



**School of Nursing and Affiliated
Partners in Nursing Student Handbook**

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BELMONT UNIVERSITY
**GORDON E. INMAN COLLEGE OF HEALTH SCIENCES AND
NURSING**

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Welcome

We are pleased that you have chosen Belmont for your education in nursing. Your responsibilities as a student are to know and meet your degree requirements and to enroll for the appropriate courses. You are expected to become familiar with and comply with the various regulations of the University and the School of Nursing. This Handbook has been prepared especially to highlight information that will be useful to you during your matriculation in the School of Nursing. The intent is to supplement other official University documents. In addition to this Student Handbook, you are expected to become acquainted with and abide by the contents of:

The Guide

The Undergraduate Catalog

The Graduate Catalog

Belmont University & School of Nursing Overview

Belmont University is a student-centered Christian community providing an academically challenging education that empowers men and women of diverse backgrounds to engage and transform the world with disciplined intelligence, compassion, courage and faith. Fundamental to that vision are faculty who bring immeasurable life experience and knowledge to share with students on a historic campus that thrives in one of the most popular cities in the Southeast. Belmont employs approximate 340 full time faculty, more than 300 are tenured or tenure track. The university employs more than 500 part time faculty. A comprehensive university grounded in liberal arts, Belmont is the second largest private college or university in Tennessee and enjoys a reputation for academic excellence. In addition to undergraduate degrees in 80 major areas of study, the university offers master's degrees in fields including Accountancy, Arts, Business Administration, Education, English, Music, Nursing, Occupational Therapy, Special Education, Sport Administration, and Teaching; and doctoral degrees in Nursing Practice, Occupational Therapy, Physical Therapy, Pharmacy, and Law.

Belmont University has nine colleges and the Adult Degree Program housed in the Office of the Provost. Colleges include Liberal Arts & Social Sciences, Sciences & Mathematics, Health Sciences & Nursing, Pharmacy, Business Administration, Theology & Christian Ministry, Visual and Performing Arts, Entertainment & Music Business, Law, and Adult Degrees. The Gordon Inman College of Health Sciences and Nursing (CHS) has an enrollment of almost 1000 undergraduate and graduate students and is composed of the School of Nursing (SON), the School of Occupational Therapy, the School of Physical Therapy, the Department of Public Health (offering the BSPH), and Department of Social Work (offering the BSW).

The SON offers BSN, MSN and DNP degrees. The BSN program enrolls first time full time Belmont students, transfer students who participate in the Affiliated Partners in Nursing Consortium, accelerated students (second degree), and RN-BSN completion students. The MSN and DNP programs offer Family Nurse Practitioner (FNP) preparation and a post-graduate Advanced Practice Registered Nurse (APRN) program to prepare graduates to be eligible for a national FNP certification exam. The American Nurse Credentialing Center (ANCC) and the American Academy of Nurse Practitioners (AANP) both approve Belmont graduates to take the FNP certification examination. All three degree programs are accredited by the Commission on Collegiate Nursing Education (CCNE). The Belmont SON is situated in a robust healthcare environment within Nashville and the Belmont University community. Students of all levels and backgrounds enjoy the opportunity of this rich milieu.

Belmont University School of Nursing (SON) embraces the university's mission "to provide an academically challenging education that enables men and women of diverse backgrounds to engage and transform the world with disciplined intelligence, compassion, courage, and faith" as the overarching guide and firm foundation for all we do (<http://www.belmont.edu/about/mission.html>) The SON's mission flows directly from the Belmont University mission and narrows the focus to that of nursing students in any of the programs offered in the SON. The SON's mission is to be "a student-centered Christian community which embraces a culture of openness and mutual respect, excellence in teaching, and the privilege of service. We strive to provide an academically challenging education that enables men and women of diverse backgrounds to safely practice professional nursing with disciplined intelligence, compassion, courage, and faith." The Belmont SON mission statement is published on the school's public webpage at <http://www.belmont.edu/nursing/about/mission.html>.

Documents guiding the development of the BSN, MSN, DNP, and post-graduate APRN programs include Belmont University's vision, mission, values, and Vision 2020 strategic initiative; and the CHS's and SON's mission and goals. The primary source documents used for the development of the BSN, MSN,

Post-graduate APRN, and DNP curricula are listed below. Each program was designed to be in full compliance with professional standards selected.

- *The Essentials of Baccalaureate Education for Professional Nursing*
- *The Essentials of Master's Education in Nursing*
- *The Essentials of Doctoral Education for Advanced Nursing Practice*
- *Quality and Safety Education for Nurses (QSEN)*
- *Criteria for Evaluation of Nurse Practitioner Programs [NTF Criteria]*, (National Task Force on Quality Nurse Practitioner Education, [NTF], 2016).

BSN Goals and Outcomes

The goal of Belmont University's BSN program is to prepare nursing students to function as nursing generalists. In this capacity, graduates will be able to improve health outcomes of diverse populations, engage in active teamwork, use current evidence to provide safe, quality care in a variety of settings, advocate for vulnerable populations, and recognize the importance of promoting healthy behaviors and lifestyles.

MSN & Post-Graduate APRN Program Goals and Outcomes

The goal of Belmont University's MSN and post-graduate APRN programs is to prepare advanced practice nurses in the role of Family Nurse Practitioner who are able to provide clinically proficient, patient centered care; participate in interprofessional leadership teams; champion ethical decision-making and advocacy; establish culturally appropriate practice; commit to life-long learning; apply quality improvement models and measures; and incorporate information technologies.

DNP Goals and Outcomes

The goal of Belmont University's DNP Program is to prepare nurses not only for advanced practice roles but also for roles as scholars skilled in measurement of patient and population outcomes, education of diverse populations, leadership in health policy development and implementation, translation of evidence into clinical practice, and advocacy for safe and quality care within complex health care delivery systems.

School of Nursing

Philosophy

The philosophy of the School of Nursing is based on the values of integrity, inquiry, collaboration, humility, and service, which are congruent with the vision and values of Belmont University. As an integral part of the Belmont University Christian community, the School of Nursing provides opportunities for students to discover individual talents, grow spiritually, and acquire professional nursing knowledge, skills, and attitudes. The School of Nursing synthesizes the liberal arts, sciences and professional education, providing a foundation to develop critical thinking essential for nursing practice. Educational experiences are created in a caring, Christ-centered environment and designed to develop a competent, compassionate professional able to function in a variety of practice settings with an emphasis on population-focused care. Teaching and learning are considered to be collaborative, active efforts, requiring mutual respect, and producing changes in behaviors and values that are essential to nursing practice.

The School of Nursing faculty identifies Jesus Christ as the Master Healer and the ultimate role model for caring and serving. The School of Nursing faculty serves students as strong role models through commitment to excellence as teachers, learners, scholars, clinicians, and servant leaders. The profession of nursing requires the following: to function as a confident member of the interprofessional team; to engage in clinical reasoning; to communicate effectively for the delivery of safe, quality, evidenced-based care; and to apply high moral and ethical standards. These nursing profession requirements promote the delivery of patient centered care to individuals, families, and communities of diverse backgrounds in various settings. The School of Nursing faculty serves as mentors and consultants, who collaboratively assist all nursing students to discern, apply, and evaluate care for self and others.

Graduates are challenged to embrace a commitment to lifelong learning by increasing knowledge, competence, and advocacy for patients and professional nurses. Baccalaureate nursing students are prepared to function as nursing generalists. The baccalaureate graduate has the foundation to build on knowledge and experiences preparing each to become a leader in the profession.

Graduate level nursing students are prepared to function as specialists and advance the nursing profession. All graduates are equipped to promote health, improve care, and impact health care cost.

Mission

The School of Nursing is a student-centered Christian community which embraces a culture of openness and mutual respect, excellence in teaching, and the privilege of service. We strive to provide an academically challenging education that enables men and women of diverse backgrounds to safely practice professional nursing with disciplined intelligence, compassion, courage, and faith.

Vision

The vision of the School of Nursing is to promote health, improve care, and impact cost through excellence in teaching, practice, service, and scholarship in the context of a caring Christian environment.

School of Nursing General Information

- General Services

Student services are coordinated by the [Office of Student Affairs](#) located in the Beaman Student Life Center. The phone number is 615-460-6407.
- Management of Personal Account Information

All students should complete a Personal Data Change Request at Belmont Central. In addition, the student must update their permanent personal information on MyBelmont.
- Counseling

Personal counseling services are offered through the [Office of Student Affairs](#) and may help with such issues as academics, interpersonal relationships, religious questions, sexuality, stress, time management, addictions, anxiety and depression.

Students are entitled to a limited number of counseling sessions with a licensed counselor at no cost. For more information or appointments for counseling, call the counseling secretary.

A code of confidentiality is maintained in all counseling.
- Health Center

A Certified Family Nurse Practitioner is available through University Health Services located on the first floor of McWhorter Hall. Primary care services available include wellness physicals, diagnosis and treatment of acute episodic health problems, immunizations, treatment of minor trauma and lab services. Referrals for more advanced care are also available. Hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. The telephone number is 615-460-5506 and appointments are encouraged

The Office of Safety and Security is available to help with emergency needs, as well.
- Disability Services

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, The Office of the Dean of Students, Disability Services Program coordinates reasonable accommodations for all students with disability at Belmont University. If you need to request an accommodation based on the impact of a disability you should contact your faculty privately to discuss your specific needs and contact the Disability Services Program in Student Affairs at 615- 460-6407. The [Disability Services Program](#) is located in the Beaman Student Life Center, Suite 200 www.belmont.edu/disability.

No accommodations are allowed without the written approval from Disability Services.
- ROTC program

Belmont students may take advantage and receive credit for Army and Navy Reserve Officer Training Corps (ROTC) program at Vanderbilt University and Air Force ROTC at Tennessee State University. For more information refer to [the catalog](#).
- Open Door Policy

At Belmont University School of Nursing we value input from students and maintain an “open door policy” so that students feel comfortable coming to the faculty to discuss concerns, both personal and academic. Setting up an appointment with the faculty member may be the

most convenient way to facilitate this, but faculty also have office hours during which they generally are available to see students.

An additional source of information and advice is the student's academic advisor and the student should feel free to contact the advisor at any time.

○ Attendance Policy

Each course in the School of Nursing contains significant academic course work that builds on previous content. Thus, attendance at each class, lab, and clinical meeting is essential to the student's success. Furthermore, attendance and punctuality are professional behaviors that are expected of every student enrolled in the School of Nursing.

The University Academic calendar is published at least a year in advance and is available on the University website. Students are responsible for checking this calendar prior to planning vacations, weddings, honeymoons, job orientations, family reunions, etc.

Policy: Beginning with the **first scheduled class**, students are required to attend all class sessions of courses in which they are enrolled. This includes course and clinical orientations, labs, clinical, lecture sessions and all other class meetings listed in the course syllabus and calendars. Except in the case of death of a family member or significant illness of the student or of a student's minor child, all absences will be considered unexcused or "unsatisfactory". The consequences of unexcused absences are outlined in each individual course syllabus and may include one or more of the following: deduction of points from tests or assignments, additional written assignments, and payment for additional clinical faculty time for make-up clinicals.

○ Student Rights & Responsibilities

Students should refer to The Guide for University policies, including those concerning academic honesty, drug-free campus, and complaints and grievance procedures.

Students should refer to the [Undergraduate](#) or [Graduate](#) catalog for class attendance policies.

○ Social Media Use

Belmont nursing students and faculty:

- Have an ethical and legal obligation to protect patient privacy and confidentiality at all times.
- Must not take photos or videos of patients on personal devices, including mobile devices, even when the patient consents.
- Must remove from their social media account any images of a faculty or staff member or student which is posted to the patient's social media account and through "tagging" or other means appears within the student's, faculty member's or staff member's social media account
- Must not transmit, by way of any electronic media (phone, text, email, Facebook, Twitter, Snap Chat, Vine, Blogs, etc.) any patient-related information or image that is reasonably anticipated to violate patient rights to confidentiality or privacy or to otherwise degrade or embarrass the patient even if the patient has agreed to the use.
- Must not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care-related need to disclose the information or other legal obligation to do so.

- Must not identify patients by name on social media, or post or publish information on social media that may lead to identification of a patient. Limiting access to social media postings through privacy settings is not sufficient to ensure privacy.
- Must not refer to patients in a disparaging manner on social media, even if they are not identified.
- Must maintain professional boundaries in the use of electronic media. Avoid violating the patient-nurse relationship by developing personal relationships with patients. If a personal relationship exists prior to the professional relationship, avoid discussing any medical/treatment/illness/symptom-related information on social media.
- Must be familiar with and adherent to the Inappropriate Internet and Computer Use Policy located on page 49 of the Bruin Guide (<http://campus.belmont.edu/mp3/bruin-guide.pdf>).
- Must promptly report any identified breach of confidentiality of self or others. This includes knowledge of another SON's individual breach of confidentiality.
- Must be aware of and comply with clinical site policies regarding use of site-owned computers, cameras, and other electronic devices and use of personal devices in the clinical setting.
- Must not make disparaging remarks about employers, preceptors, faculty, peers or other employees on campus and at clinical sites.

Adapted from:

Spector, N., Kappel, D., (September 30, 2012) "Guidelines for Using Electronic and Social Media: The Regulatory Perspective" *OJIN: The Online Journal of Issues in Nursing* Vol. 17, No. 3, Manuscript 1. **DOI:** 10.3912/OJIN.Vol17No03Man01

[SOCIAL MEDIA GUIDELINES FOR NURSES VIDEO](#)

- Appeals, Concerns, & Grievances

Any concerns related to a specific course should first be addressed directly to the faculty member teaching the course. If the student is not satisfied with the outcome of this initial step, the student should then address the concern to the Director of the Undergraduate program, Dr. Sandy Murabito, or the interim Director of the Graduate program, Dr. Linda Wofford. If there is still inadequate resolution, the student should contact Dr. Martha Buckner, Associate Dean of Nursing. The School of Nursing follows the University procedure for filing a formal complaint. For information, refer to The Guide.

Nursing Student Activities

- Student Nurses Association (SNA)

Students are eligible to join the SNA upon admission to the School of Nursing. Participation in SNA allows students the opportunity to develop leadership skills and network with other students in the School of Nursing.

- Nurses Christian Fellowship (NCF)

NCF helps nurses, nursing students, and faculty know God through a personal relationship with Jesus Christ. NCF encourages them to live out this relationship in nursing, bringing Gods love and justice to nursing education and practice.

- Curriculum Committee (BSN)
The School of Nursing by-laws allow for student representation on the Undergraduate Curriculum Committee. Students may volunteer for focus groups.
- Graduate Affairs Committee (MSN & DNP)
The School of Nursing by-laws allow for student representation on the Graduate Affairs Committee. Students may volunteer for service on this committee.
- Sigma Theta Tau International (Undergraduate & Graduate)
Sigma Theta Tau International is the honor society for professional nursing. Omicron Phi, Belmont's chapter of Sigma Theta Tau, was chartered in Spring 1998. The purposes of this professional honor society are to recognize superior achievement and leadership skills; to foster high professional standards; and to strengthen commitment to the ideals and purposes of the profession.
 - Undergraduate
Undergraduate students may be considered for membership if they:
 - Have a grade point average at least 3.0 after the completion of at least 50% of the required nursing courses.
 - Rank in the top 35% of their class.
 - Graduate
Graduate students may be considered for membership if they:
 - Have a grade point average of at least 3.5 after completion of at least 25% of the required curriculum.

Academic & Professional Success

- Expectations
All assigned work, including tests and exams, lab work, written assignments, and clinical rotations, is to be completed according to the course requirements in the syllabus. If an emergency or severe illness occurs that warrants postponing an assignment's due date the student must notify the faculty member as soon as possible. In addition, the student must request a "course work exception" on the appropriate form which may be obtained from the faculty member. Granting of any exceptions is at the faculty member's discretion.
All students are required to have a Wifi-enabled laptop with webcam for online testing and other purposes. Tablets (such as iPads and Chromebooks) will not fulfill this requirement.
- Advising
 - Undergraduate
Upon enrollment in the School of Nursing students are assigned a faculty advisor. The student is responsible for initiating meetings with the advisor prior to registration each semester. Each student is personally responsible for completing all academic requirements established by the University and the School of Nursing.
 - Graduate
Upon enrollment in the Graduate program, students are assigned a faculty advisor. The student is able to meet with the faculty advisor to address concerns related to program of study, academic progression, or other non-academic issues.

- Academic Honor System

The members of the Belmont University community seek to provide students a high-quality education while encouraging in the entire community a sense of ethics, social responsibility and interdependence. We believe that trust is a vital part of this enterprise and that self-discipline and responsibility to one another are also essential elements. We also believe that any instance of dishonesty is a violation of the values of the Belmont University community. Therefore, the Belmont University Academic Honor System aims to cultivate a community based on trust, academic honesty and social responsibility that:

- Ensures that students, faculty, staff and administrators understand that the responsibility for upholding integrity at Belmont University lies with them;
- Ensures that all members of the Belmont University community understand that all forms of dishonesty represent a profound violation of the values of the Belmont University community;
- Clarifies what constitutes academic dishonesty and defines standards of behavior expected of all members of our community;
- Promotes an environment at Belmont University where integrity is expected and respected and where dishonesty is not tolerated;
- Defines a statement of expectations at Belmont University regarding behavior, as well as a mechanism for a consistent and reasonable adjudication process for violations of our community.

- Academic Integrity

All academic work at Belmont University is governed by the guidelines of the honor system. The following is an excerpt from the Belmont University Honor System, the full text of which can be found in [The Guide](#) and on The Belmont University Website.

The Belmont community values personal integrity and academic honesty as the foundation of university life and the cornerstone of a premiere educational experience. Our community believes trust among its members is essential for both scholarship and effective interactions and operations of the university. As members of the Belmont community, students, faculty, staff and administrators are all responsible for ensuring that their experiences will be free of behaviors that compromise this value. In order to uphold academic integrity, the university has adopted an Academic Honor System. Students and faculty will work together to establish the optimal conditions for academic work of the highest integrity.

- Honor Pledge

“In affirmation of the Belmont University Community Commitments, I pledge that I will not give or receive aid during examinations; I will not give or receive false or impermissible aid in course work, in the preparation of reports or in any other type of work that is to be used by the instructor as the basis of my grade; I will not engage in any form of academic fraud. Furthermore, I will uphold my responsibility to see to it that others abide by the spirit and letter of this Honor Pledge.”

- Writing Center & Math Lab

The [Writing Center](#) offers free, 30-minute one-on-one conference sessions for all Belmont students with any writing concern. The Center is located in the Wedgewood Academic Center. Tutoring is also available in Spanish and French writing. For appointments, call the Writing Center at 615-460-6241.

Students may receive assistance for any math course through the [Math Lab](#). For hours

call the Department of Mathematics/Computer Science at 615-460-6406.

○ APA Writing Format

Written assignments in the School of Nursing will follow the APA format for documentation and formatting style. The current edition of the Publication Manual of the American Psychological Association will be used by all faculty in the evaluation of student papers.

○ Academic Misconduct

Generally, academic fraud and dishonesty include, but are not limited to the following categories: cheating, fabrication, plagiarism, multiple submissions, obtaining unfair advantage, aiding and abetting and unauthorized access to academic or administrative systems.

- *Cheating*: Using unauthorized notes, aids or information on an examination; altering a graded work prior to its return to a faculty member, allowing another person to do one's own work and submitting it for grading.
- *Fabrication*: Inventing or falsifying information, data or citation; presenting data gathered outside of acceptable professorial guidelines; failing to provide an accurate account of how information, data or citations were gathered; altering documents affecting academic records; forging signatures or authorizing false information on an official academic document, grade, letter, form, ID card or any other university document.
- *Plagiarism*: Submitting material that in part or whole is not one's own work; submitting one's own work without properly attributing the correct sources of its content.
- *Multiple Submissions*: Submitting identical papers or course work for credit in more than one course without prior permission of the instructor.
- *Obtaining Unfair Advantage*:
 - gaining or providing access to examination materials prior to the time authorized by an instructor;
 - stealing, defacing or destroying library or research materials which can deprive others of their use;
 - unauthorized collaboration on an academic assignment;
 - retaining, possessing or circulating previously used examination materials without the instructor's permission;
 - obstructing or interfering with another student's academic work; or
 - engaging in any activity designed to obtain an unfair advantage over another student in the same course.
- *Aiding and Abetting*: Providing material, information or other assistance that violates the above Standards for Academic Integrity; providing false information in connection with any inquiry regarding academic integrity.
- *Unauthorized Access*: Viewing or altering in any way computer records, modifying computer programs or systems, releasing or distributing information gathered via unauthorized access or in any way interfering with the use or availability of computer systems/information.

○ Commitment to Civility

Belmont University values integrity, collaboration and humility. Faculty, staff and

students are committed to promoting a caring, Christian environment that supports transformational learning, academic integrity, open communication and personal and professional growth among the diverse members of our academic community. We respect the civil expression of divergent perspectives.

Civility is the art of treating others, as well as ourselves, with respect, dignity and care. Civility is apparent when we are sensitive to the impact that our communications, practices and behaviors have on others, and when we acknowledge each person's self-worth and unique contributions to the community as a whole.

As members of the School of Nursing community, we are committed to learning and practicing in ways that allow every individual to develop their full potential in order to lead lives of meaning and purpose. The following are examples of how we create and sustain civility.

- Support the autonomy and just treatment of self and others by facilitating an open, respectful and caring environment.
- Accept responsibility and accountability for one's own behavior when interacting with students, faculty and staff.
- Respect and protect the rights and property of others.
- Speak and behave in a manner that does not disrupt or interfere with the learning or work of others.
- Model personal and academic integrity and expect it from others.
- Demonstrate respect for others by actively discouraging prejudice, bias, bigotry, violence, coercion or intimidation against any member of the academic community.
- Demonstrate a willingness to listen and to hear the perspectives of others.
- Explore controversial issues through open dialogue and respectful deliberation.
- Respect freedom of expression while recognizing that such tolerance does not require agreement with expressed ideas.
- Engage institutional resources and persons to resolve conflict when necessary.

We will not tolerate disrespectful or abusive speech or language in any form of communication including electronic, oral, verbal or non-verbal. Each community member has the responsibility to foster a safe and supportive learning and work environment. This responsibility can include asking others to stop disrespectful or abusive speech and/or disruptive behavior. Collectively, faculty, staff and students in the School of Nursing are responsible for ensuring a safe and supportive learning and work environment.

- Professional Success

American Nurses Association (ANA) Code of Ethics

The nursing profession outlines ethical expectations in the American Nurses Association (ANA) Code of Ethics for Nurses. Students are expected to uphold these standards.

Provision 1 The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2 The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3 The nurse promotes, advocates for, and protects the rights, health, and safety of the patient

Provision 4 the nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5 The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6 The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality healthcare.

Provision 7 The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8 The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9 The profession of nursing, collectively through its professional organization, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

[ANA Code of Ethics for Nurses with Interpretive Statements](#)

○ 24 Hour Drug Testing Procedure

Current clinical contracts with area hospitals dictate that the Belmont SON has the capability to test “for cause” for student nurses demonstrating behaviors and indicators of impairment while participating in clinical rotations 24 hours a day, seven days a week. This allows for immediate follow up in the event that a student participating in a clinical experience during an overnight or weekend shift to receive testing in the event that an instructor, other student or unit personal report suspicion that the student is exhibiting signs or symptoms of impairment.

This procedure is to be followed in event of a student needing to be tested during non-business hours. Students who refuse to submit to drug screening will be immediately dismissed from the Belmont School of Nursing.

The procedure below will be followed to test students:

AFTER HOURS DRUG TESTING PROCEDURE

- The clinical faculty assigned to the student group on the unit will contact the appropriate Clinical Course Coordinator immediately to report the situation
- The Clinical Course Coordinator, the Undergraduate Director, the Clinical Placement Coordinator, or another appropriate faculty administrator will call the lab on contract to arrange an immediate screen. The screen will take place on location at the lab site. The student will be responsible for ensuring his or her own safe travel from the clinical site immediately to the testing site either by arranging for a friend or family member to pick them up and transport them or by paying for cab fare. Neither the clinical facility nor Belmont University will be responsible for the transportation of the student. The Clinical Course Coordinator will clearly direct the Faculty to ensure that the student has secured safe transportation and is not driving him or herself due to suspicion of impairment.

REGULAR BUSINESS HOURS PROCEEDURE

- Students may be tested at the clinical facility per agency policy.
- To schedule an appointment during regular work hours call ADB at 1-800- 200-0853 to receive a referral to the local Quest Diagnostics lab.

To schedule an off hours appointment: ARCpoint Labs; 615-332-8838; 3656 Trousdale Drive; Suite 109; Nashville TN 37204;
www.arcpointlabs.com/nashville/contact

- The Clinical Course Coordinator, Undergraduate Director, the Clinical Placement Coordinator or another appropriate level administrator will retrieve the needed copy of the Forensic Drug Testing Custody and Control Form from the School of Nursing for use tracking the student's sample.
- The Clinical Course Coordinator, Undergraduate Director, Clinical Placement Coordinator or other appropriate level administrator will meet the student at the testing site
- The student will be required to produce a photo ID before testing is completed.
- American Data Bank will forward official results to the Program Assistant and the Clinical Placement Coordinator within 72 hours of the sample being collected.
- American Data Bank will initially invoice the school directly for all associated fees but the final responsibility for all fees will be that of the student. Subsequent related charges will be made to the student's financial account.

○ Chemical Impairment

The Gordon E. Inman College of Health Sciences and Nursing requires that students provide safe, effective, and supportive client care. Students who are chemically impaired are less capable of making important judgments and maintaining a safe environment for clients under their care. Students who are chemically impaired in the clinical setting may in fact jeopardize the lives of their clients. In addition, chemical impairment has a negative effect on the personal health of the student. It is the policy of the School of Nursing that all students provide a clean drug screen upon matriculation into clinical courses. Additionally, immediate testing may be mandated for students suspected to be under the influence while at a clinical facility. A positive drug screen indicates the presence of illegal drugs or prescription drugs which were not disclosed to the third party Medical Review Officer during the testing process. Any student who receives a positive admission drug screen will meet with the Director, Dean, or appropriate designee of the School of Nursing. Due to the inability to be placed in a clinical facility and the inability to complete the clinical component of the nursing course, the student will be advised to withdraw from the course.

The COHS and the SON define the chemically impaired student as a person who, while in the classroom, laboratory, or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuse of the substances includes episodic use or misuse, or chronic use that has produced psychological and/or physical signs and symptoms. This includes the abuse or impairment by the use of prescription medication. It is the position of the COHS that chemical dependency is a treatable disease. With the proper treatment, monitoring, and support, students can become safe, competent professionals.

The American Association of Colleges of Nursing (AACN) has issued a position statement on substance abuse in nursing education (AACN, 1996). Among their assumptions and principles are the statements that:

- substance abuse compromises both the educational process and patient care and must be addressed by schools of nursing;
- academic units in nursing have a commitment to and a unique role in the identification of abuse, intervention, referral for treatment, and monitoring of recovering individuals;
- addicted persons need help to recognize the consequences of their substance use;
- addiction is a treatable illness, and rehabilitative and therapeutic approaches are effective in facilitating recovery; and
- individuals with addictive illnesses should receive an opportunity for treatment in lieu of, or before, disciplinary action. (AACN, 1996, p.254)

The American Physical Therapy Association's Position on Substance Abuse (HOD 06- 93-25-49) recognizes that alcoholism and other drug addictions adversely affect health and professional roles. The House of Delegates encourages the identification and supportive assistance of professionals who experience substance abuse and recommends treatment so that re-entry into the profession is possible.

It is the policy of the COHS and SON that students must be free of chemical impairment during participation in any part of their program including classroom, laboratory, and clinical activities. COHS and SON faculty members will intervene with a chemically impaired student as outlined in the established procedure of the respective school. Until the problem has been satisfactorily resolved, the student will not participate in any clinical or field activities where they would have patient/client contact. It is the policy of the COHS and SON that students may be required to leave the clinical/fieldwork setting immediately if chemical impairment is suspected. (See SON 24 Hour Drug Testing Procedural Guide). Students may be required to undergo a urine drug screen and evaluation by an outside professional expert to assess for chemical impairment.

Treatment as indicated by the substance abuse professional will be required as well as follow-up, aftercare, and ongoing monitoring. Failure to abide by the policies, procedures and treatment plans as outlined will result in suspension and/or dismissal from the program.

Procedure:

If, in a faculty member's professional judgment, a student participating in any classroom, laboratory, or clinical activity is exhibiting signs of chemical impairment, the following procedure will be implemented.

1. The student will be removed to a private area to discuss the behavior(s) observed. The student will be allowed to provide a verbal explanation of the behavior. The faculty member will specifically inquire about the use of any substances and, if used, what, when and how much was used and what route it was taken. The faculty member may require a urine drug screen test be done immediately. Transportation will be arranged to transport the student home if dismissal from the classroom, laboratory, or clinical experience is deemed necessary.
2. The faculty member will prepare a written report carefully documenting the observed student behaviors indicative of chemical impairment and submit it to the Dean of the School of Nursing within one working day or as soon as possible. The Dean will inform other appropriate faculty members also involved with the student during that semester on a "need to know" basis. A copy of this report will

- be placed in the program director's office.
3. A meeting will be arranged with the student, the faculty member(s) who identified the problem and the Dean or one additional appropriate faculty member in the Dean's absence. At this meeting, the faculty members will:
 - Review the documentation of the alleged chemical impairment.
 - Provide the student an opportunity to offer an explanation of her or his conduct and to provide any other relevant information.
 - Discuss the procedures that will be followed if the decision is made to carry forward with the policy.
 - Discuss the academic consequences related to the alleged policy violation.
 4. The Dean and involved faculty member(s) will then meet separately to make a determination based on the meeting with the student and the faculty member's professional observations as to whether to carry forward with the policy.
 - If the student's explanation is satisfactory and no further process is deemed appropriate at this time, the student will be notified and all records of the alleged event will be removed from the student's file. The Dean will be responsible for addressing students who are confronted more than once.
 - If there is evidence of possible chemical impairment, the student will be notified that the policy will be carried forward and the Dean or involved faculty member will secure the student's written agreement to seek a comprehensive substance abuse evaluation. A written, individualized agreement will be drawn up for each student involved in this process. The substance abuse evaluation will be at the student's expense and a copy will be provided to the School of Nursing.
 5. The student may not participate in any part of the nursing program until the substance abuse evaluation is obtained. If the student refuses to obtain an evaluation, he or she will be administratively dismissed from the School of Nursing.
 6. Possible outcomes from the substance abuse evaluation include:
 - The substance abuse evaluation does not substantiate the alleged substance abuse by the student. If this occurs, all documentation related to the alleged incident is removed from the student's file and the student may return to all courses without negative academic consequences.
 - The substance abuse evaluation does substantiate the alleged substance abuse by the student, but the student refuses to abide by the policy of enrollment in a treatment program and ongoing monitoring. If this occurs, the student is dismissed from the School of Nursing.
 - The substance abuse evaluation does substantiate the alleged substance abuse by the student and the student agrees to abide by the policy. If this occurs, the student signs an agreement to participate in a treatment program and to have his or her progress monitored by the School of Nursing. The student may not participate in any School of Nursing learning activities until the treatment program is successfully completed.
 7. Once the treatment program is successfully completed, the student may return to classes in the subsequent semester while continuing to have his or her progress monitored by the School of Nursing or an appointed affiliate. Monitoring (through blood, urine, or other testing) will continue during the

- student's enrollment in the School of Nursing.
8. Following graduation, information about the student's diagnosis and treatment program will be shared with the Professional Assistance Program in the state in which the student seeks licensure.

References & Bibliography

American Association of Colleges of Nursing (1996). Policy and guidelines for prevention and management of substance abuse in the nursing education community. *Journal of Professional Nursing, 12*, 253-257.

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Clark, C.M. (1999). Substance abuse among nursing students: Establishing a comprehensive policy and procedure for faculty intervention. *Nurse Educator, 24* (2),16-19.

Polk, D. (1993). The chemically dependent student nurse: Guidelines for policy development. *Nursing Outlook, 41*, 165 - 170.

School of Nursing Policies Related to Clinical Experiences

- Health Protection

While in the clinical setting, students will encounter and care for patients with communicable diseases. **Strict adherence to Standard Precautions is required.**

The following measures are required for clinical placement:

- Initial 2-step Tuberculosis skin test or chest X-ray followed by annual testing. If results are positive, evidence of appropriate follow-up must be submitted.
- Hepatitis B titer with evidence of immune status. A copy of your immunization record is **not** sufficient.
- Rubella titer with evidence of immune status. A copy of your immunization record is **not** sufficient.
- Varicella titer with evidence of immune status. A copy of your immunization record is **not** sufficient.
- Tdap series with evidence of tetanus-diphtheria booster within 10 years.
- It is strongly recommended that the student complete the Hepatitis A vaccine series (2 injections).
- Mumps titer with evidence of immune status. A copy of your immunization record is not sufficient.
- Measles (Rubeola) titer with evidence of immune status. A copy of your immunization record is **not** sufficient.
- Annual seasonal flu vaccination.
- Proof of Health Insurance coverage.
- AHA Healthcare Providers CPR certification.
- A clean 10 panel drug screen.
- Two background checks, including an FBI fingerprint check.

Please be aware that individual clinical agencies may have additional health protection requirements.

○ Policy for Health Record Requirements

Completion of health record requirements is a means of insuring safety for both students and their clients and as such is a professional responsibility. In addition, failure to meet these requirements jeopardizes Belmont's relationship with and utilization of clinical agencies. The student will not be able to attend clinical (including orientation) until health records are completed.

Failure by the student to complete the health record requirements by the announced deadline each semester will result in significant penalties. It is the faculty member's prerogative to determine the appropriate penalty for a breach of this requirement. For undergraduate students, penalties will include one or more of the following: deduction of points from exams and/or clinical assignments, make-up clinicals paid for by the student at a rate of \$35.00/hour, or a failing grade in the clinical portion of the course, resulting in dismissal from the School of Nursing.

○ Liability Insurance

Liability insurance is required for clinical placements in health care agencies. Belmont University carries liability insurance for students in the School of Nursing. This insurance covers students only when they are fulfilling course requirements.

○ Health Insurance

Students must provide proof of current health insurance coverage prior to beginning clinical **each semester**. Students are responsible for all costs and expenses they incur for medical treatment which results from their participation in the program.

○ CPR Certification

Students must provide evidence of CPR certification prior to beginning clinicals and maintain currency during the entire their course of study. The only certification that is accepted is the American Heart Association Basic Life Support (BLS) for Health Care Providers.

○ Drug Screening

One time routine drug screening is arranged at the commencement of clinical rotations to meet the requirements of clinical affiliate agencies. Additional 24 hour testing (for cause) may be required at the request of a partner clinical affiliate agency at any time.

○ Background Checks

All students will be required to purchase both a general scope background check, as well as an FBI fingerprint level criminal background check prior to clinical placement to comply with state law and affiliate agencies' criteria. Unfortunately, the School of Nursing is not able to substitute background checks run from other agencies for other purposes.

○ Transportation

Students are required to provide their own transportation to clinical settings.

○ Clinical and Lab Dress Policies

Students should refer to the appropriate sections of this handbook for specific clinical and lab dress policies.

- Tobacco Policy

The use of all tobacco products is prohibited during clinical hours.

- Patient Confidentiality

An integral part of the nursing educational experience is having access to Protected Health Information (PHI) of the patients under your care. Maintaining the confidentiality of patients is a legal matter as well as an ethical one. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) provides very specific guidelines to protect the privacy of patients and outlines the penalties of violations of that privacy. Students will be provided with training in the requirements of the privacy and security provisions of HIPAA and will be required to document in writing that they have received, read and understood these policies and procedures. Students who violate patient confidentiality are subject to immediate dismissal from the School of Nursing.

Bachelor of Science in Nursing Degree (BSN)

○ BSN Degree Student Learning Outcomes

After completion of the BSN Program the student will be able to:

- Design and implement a plan of care that reflects the knowledge, skills, and attitudes that support integration of evidence-based practice, clinical reasoning, quality/safety standards, cultural, economic, and contextual awareness necessary to provide competent and compassionate patient centered care for a group of individuals and populations across the lifespan.
- Provide holistic nursing practice that is based on concepts fundamental to Christ-centered nursing: person, relationship, servanthood, stewardship, and ethics to diverse and/or vulnerable populations.
- Incorporate evidence from multiple sources which has been judged to be relevant and reliable in the planning, implementation, and management of innovative nursing care, which is designed to address care issues in complex health situations.
- Utilize leadership concepts and knowledge of complex organizational systems, in managing nursing care which gives attention to quality and safety initiatives and healthcare economics to foster optimal patient outcomes.
- Provide care which empowers populations and their constituents to optimize health at the earliest possible level of prevention by attending to physical, social, economic, and environmental determinants of health at various points along the continua of wellness/illness.
- Enact the identity of the professional nurse within the healthcare system in a way that reflects integration of a role as caregiver, leader, and scholar congruent with Christ-centered perspective.
- Participate as a member of an interdisciplinary health care team engaging in effective communication to exchange information that supports the achievement of quality care in patient population across diverse health care systems.

○ Student Awards

The faculty of the School of Nursing selects students for several awards each semester.

These include:

- **Peer Tutor Award:** This certificate is presented to our students who have served as peer tutors in the School of Nursing.
- **RN Award of Merit:** This award is given in recognition of outstanding achievement by an RN to BSN student.
- **Senior Writing Award:** This award is given in recognition of outstanding achievement in written assignments.
- **Certificate of Achievement:** This award is given to the students who have shown excellence in both the clinical and classroom settings.
- **Faculty Award:** The faculty award is voted on by the School of Nursing faculty. The purpose of this award is to recognize the senior students who have exhibited outstanding leadership in professional nursing.
- **Florence Nightingale Award:** This award is given in conjunction with the Baptist Hospital Ladies Auxiliary. This award is given to the senior student who is most progressive in all areas, is a promise of being an asset to the profession and adheres to professional ethics.
- **Omicron Phi Writing Award** sponsored by Belmont's Sigma Theta Tau chapter for an outstanding paper written by a junior.
- **Clinical Competence Award** for the graduating senior who has excelled in clinical work

- BSN Academic Progression Policy
 1. Students must achieve a grade of “C” (2.0) or above in Human Anatomy and Physiology I and II in order to enter and/or progress in the School of Nursing.
 2. If a student earns less than a grade of “C” (2.0) in Human Anatomy and Physiology I and/or II, the student must successfully repeat the course prior to progressing in School of Nursing (SON) courses.
 3. Subsequent to admission in the Belmont University School of Nursing, students must take all nursing courses at Belmont University.
 4. All requirements for an “I” in prerequisite and/or nursing courses must be completed before a student can progress to the next semester.
 5. Withdrawal for any reason will necessitate reapplication and reconsideration for admission.
 6. A student wishing to alter a course of study must submit a written request to the Admission and Progression Committee in the School of Nursing. The alteration must be reviewed and approved by the Admission and Progression Committee before the change can occur.
 7. Any nursing major who demonstrates behavior inconsistent with the code of conduct in *The Guide*, the Belmont University School of Nursing Student Handbook, or professional nursing is subject to immediate dismissal from the SON.
 8. A student who fails one nursing course with a grade of D, F, or WF may repeat the failed course in a subsequent semester. A student may not enroll in additional nursing courses while repeating the failed course.
 9. A student who fails either one nursing course twice or two nursing courses with a grade of D, F, or WF will be dismissed from the SON.
 10. Students who are dismissed from the SON are allowed to reapply one time and must initiate the reapplication process by notifying the SON Admission and Progression (AP) committee in writing prior to the end of the semester preceding the reapplication term. The student will then be notified of the time and date of the Readmission Appeals Committee (RAC) meeting and will be asked to provide a written document outlining their appeal for readmission and their plan for academic success in future courses.

Students meeting the criteria in number 10 above will appear before the Readmission Appeals Committee (RAC). Students will be permitted to give a five minute presentation outlining their appeal to continue in the nursing program and any extenuating factors they wish to share. The student will also be asked to respond to a series of questions from the RAC. The RAC will consist of:

- Members of the SON Admission and Progression committee
- A non-nursing faculty member
- A recent nursing graduate

Other persons who may attend the readmission meeting include:

- The faculty member in the course in which the student was unsuccessful is permitted to attend.
- Representation by an attorney is not permitted regardless of university community membership. Family members of the student are not permitted to attend the appeal meeting.

The RAC will make a decision regarding readmission and individualized remediation and communicate this to the student in writing within 2-3 business days. If readmitted, the individualized remediation plan must be completed prior to re-enrolling in any nursing

courses. Remediation requirements may include but are not limited to one or more of the following:

- Achieving a prescribed minimum on a required standardized exam
- Demonstrating selected nursing skills
- Completing a prescribed case study review
- Reenrolling in select prerequisite and/or nursing course(s)

○ Grading Scale

A	95-100
A-	92-94.99
B+	90-91.99
B	86-89.99
B-	83-85.99
C+	80-82.99
C	76-79.99
D	65-75.99

○ Passing Grade Requirement

Successful completion of nursing courses requires a "C" (76%) for the final academic grade. In addition, a 76% average is required from the test and exam grades to pass the class. This means the student must make an average of 76% on test and exam grades regardless of other scores, to pass the class. If the student does not have a 76% average on test and exam scores, the highest grade that can be achieved is "D". This will be calculated by adding the scores of the tests plus the score of the final exam and dividing by the number of tests, including the final, given in that course. Please note: No grades will be rounded to enable a student to pass the course. For example, a test and exam average of 75.9 will NOT be rounded to 76.

• Clinical, Simulation, & Lab Experiences

○ Clinical & Lab Dress Code

Students are expected to attend all clinical and campus lab activities in appropriate dress. In addition to the School of Nursing dress requirements, individual agencies or courses may have further requirements. Name badges are required in ALL clinical agencies.

- Uniform: Scrubs consisting of pants and top are to be worn. The uniform must be clean, neat, and wrinkle-free; in good repair; and, purchased by the student as a nursing uniform with no lettering related to a particular health care facility.
- Uniform top is to be white, tunic style worn over top of pants, and must have a Belmont School of Nursing patch on the left sleeve. Patches may be purchased anytime from the staff in the School of Nursing. A solid, white, long sleeved shirt is allowed under the tunic. No logo or design on the shirt is permitted.
- Uniform scrub pants are to be navy blue and short enough to keep the hem from touching the ground when the student stands. No knit fabric allowed.
- White Lab Coat:
 - May be purchased through the Belmont Student Nurse Association or elsewhere.

- May have the student's name embroidered in navy or black, but this is not required. Must have a Belmont School of Nursing patch on the left sleeve, 2 inches down from the shoulder.
- Footwear:
 - White socks (or white hose without runs) must be worn with shoes.
 - White shoes required for clinical and for campus labs.
 - Must be closed toe and closed heel; all white; have limited lettering and lettering should be white; of a solid material (leather or leather-like). White leather (or leather-like) athletic shoes are acceptable. Fabric shoes, boots, slings, or sandals are not permitted.
 - Shoes and laces (if the shoes have laces) are to be kept clean, polished, and in good repair.
- Name Badges, Watches, Jewelry and Equipment:
 - Name badges are to be worn at all times on the uniform and lab coat. Students will receive a Belmont name badge (ID badge) in the first week of their semester of clinical. Note: Some agencies may require the I.D. prepared by that particular agency be worn alone or along with the Belmont issued I.D.
 - A watch with a second hand or a digital watch with second-counting capacity is required.
 - Rings: Only wedding bands and engagement rings may be worn. Students should use their judgment regarding engagement rings as these may catch on beds, gloves etc., presenting a risk for damage to rings and injury to patients/students.
 - Earrings: Only one pair of small stud earrings for pierced ears may be worn in the center of the ear lobes. No other visible body rings may be worn (e.g. nose rings/studs, tongue rings).
 - Other jewelry: No other jewelry is to be worn with the uniform.
 - Required equipment: Stethoscope and bandage scissors that will fit in the student's scrub pant pocket. 6" is an ideal length for scissors.
- Personal Grooming:
 - Hair must be clean, neat, off the collar, and out of the face. Hair that is shoulder length or longer must be pulled back from the face and clasped with a plain device. with a plain device.
 - Conservative use of cosmetics is expected.
 - Beard, mustache, and sideburns must be short, neatly trimmed and well groomed. Unless a beard is worn, male students must be clean shaven.
 - Fingernails are to be kept clean, short and neatly trimmed. Unpolished nails are preferred. If nail polish is worn, only un-chipped clear polish may be worn. Acrylic, shellac and gel nail polish are not permitted.
 - Perfume and cologne are not permitted.
 - No chewing gum is permitted in the clinical or laboratory area.
 - No visible tattoos are permitted. Cover for tattoos must be with white long sleeves without lettering on the sleeves, worn underneath the uniform scrub top.
 - Garments must not be tight or revealing. Undergarments are required and must not show through garments.

➤ Special Notes:

- Jackets: No hoodies, sweat shirts, or coats are to be worn in the lab or clinical setting. Only a white, long-sleeved scrub jacket without lettering on the sleeves, or the lab coat, may be worn
- Dress and personal grooming for labs is the same as for the clinical setting.
- Clinical assignment pick-up the day before clinical: Students are to wear conservative, professional dress or the Belmont uniform, and a lab coat with appropriate Belmont Patch and name badge. Any type of solid material, closed toe shoes may be worn. No jeans or any type of denim garment is permitted. If a 2-piece outfit is worn, such as a skirt or slacks and top, there must be no visible skin between the 2 pieces of garment. Shorts are not permitted.
- Attire Labor and Delivery Room Experience is as follows:
 - Students will wear scrub clothes provided by the clinical agency
 - Students may wear a lab coat over scrub clothes
 - Name badge is to be worn

Master of Science in Nursing Degree (MSN) & Post-Graduate APRN

The MSN degree prepares students for advanced clinical practice, specializing in the Family Nurse Practitioner (FNP) role. Nursing education at the master's level builds upon baccalaureate nursing preparation. Program courses and content are organized to facilitate the progression of student learning from that of baccalaureate generalist to that of a specialist in advanced nursing practice.

The purpose of the Master of Science in Nursing program is to build upon the generalist preparation of the BSN program with a curriculum of evidence-based practice, theory and research, leading to specialization as Family Nurse Practitioners.

- **MSN Program Outcomes**

1. Integrates theory, clinical inquiry, and evidence-based practice to provide clinically proficient, patient centered care within the context of the advanced practice role, to include prevention and health promotion strategies, and management of acute and chronic disease processes.
2. Participates in inter professional leadership teams in collaborative efforts to initiate and guide change toward the improvement of patient outcomes and healthcare systems.
3. Champions ethical decision making and advocacy in all aspects of practice with self, patient/family, community, healthcare systems, and policy development.
4. Establishes a culturally appropriate practice environment that is responsible to diverse cultural health beliefs and practices to enhance healthcare outcomes.
5. Articulates a commitment to life-long learning for self, consumers and the advancement of the nursing profession and participation in professional organizations.
6. Applies quality improvement models and performance measures to health care providers' practice patterns and to health care systems.
7. Incorporates information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

- **MSN & Post-Graduate APRN Academic Progression Policy**

It is imperative that students realize grades of less than B (3.0/4.0) will substantially impact the overall GPA. In order to be eligible to graduate, graduate students at Belmont must have an overall GPA of 3.0 or better.

Each hour of academic work taken for credit in the university is evaluated in terms of its relative quality, as shown by the grade received in the course. The various grades and their corresponding quality points are:

Grade	Quality points for each hour of credit
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
F	0

The quality points for each course are calculated by multiplying the quality points for the grade earned in the course by the number of hours in the course. As an example, a grade of B+ in a 3- credit hour course would earn 9.9 (3.3 x 3) quality points for the course. The semester GPA is calculated by adding the quality points for all courses taken and dividing that sum by the number of credit hours taken. As an example, if the student takes one 4-hour course and two 3- hour courses and earns a B- in each course, the semester GPA is 2.7 $([2.7 \times 4] + [2.7 \times 3] + [2.7 \times 3] = 27$ quality points, divided by 10 credit hours attempted = 2.7).

It is essential that students make satisfactory progress toward their degree in terms of consistency and performance. Unsatisfactory progress will result in the following actions:

• Condition	Action
Two "C" grades	Academic Probation
GPA less than 3.0	Academic Probation
Three "C" grades	Dismissal
"F" grade in any course	Dismissal
Failure to enroll in a term	Inactive Status

If a student remains on Inactive Status for more than one year without the program director's permission, the student must reapply for admission to the program.

Students on academic probation must raise their cumulative GPA to 3.0 or higher within the next two semesters, and must earn grades higher than "C" in all future classes. If a student fails to meet this criterion the student is automatically dismissed from the program. Any student who is dismissed may apply for readmission, but only once.

○ Grading Scale

A	95-100
A-	92-94.99
B+	90-91.99
B	86-89.99
B-	84-85.99
C+	81-83.99
C	75-80.99

○ Test Integrity

In order to maintain test integrity in the graduate nursing program, the following measures are required.

- Backpacks are placed at the front of the testing room;
- Cellphones must be turned off and placed in backpack at the front of the testing room;
- Laptops must be covered by privacy screens;
- No wearable technology is permitted, including but not limited to smartphones, smart watches, and internet-enabled eyewear;
- Honor code is provided on scratch paper which is returned to the faculty member after use;

- No outer wear other than a light sweater or jacket is permitted. Light sweater or jacket must be placed on the chair back if it is removed by the wearer;
 - Students may only use school-provided ear plugs, which are available upon request;
 - No beverages or food are permitted at the student's desk.
- Appeals, Concerns, & Grievances
- Graduate Readmission & Appeals Committee (G-RAC)
 - Membership
 - Graduate program director or DNP track coordinator or FNP clinical track coordinator
 - Faculty member of another College of Health Sciences graduate program (PT or OT)
 - Two graduate nursing faculty members not serving on GAC
 - A graduate of Belmont's graduate nursing program
 - Process for hearing G-RAC cases
 - A faculty member who has a student who fails a course will notify the chair of GAC as soon as the student's grades for the course are calculated.
 - Chair of GAC will immediately notify the student by email of the date and time of the G-RAC meeting, if the student wishes to appear in person.
 - Dismissed student will supply a letter detailing their appeal for readmission, their rationale for readmission, and plan for academic success if readmitted.
 - Dismissed student will be allowed to appear before G-RAC and give a 5-minute presentation outlining their appeal of dismissal and describing, if desired, any extenuating circumstances. Student will be asked to respond to a series of questions from G-RAC members (10-15 minutes).
 - Faculty member heading the course in which the student was unsuccessful may attend the G-RAC meeting or may submit a report in advance.
 - Graduate Nursing leadership will provide G-RAC members a document summarizing the factors that provide the broader context. These factors may include but are not limited to: extenuating circumstances, academic probation, disciplinary action, past course performance (including positive and negative), character, professional behavior, anticipated contribution to nursing.
 - Representation of the student by an attorney is not permitted under any circumstances. Family members and/or friends of the dismissed student may not attend.
 - G-RAC members will debate and render a decision at the meeting which will be communicated to the student in writing in 2 – 3 business days.

- Clinical & Lab Experiences

- FNP Direct Clinical Policy

Belmont FNP students will complete a minimum of 650 direct clinical hours in clinical settings that represent a diversity of patient care across the life span. Students are required to complete a minimum number of hours in the following types of patient encounters: 1) adult, 2) pediatric, 3) women's health, and 4) geriatric. Faculty and staff provide oversight and resources, such as a clinical directory, to assist students with finding and arranging their own clinical placements. Students are advised to plan their clinical placements well in advance. If, by the midpoint of a given semester, a student has not secured a clinical site for the upcoming semester, he or she may submit a Placement Request Form to the FNP Coordinator who will make every attempt to arrange a placement on the student's behalf.

Many students find that adhering to Belmont's rigorous clinical expectations makes it difficult or impossible to maintain outside employment after the first clinical semester. While some students do choose to continue working, the responsibility for managing the balance between class, clinical, and work responsibilities falls entirely on the student.

- Direct Clinical Handbook

Specific information about the process for Direct Clinical is included in the separate *Graduate School of Nursing Direct Clinical Handbook*, which is made available to each enrolled graduate nursing student.

- Clinical & Lab Dress Code

Students are expected to attend clinical in appropriate attire. Individual clinical sites may have additional uniform requirements that must be followed.

- The student must wear appropriate street clothes and a white lab coat or lab jacket. No blue jeans or shorts are allowed in the clinical site. The Belmont School of Nursing patch must be sewn onto the left sleeve (2 inches down from the shoulder) of all lab coats. Patches are available for purchase from School of Nursing staff at a cost of \$3.00 each.
- Closed-toe, closed-heel shoes are to be worn at all clinical sites. Name badges are to be worn at all times on the left side of the lab coat. Your name badge will be your Belmont University ID card displayed in a clear plastic holder provided by the School of Nursing. The holder clips to the lab coat collar or lapel.
- Earrings: only one pair of small stud earrings for pierced ears may be worn in the center of each ear lobe. No other visible body piercings are allowed, including nose studs, tongue studs, lip rings, eyebrow rings, or ear cartilage rings.
- Rings should be limited to engagement and wedding rings.
- No visible tattoos are allowed.
- No gum chewing is permitted in the clinical site.

- Medatrx Electronic Clinical Log System

Students are expected to use the Medatrx system to document direct clinical experiences. The student is responsible for the associated fee paid directly to Medatrx each semester. The faculty will facilitate associated training and registration into Medatrx.

Doctor of Nursing Practice Degree (DNP)

The goal of Belmont University's Doctor of Nursing Practice Program is to prepare nurses not only for advanced practice roles but also roles as scholars skilled in measurement of patient and population outcomes, education of diverse populations, leadership in health policy development and implementation, translation of evidence into clinical practice, and advocacy for safe and quality care within complex health care delivery systems.

Earning the DNP degree can be accomplished through either of two paths - enter as a BSN prepared RN or as a master's prepared APRN. Those entering with a BSN complete a curriculum that combines the core courses of advanced pathophysiology, advanced health assessment, advanced pharmacology with direct and indirect clinical experiences for a Family Nurse Practitioner role. Those students entering as a master's prepared APRN complete a curriculum that builds on existing APRN knowledge, skills, and attitudes in order to gain expertise at a systems and population level.

○ DNP Program Outcomes

Graduates of Belmont's DNP program will be able to:

- Integrate knowledge from nursing, biophysical, social, analytical, and organizational sciences to develop and transform advanced practice nursing.
- Translate nursing, biophysical, social, analytical, and organizational knowledge to improve patient and population health outcomes.
- Manage increasingly complex health care system demands by incorporating knowledge of current and emerging health technologies.
- Provide leadership and advocacy for social justice, equity, and ethical policies in health care.
- Develop, implement and evaluate effective and sustainable educational programs for varying populations.
- Demonstrate intra- and inter-professional collaboration to improve healthcare quality and outcomes across diverse populations and to address health disparities.

○ DNP Academic Progression Policy

It is imperative that students realize grades of less than B (3.0/4.0) will substantially impact the overall GPA. In order to be eligible to graduate, graduate students at Belmont must have an overall GPA of 3.0 or better.

Each hour of academic work taken for credit in the university is evaluated in terms of its relative quality, as shown by the grade received in the course. The various grades and their corresponding quality points are:

Grade	Quality points for each hour of credit
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
F	0

The quality points for each course are calculated by multiplying the quality points for the grade earned in the course by the number of hours in the course. As an example, a grade of B+ in a 3- credit hour course would earn 9.9 (3.3 x 3) quality points for the course. The semester GPA is calculated by adding the quality points for all courses taken and dividing that sum by the number of credit hours taken. As an example, if the student takes one 4-hour course and two 3-hour courses and earns a B- in each course, the semester GPA is 2.7 ($[(2.7 \times 4) + (2.7 \times 3) + (2.7 \times 3)] = 27$ quality points, divided by 10 credit hours attempted = 2.7).

It is essential that students make satisfactory progress toward their degree in terms of consistency and performance. Unsatisfactory progress will result in the following actions:

Condition	Action
Two "C" grades	Academic Probation
GPA less than 3.0	Academic Probation
Three "C" grades	Dismissal
"F" grade in any course	Dismissal
Failure to enroll in a term	Inactive Status

If a student remains on Inactive Status for more than one year without the program director's permission, the student must reapply for admission to the program.

Students on academic probation must raise their cumulative GPA to 3.0 or higher within the next two semesters, and must earn grades higher than "C" in all future classes. If a student fails to meet this criterion the student is automatically dismissed from the program. Any student who is dismissed may apply for readmission, but only once.

○ Grading Scale

A	95-100
A-	92-94.99
B+	90-91.99
B	86-89.99
B-	84-85.99
C+	81-83.99
C	75-80.99

○ Test Integrity

In order to maintain test integrity in the graduate nursing program, the following measures are required.

- Backpacks are placed at the front of the testing room;
- Cellphones must be turned off and placed in backpack at the front of the testing room;
- Laptops must be covered by privacy screens;
- No wearable technology is permitted, including but not limited to smartphones, smart watches, and internet-enabled eyewear;
- Honor code is provided on scratch paper which is returned to the faculty member after use;

- No outer wear other than a light sweater or jacket is permitted. Light sweater or jacket must be placed on the chair back if it is removed by the wearer;
- Students may only use school-provided ear plugs, which are available upon request;
- No beverages or food are permitted at the student's desk.
- Appeals, Concerns, & Grievances
 - Graduate Readmission & Appeals Committee (G-RAC)
 - Membership
 - Graduate program director or DNP track coordinator or FNP clinical track coordinator
 - Faculty member of another College of Health Sciences graduate program (PT or OT)
 - Two graduate nursing faculty members not serving on GAC
 - A graduate of Belmont's graduate nursing program
 - Process for hearing G-RAC cases
 - A faculty member who has a student who fails a course will notify the chair of GAC as soon as the student's grades for the course are calculated.
 - Chair of GAC will immediately notify the student by email of the date and time of the G-RAC meeting, if the student wishes to appear in person.
 - Dismissed student will supply a letter detailing their appeal for readmission, their rationale for readmission, and plan for academic success if readmitted.
 - Dismissed student will be allowed to appear before G-RAC and give a 5-minute presentation outlining their appeal of dismissal and describing, if desired, any extenuating circumstances. Student will be asked to respond to a series of questions from G-RAC members (10-15 minutes).
 - Faculty member heading the course in which the student was unsuccessful may attend the G-RAC meeting or may submit a report in advance.
 - Graduate Nursing leadership will provide G-RAC members a document summarizing the factors that provide the broader context. These factors may include but are not limited to: extenuating circumstances, academic probation, disciplinary action, past course performance (including positive and negative), character, professional behavior, anticipated contribution to nursing.
 - Representation of the student by an attorney is not permitted under any circumstances. Family members and/or friends of the dismissed student may not attend.
 - G-RAC members will debate and render a decision at the meeting which will be communicated to the student in writing in 2 – 3 business days.

- Clinical & Lab Experiences

- FNP Direct Clinical Policy

Belmont FNP students will complete a minimum of 650 direct clinical hours in clinical settings that represent a diversity of patient care across the life span. Students are required to complete a minimum number of hours in the following types of patient encounters: 1) adult, 2) pediatric, 3) women's health, and 4) geriatric. Faculty and staff provide oversight and resources, such as a clinical directory, to assist students with finding and arranging their own clinical placements. Students are advised to plan their clinical placements well in advance. If, by the midpoint of a given semester, a student has not secured a clinical site for the upcoming semester, he or she may submit a Placement Request Form to the FNP Coordinator who will make every attempt to arrange a placement on the student's behalf.

Many students find that adhering to Belmont's rigorous clinical expectations makes it difficult or impossible to maintain outside employment after the first clinical semester. While some students do choose to continue working, the responsibility for managing the balance between class, clinical, and work responsibilities falls entirely on the student.

- Direct Clinical Handbook

Specific information about the process for Direct Clinical is included in the separate *Graduate School of Nursing Direct Clinical Handbook*, which is made available to each enrolled graduate nursing student.

- Clinical & Lab Dress Code

Students are expected to attend clinical in appropriate attire. Individual clinical sites may have additional uniform requirements that must be followed.

- The student must wear appropriate street clothes and a white lab coat or lab jacket. No blue jeans or shorts are allowed in the clinical site. The Belmont School of Nursing patch must be sewn onto the left sleeve (2 inches down from the shoulder) of all lab coats. Patches are available for purchase from School of Nursing staff at a cost of \$3.00 each.
- Closed-toe, closed-heel shoes are to be worn at all clinical sites. Name badges are to be worn at all times on the left side of the lab coat. Your name badge will be your Belmont University ID card displayed in a clear plastic holder provided by the School of Nursing. The holder clips to the lab coat collar or lapel.
- Earrings: only one pair of small stud earrings for pierced ears may be worn in the center of each ear lobe. No other visible body piercings are allowed, including nose studs, tongue studs, lip rings, eyebrow rings, or ear cartilage rings.
- Rings should be limited to engagement and wedding rings.
- No visible tattoos are allowed.
- No gum chewing is permitted in the clinical site.

- Medatrax Electronic Clinical Log System

Students are expected to use the Medatrax system to document direct clinical experiences. The student is responsible for the associated fee paid directly to Medatrax each semester. The faculty will facilitate associated training and registration into Medatrax.

- Indirect Clinical Experiences

- The Scholarly Project

Belmont DNP students will complete a minimum of 350 indirect clinical hours for his/her scholarly project. Students are required to complete an Institutional Review Board application for the scholarly project during the Scholarly Project 1 course. Faculty and staff provide oversight and resources, such as the Scholarly Marketplace, to assist students with planning, implementing, evaluating, and disseminating the scholarly project.

The DNP faculty members believe that doctoral education, whether practice or research, is distinguished by completion of a specific project that demonstrates synthesis of the student's work and lays the groundwork for future scholarship. In contrast to the dissertation model, the DNP scholarly project may include work that includes the impact or outcomes due to practice while highlighting the practice scholarship. This scholarly project is designed to support achievement of the AACN DNP Essentials competencies. The final scholarly project provides a tangible and deliverable product that is derived from practice and evaluated by peers and faculty. The scholarly project is an individual project. The faculty members expect each student to engage in a significant literature review in order to identify a gap in practice. Based on the identified gap, the faculty members expect each student to plan and implement a scholarly project. After the successful implementation, the student will evaluate, analyze, and disseminate the scholarly project results so that patients and/or population health outcomes are positively impacted. All students will submit abstracts for poster presentation at national conferences and submit manuscripts for publication as course requirements in the evaluation and scholarly project course sequences. All students will submit his/her scholarly project report to the Belmont Digital Repository as a final program requirement.

The Scholarly Project consists of the following elements and headings, although additional items may be added if needed. APA format for headings is required.

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