do Not Date Physical until PPD is Read.**

Licensed Healthcare Provider's Name (Print) \_\_\_\_\_

License No. \_\_\_\_\_

Licensed Healthcare Provider's Stamp (Required) \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_