CATAWBA COLLEGE
Department of Nursing

RN-BSN Handbook
2022 – 2023
(Revised July 2023 – DON)

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You will need to read the Patient Information Confidentiality Commitment for Nursing Students statement (Appendix A) and sign, date, and submit the *Department of Nursing Confidentiality and Consent Form* (Appendix B) to Mrs. Frick, Administrative Assistant, snefird22@catawba.edu, within the first week of classes.

<p style="text-align:center">Catawba College Department of Nursing</p>

The Department of Nursing is an integral part of Catawba College. The Department of Nursing mission, philosophy and outcomes are congruent with and support the value statements of Catawba College. The Department of Nursing's faculty and staff are committed to the College's mission and instill its core values of scholarship, character, culture, and service into all nursing courses.

History

Catawba College was founded in Newton, North Carolina, in 1851 by the German Reformed Church. The College—which is today affiliated with the United Church of Christ—moved to its present location in Salisbury in 1925. The college endeavors to attract students both nationally and internationally of good ability and character. A private, coeducational institution, Catawba offers the Bachelor of Arts, Bachelor of Business Administration, Bachelor of Fine Arts, Bachelor of Science, and Master of Education degrees to traditional and non-traditional students. The College also serves the public through educational outreach and volunteer service
programs for the world community.

Mission Statement

The mission of the Department of Nursing is to *provide students with an education rich in Personal attention that blends the knowledge and competencies of liberal studies with career preparation.*

*Catawba College draws strength from Judeo-Christian values, sustains a dynamic community of
learners and seeks to unite a diverse population of students, faculty and staff as active co-participants in scholarship and service. Catawba College prepares students to reach their highest
potential while becoming responsible citizens with a zeal to enrich human life.*

Overall Goals

The Catawba College Department of Nursing seeks to prepare competent, diverse nurse professionals to meet the holistic health care needs of a culturally diverse society by providing a solid foundation in liberal studies to prepare students for entry-level practice in the nursing profession.

The curriculum is based on the American Association of Colleges of Nursing (AACN) Baccalaureate Essentials and are supported by the Quality and Safety Education for Nurses (QSEN) qualities. The **Baccalaureate Essentials, The Essentials, Program Objectives,** and **Student Learning Outcomes** are listed in Figure 3.

AACN Baccalaureate Essentials	(Program Objectives) The Catawba College Department of Nursing is committed to:	Student Learning Outcomes
Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice	Preparing graduates with a solid base in liberal education which provides the cornerstone for the practice and education of nurses	Graduates will have a solid base in the liberal arts education
Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety	Preparing graduates with knowledge and skills in leadership, quality improvement, and patient safety which are necessary to provide high quality health care	Graduates will possess necessary skills to provide quality health care (i.e. skills in leadership, safety, and quality improvement)
Essential III: Scholarship for Evidence Based Practice	Preparing graduates with professional nursing practice essentials which is grounded in the translation of current evidence into one's practice	Graduates will have the theoretical and research skills necessary to promote evidence-based practice and scholarship
Essential IV: Information Management and Application of Patient Care Technology	Preparing graduates with knowledge and skills in information management and patient care technology which are critical in the delivery of quality patient care	Graduates will have knowledge and skills in nursing informatics and other health care related technologies necessary for the delivery and evaluation of quality care
Essential V: Health Care Policy, Finance, and Regulatory Environments	Preparing graduates with knowledge and skills regarding healthcare policies, including financial and regulatory, which directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice	Graduates will have the capabilities to influence health care policy and finance
Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes	Preparing graduates with knowledge and skills regarding communication and collaboration among healthcare professionals which are critical to delivering high quality and safe patient care	Graduates will have a strong foundation of the critical aspects regarding effective interdisciplinary communication and collaboration
Essential VII: Clinical Prevention and Population Health	Preparing graduates with knowledge and skills regarding health promotion and disease prevention at the individual and population level which are necessary to improve population health and are important	Graduates will be able to promote health/wellness and disease prevention in diverse cultures across the lifespan

	components of baccalaureate generalist nursing practice	
Essential VIII: Professionalism and Professional Values	Preparing graduates with knowledge and skills regarding professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice which are fundamental to the discipline of nursing	Graduates will have the theoretical qualities and characteristics associated with professionalism and professional values
Essential IX: Baccalaureate Generalist Nursing Practice	Preparing the baccalaureate graduate nurse to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments. (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)	Graduates will possess the knowledge and qualities of a baccalaureate graduate necessary to provide care or service for diverse individuals and groups across the lifespan, on the wellness-illness continuum

Essentials, Program Learning Outcomes: Implementation: Fall 2024

Essentials	Program Learning Outcomes
Domain 1: Knowledge for Nursing Practice	Prepare professional nurses to use clinical judgment and innovation in nursing practice, a distinct scientific discipline, while applying the foundation of a liberal arts education.
Domain 2: Person-centered Care	Prepare professional nurses to provide inclusive, holistic person-centered care through the development of a caring relationship, establishment of effective communication, and coordination of care to recognize and address complex health and wellness needs.
Domain 3: Population Health	Prepare professional nurses to manage population health and address social determinants of health through inclusion, development, collaboration, and promotion of safe, culturally appropriate nursing care.
Domain 4: Scholarship for Nursing Discipline	Prepare professional nurses with the theoretical and research skills necessary to promote evidence-based practice.
Domain 5: Quality and Safety	Prepare professional nurses to provide and model safe, quality patient care and promote a culture of safety in the practice environment.
Domain 6: Interprofessional Partnerships	Prepare professional nurses to demonstrate core professional values in collaboration with care-oriented teams to coordinate and manage person-centered care.

Domain 7: Systems-Based Practice	Prepare professional nurses to understand and work within a systems-based practice as a change agent in a leadership role with consideration of cost-effective care and evidence-based practice.
Domain 8: Informatics and Healthcare Technologies	Prepare professional nurses with knowledge and skills in informatics processes and technologies to manage and improve the delivery and evaluation of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.
Domain 9: Professionalism	Prepare professional nurses to demonstrate and employ ethical comportment, accountability, and integrity within one's practice.
Domain 10: Personal, Professional, and Leadership Development	Prepare professional nurses to develop a capacity for leadership, a spirit for inquiry, and a commitment to personal and professional health and well-being.

QSEN COMPETENCIES
Using the Institute of Medicine (2003) competencies for nursing, QSEN faculty have defined pre-licensure and graduate quality and safety competencies for nursing and proposed targets for the knowledge, skills, and attitudes to be developed in nursing pre-licensure programs for each competency

- Patient-Centered Care
- Teamwork & Collaboration
- Evidence Based Practice
- Quality Improvement
- Safety
- Informatics

Led by a national advisory board and distinguished faculty, QSEN pursues strategies to build will and develop effective teaching approaches to assure that future graduates develop competencies in patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. http://qsen.org/competencies/

Program Accreditation
Catawba College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelors and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Catawba College. This information is also located on the Colleges website at www.catawba.edu and on the SACSCOC website at www.sacscoc.org.

The Catawba College Department of Nursing received full program approval from the North Carolina Board of Nursing on May 24, 2019.

The baccalaureate degree program in nursing at Catawba College is accredited by the Commission on Collegiate Nursing Education (www.ccneaccreditation.org).

Professional Standards

The curricula content for the programs within the Department of Nursing are guided by the following professional standards:

1. North Carolina Administrative Code Title 21.
2. The American Association of Colleges of Nursing (AACN) *Essentials of Baccalaureate Education for Professional Nursing Practice.*
3. The Institute of Medicine (IOM) *Core Competencies for Health Professionals from Health Professions Education: A Bridge to Quality.*
4. The Quality and Safety Education for Nursing (QSEN) *Quality and Safety in Nursing: A Competency Approach to Improving Outcomes.*

Department of Nursing
Catawba College
2394 Yost Street
Salisbury, NC 28144
Phone: 704.645.4508
Fax: 704.637.4180

School of Health Science & Human Performance
2394 Yost Street
Salisbury, NC 28144

Department Chair

Dr. Valerie N. Rakes,
DNP, RN, CNE
Ketner Hall 112
704.645.4860
vnrakes18@catawba.edu

Faculty

Dr. Alison Atwater, DNP,
RN, CNE, Assistant
Professor
Ketner Hall 104
704.637.4298
aatwater18@catawba.edu

Janet S. Fletcher, MSN, RN
Adjunct Instructor
501.289.1263
jfletche20@catawba.edu

Amber H. Hatley, MSN,
RN
Adjunct Instructor
704.488.0287
ahatley20@catawba.edu

Sarah K. Sweatt, MSN, RN
Assistant Professor
Ketner Hall 117
704.637.4173
sksweatt18@catawba.edu

Kelsey Kelley, MSN, RN
Adjunct Instructor
krkelley21@catawba.edu

Staff

Sheri Frick

Administrative Assistant/Clinical Compliance Coordinator
Ketner Hall 110
704.645.4508
Snefird22@catawba.edu

Dean

Dr. Jim Hand, Dean, Associate Professor, School of Health Science and Human Performance
Ketner Hall, 113
704.637.4455
jwhand@catawba.edu

<p align="center">Academic Program</p>

Catawba College RN to BSN Nursing Program

The RN to BSN Nursing Program at Catawba College, a degree completion program, is designed to allow registered nurses to achieve their Bachelor of Science in Nursing (BSN) degree. The Catawba College RN to BSN Program prepares registered nurses to practice professional nursing in a variety of settings and provides the foundation for graduate study in nursing. The Catawba College Nursing Program for RN students is offered online through the Blackboard Learning Program. The length of time required to complete the Catawba College RN to BSN Program varies for each individual due to differences in educational backgrounds. The Catawba College RN to BSN Nursing Program serves to:

1. Provide baccalaureate nursing education in a Christian environment to registered nurses with varying educational, experiential and cultural backgrounds.
2. Prepare a generalist who can deliver professional and holistic nursing care in a variety of settings.
3. Prepare a nurse who is accountable to the profession and society.
4. Provide the foundation for graduate education in nursing.

Catawba College RN to BSN Program Outcomes

The Catawba College RN to BSN program seeks to meet the following program outcomes:

1. 80% of students entering the program will graduate within 1.5 times the length of the program.
2. 80% of students will maintain employment as a RN following graduation.

Catawba College RN to BSN Curriculum

Requirements for Admission

1. Graduate of an Associate Degree of Nursing (ADN) program or have a Nursing diploma
2. RNs seeking to enhance their current knowledge, and to broaden their career options and levels of responsibility
3. Application form (**no application fee required**) approval
4. Official transcripts from all colleges attended
5. *An active and unencumbered (unrestricted) North Carolina RN license
6. *An acceptable criminal background history
7. Successful completion of general pre-requisite courses
8. *Completion of a drug screening
9. *Current CPR card and liability insurance (for clinical practicum courses)
10. *Demonstrate a sound physical and emotional health status compatible with the ability to provide safe nursing care and to meet the program's learning outcomes
    *Must occur throughout enrollment in program

General Education Requirements

The following core courses are transferrable from another college or may be completed at Catawba
College:

- Anatomy and Physiology I with Lab
- Anatomy and Physiology II with Lab

- Fundamentals of Microbiology
- Principles of Chemistry
- General Psychology
- Introduction to Sociology
- Human Growth and Development/Developmental Psychology
- Introduction to Statistics

Nursing Program Requirements

The RN-BSN program requires a minimum of 120 credit hours, including 60 hours in the Nursing major. RN students can complete their BSN Degree (start to finish) in approximately one year by attending classes throughout the entire calendar year. General pre-requisite courses can be completed along with nursing courses.

Curriculum Plan at Catawba College			
Term	**Weeks**	**Courses**	**Hours**
1	8	NURS 3301: Transitioning to Baccalaureate Nursing Practice	3
		NURS 3302: Holistic Health Assessment for RNs	4
2	8	NURS 3511: Community Health Nursing	5
3	8	NURS 3306: Nursing the Gerontological Population	2
		NURS 4202: Nursing Informatics	2
		NURS 3303: Nursing Research	3
4	8	NURS 4405: Leadership and Management in Nursing	3
		NURS 4204: Global Health Studies	2
5	8	NURS 4306: Healthcare Promotion across the Lifespan	3
		NURS 4511: Nursing Capstone Practicum	5
		Total Hours	32

NURS 3301 **must be taken in your first semester of nursing courses.
NURS 4511 **must be taken in your last semester of nursing courses.

RN-BSN Course Descriptions

NURS 3301: Transitioning to Baccalaureate Nursing Practice (3 CH)

This course will assist the licensed RN with transitioning to professional nursing practice at the baccalaureate level. The focus will be on the application of curricular concepts to nursing practice, role differentiation, and contribution of the BSN prepared nurse to healthcare.

NURS 3302: Holistic Health Assessment for RNs (4 CH)

This course will focus on physical assessment skills of individuals across the life span based on normal physiological and pathophysiological mechanisms of disease and their relations to human responses. A lab practicum will enhance these skills.

NURS 3303: Nursing Research (3 CH)

This course will introduce concepts commonly associated with nursing research, data collection and analysis, and the importance of its use when allowing evidence-based practice (EBP), and Best Practice models guide patient care. (Prerequisite: Admission to RN-BSN option; successful completion of statistics course)

NURS 3306: Nursing the Gerontological Population (2 CH)
This course will focus on theories of aging and nursing care of the older adult population.
(Prerequisite: Admission to RN-BSN option; NURS 3301; or special permission from the instructor)

NURS 3511: Community Health Nursing (5 CH)
This course will use the nursing process to develop and implement care for individuals, families, and groups in a disadvantaged community setting. A clinical practicum will enhance these skills.

*NURS 4201: Ethical and Legal Issues in Nursing Practice (2 CH)
This course will focus on the nursing care associated with ethical and legal issues common to healthcare environments.

NURS 4202: Nursing Informatics (2 CH)
This course will explore common concepts and applications related to the nurse's role in using informatics for decision-making via messaging, documentation, information retrieval, and other methods associated with healthcare information exchange.

*NURS 4204: Global Health Studies (2 CH)
This course will focus on concepts that will enhance nursing care of different cultures.

NURS 4306: Healthcare Promotion across the Lifespan (3 CH)
This course will examine foundations of family theory and its relations to health disparities, disabilities, and chronic conditions and illnesses across the lifespan.

NURS 4405: Leadership and Management in Nursing (3 CH)
This course will focus on theory and concepts associated with leadership and management in the professional nurse's role.

NURS 4511: Nursing Capstone Practicum (5 CH)
This practicum course will build on the concepts and knowledge gained from previous nursing courses allowing for the application of theories and concepts associated with nursing leadership, nursing research, and management of care. A clinical practicum will enhance these skills.
 *Students are required to complete only one of the two nursing electives

UNIFORM NC COMMUNITY COLLEGE ARTICULATION PLAN
Uniform Articulation Agreement between NC Independent Colleges and Universities RN to BSN Programs and NCCC-System Associate Degree Nursing Programs

The following presents a uniform, statewide academic progression agreement that will promote educational advancement opportunities for registered nurses moving between North Carolina community colleges and the constituent institutions of the NC Independent Colleges and Universities in order to complete BSN degrees.

Registered Nurse (RN) to BS in Nursing Articulation Agreement Curriculum Plan

Block 1: 23 Course Credits		
Course Category	Transferrable Courses	Credits

Consists of certain prerequisite nursing courses that are taken as part of all NCCC AAS nursing programs.	English Composition	Select 2: ENG 111, 112, 114	6 (3,3)
	Human Anatomy & Physiology with Lab	BIO 165 & 166 or 168 & 169	8 (4,4)
	Humanities/Fine Arts	Select 1: ART 111, 114, 115; MUS 110, 112; PHI 215, 240; HUM 115	3
	Psychology	PSY 150, 241	6 (3,3)

Block 2: 18-19 Course Credits			
○ Consists of additional university general education courses that are not part of an AAS degree, but are required to earn a BSN ○ These general education requirements will be met by completing **one** listed course in each of the first four categories and **two** in the last	**Course Category**	**Transferrable Courses**	**Credits**
	English Literature	Select 1: ENG 231, 232	3
	History	Select 1: HIS 111, 112, 131, 132	3
	Fine Arts	Select 1 additional course not taken in Block 1: ART 114, 115; MUS 110, 112	3
	College Transfer Math	MAT 143 or 171	3 or 4
	Sociology	SOC 210 and 1 from : SOC 213, 220, 225, 230 240	6 (3,3)

Block 3: 17-18 Course Credits			
Consists of additional nursing or other requirements that are not part of an AAS degree, but are required to earn a BSN[1]	**Course Category**	**Transferrable Courses**	**Credits**
	Statistics	MAT 152	4
	Microbiology with Lab	BIO 175 or 275	3 or 4
	Chemistry with Lab	CHM 151 or 130 and CHM 130A, or CHM 131 and 131A	4
	Social Science/Elective	Select 2 from either category or 1 from each: ECO 251, 252; POL 120; Suggested electives include but are not limited to foreign language, speech, culture, and computer science. Electives must be selected from the Transfer Course List in the Comprehensive Articulation Agreement.	6 (3,3)

Block 4: 30-34 Course Credits			
Consists of credit awarded by the constituent institutions for nursing core (NUR) content taken as part of the AAS degree program. These credits are awarded only after an RN student has successfully completed one or two initial nursing courses. Credits may vary depending on credit allocation in Block 5.			
Block 5: 30-34 Credits			
Curriculum Plan at Catawba College			
Term	Weeks	Courses	Hours
1	8	NURS 3301: Transitioning to Baccalaureate Nursing Practice NURS 3302: Holistic Health Assessment for RNs	3 4
2	8	NURS 3511: Community Health Nursing	5
3	8	NURS 3306: Nursing the Gerontological Population NURS 4202: Nursing Informatics NURS 3303: Nursing Research	2 2 3
4	8	NURS 4405: Leadership and Management in Nursing NURS 4204: Global Health Studies	3 2
5	8	NURS 4306: Healthcare Promotion across the Lifespan NURS 4511: Nursing Capstone Practicum	3 5
		Total Hours	32
The number of awarded credits in Blocks 1-5 must total between 120-128, which is the number of credits required to earn a BSN from the constituent institution of the NC Independent Colleges and Universities' RN-BSN Program.			

[1] Individual nursing programs may require a maximum of 2 course or 6 credits to meet school specific degree requirements that are not part of the RN to BSN AA. In no case will these additional requirements necessitate completing more than 128 credits in order to earn a BSN. Catawba College does not require courses beyond those reflected in the RN to BSN Articulation Agreement.

A minimum GPA of 3.0 is required for admission to Catawba College.

Grade of "B" or higher required to receive credit in transferrable courses. Catawba College requires a minimum 3.0 GPA for graduation. A student's cumulative GPA (including community college courses) will be calculated in the admissions decision.

Visit the NCCC website for more information about the RN to BSN Articulation Agreement.

PROGRAM COMPLETION REQUIREMENTS
Students enrolled in the RN-BSN option are expected to adhere to the following:
1. Maintain an active, unencumbered RN license in the State of North Carolina

2. Maintain a 3.0 grade point average (GPA)

3. Achieve "satisfactory" completion (80 (B) weighted average) of all course and practicum competencies and related proficiencies (for pass/fail grading)

4. Achieve "satisfactory" performance evaluations in practicum settings during off-campus rotations (for pass/fail grading)

5. Attain a "B" or better in all nursing courses

A student falling below a 3.0 cumulative GPA will be placed on probation during the following term of enrollment. A student's GPA must increase to a 3.0 (or above) by the end of the probationary term in order to remain in the program. Failure to meet the 3.0 GPA requirement after one probationary term, will lead to dismissal from the program. In certain circumstances, students who have been dismissed may reapply to the program. The Chair of Nursing has the final say in this matter.

Academic Advisement

Students are registered for their first semester of courses upon admission. Students are expected to review the required course of study for their concentration at the time of enrollment.

The following semester students are responsible for communicating with their assigned Academic Advisor who will advise them on the courses being offered the next semester, the courses they need, and their personal identification number (PIN). Students are responsible for registering for their classes utilizing their PIN through CatLink. Advising takes place once each semester prior to registration beginning. Students are advised in the Fall for Spring registration and in the Spring for Summer and Fall. Faculty email advising materials and it is in the student's best interest to communicate with their advisor especially during this pre-registration period. The advisor can then review the student record and anticipate possible areas of concern or discussion based on the student's work and grade point average. The final responsibility for meeting degree requirements rests with the student. Students are expected to get a degree evaluation online through CatLink to assess their ongoing progress toward degree completion.

Conflict Resolution

If a student encounters conflicts or concerns in a nursing class or practicum area, the student should first approach the faculty member involved in the class or practicum experience. If an acceptable resolution is not achieved, the student should follow the hierarchical listing below:
1. Course Professor
2. Chair of Department of Nursing
3. Dean, School of Health Science and Human Performance
4. Provost for College

Curriculum Associated Expectations of Students

All written work for courses must be submitted following the guidelines in the latest edition of the *Publication Manual of the American Psychological Association*. Nursing students, because of their participation in the lives of others, are expected to follow the American Nurses Association (ANA) Code of Ethics as well as the Catawba College Honor Code. Students are expected to consult with a faculty member when encountering ethical questions or concerns in practice.

Dismissal from the Program

The Department of Nursing Administration reserves the right to dismiss from the program any student who fails to meet academic and/or non-academic behavioral, attitudinal, ethical, and/or practice standards. Further, students who present physical or emotional problems which conflict with safety essential to nursing practice and do not respond to appropriate treatment or counseling within a reasonable period of time will be dismissed from the program. Students will be dismissed if they demonstrate behavior that is a threat to public health and safety. Unsatisfactory behavior may consist of a pattern of behavior or performance or a single incident, depending on the incident. Dismissal may occur at any point in any course in the program, which includes immediate dismissal if indicated.

Electronic Device Usage in Classroom and Practicum Experiences
The following guidelines apply:

1. Professional behavior and proper netiquette should be observed at all times when using electronic devices, such as cellphones, iPads, iPods, and laptops.
2. Electronic devices may be used only when authorized by faculty for educational activities, not for personal use.
3. No personal phone conversations or texting is allowed at any time during practicum experiences. Electronic devices should be placed in "airplane mode". **A written warning will be given for the first violation of using an electronic device for socializing during practicum hours. A practicum failure will be given for the second violation.**
4. Students are expected to have their electronic device turned off if the agency policy requires, and go to an area designated for electronic device usage when accessing electronic information.
5. Be respectful to the patient at all times and ensure your entire attention is focused on the patient. If you must access information on an electronic device while providing patient care, be sure to apologize for the interruption in care and explain how this will benefit their care.
6. The use of an electronic device allows you to retrieve information quickly and unobtrusively. You must protect the confidentiality of patient information at all times in accordance with HIPAA.
7. Faculty, preceptors, or agency staff may ask to see what programs you are accessing on your electronic device at any time.
8. Keep careful physical control of the electronic device at all times. Catawba College nor the Department of Nursing are responsible for any lost or stolen electronic devices a student may bring to class or practicum experiences.
9. Bring your electronic device to practicum, as required. Ensure it is charged.
10. Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens so may electronic devices. Be sure to disinfect and decontaminate them as needed.
11. Students who violate patient privacy with an electronic device will be subject to HIPAA infractions by the practicum agency and may face dismissal from the nursing program.

Electronic Mail
Most communication between faculty members and students occurs via email. Faculty will contact students at their assigned Catawba College email address and through the Blackboard Course Messaging System. Students should check their Catawba College email and Blackboard Course Messaging System several times each week. Do not share your passwords with others.

Graduation Requirements and Application Procedure

All students must apply online for graduation the semester prior to completing degree requirements. Students are responsible for applying online for graduation through CatLink. A graduation fee will be applied to the student's account upon applying for graduation. Students who fail to meet graduation requirements in the semester they apply for graduation are required to reapply for graduation the next semester they plan to graduate.

Requirements for Graduation from the RN-BSN program include:
1. Satisfactory completion of all required courses.
2. A minimum of 128 credit hours.
3. The final 32 credit hours must be completed with Catawba College.
4. A minimum grade point average (GPA) of 3.0 on each course counted toward the major.
5. Submit online application for graduation by the designated date.

Information Technology Competencies

Competency	Placement	Student Outcome
Use basic email • Send-receive email • Send attachments	Prerequisite	Students will utilize email in communication with peers, faculty, and advisors.
Word processing	Prerequisite	Students will utilize a word processing program to complete written assignments.
Internet	Prerequisite	Students will utilize an internet browser to access and retrieve information.
Advanced Internet • Blackboard Distance Learning System	Online courses Blackboard orientation and Student user guide	Student will utilize Blackboard Learning Systems to participate in discussion groups, online testing, email and various course
Electronic Presentations • Slides • Audio Recording • Video Recording	Prerequisite	Student will utilize electronic media (PowerPoint, etc.) to support presentations if applicable and appropriate to course content.

Name and Address Changes

Students need to keep both the Catawba College and the Department of Nursing informed about changes in their name, address, and telephone number. Changes should immediately be reported through CatLink, *Maintain Information*. Students should also notify Lauren Williams, Administrative Assistant for the Department of Nursing.

Non-Discrimination

Catawba College admits students of any race, color, and national or ethnic origin. Catawba College nursing students will care for assigned patients regardless of their race, religion, ethnic background, or pathophysiology.

The faculty members of the Department of Nursing have an academic, legal, and ethical responsibility to prepare graduates who are competent, as well as safe to protect the public and health care community from unsafe nursing practice. It is within that context that students can be disciplined or dismissed from the Department of Nursing for practice or behavior which threatens or has the potential to threaten the safety of a client, family member, another student, faculty member, or health care provider.

Nursing Practice in the Practicum Setting

The faculty members of the Department of Nursing have an academic, legal, and ethical responsibility to prepare graduates who are competent, as well as safe to protect the public and health care community from unsafe nursing practice. It is within that context that students can be disciplined or dismissed from the Department of Nursing for practice or behavior which threatens or has the potential to threaten the safety of a client, family member, another student, faculty member, or health care provider.

Safe Practice

To ensure safe nursing practice is maintained and upheld, the student should adhere to the following at all times:
1. Practice according to the current Nursing Practice Act in the state where the practicum is completed.
2. Practice within the guidelines and outcomes of the Catawba College Department of Nursing.
3. Practice within the rules and regulations of affiliating health care agencies.
4. Practice within the American Nurses Association (ANA) Code of Ethics.
5. Remain accountable for continuity in preparation, care of patients, and communication.

Unsafe Practice

Students who demonstrate behavior which conflicts with safe nursing practice will be dismissed from the program. Incidents involving unsafe behavior will be considered by the instructor, Chair, Dean, and, if necessary, by other faculty members. Actions will depend upon circumstances, level of student, and actual or potential consequences of the incident.
Unsafe practice includes, but is not limited to, the following:
1. Failure to use the nursing process effectively, demonstrated by such behaviors as a lack of knowledge of the client's diagnoses, treatments, or medications; failure to follow safety precautions for clients such as side rails, restraints, and position of the client; and acts of omission including utilization of correct principles in the implementation of medication.
2. Failure to take nursing action when such action is essential to the health and safety of the client.
3. Performing nursing activities that are detrimental to the health and safety of the client.
4. Attending any Catawba College Department of Nursing RN to BSN learning experience, including clinical, while under the influence of alcohol or drugs.
5. Failure to recognize the influence of one's own attitude, values, beliefs, and behavior on the care of clients.
6. Deliberately giving false or inaccurate information regarding nursing care.

7. Failure to assume responsibility for completing nursing care.
8. Performing interventions without adequate preparation or needed supervision.
9. Performing a breach of confidentiality and/or privacy.

Consequences of Unsafe Practice

The consequences of unsafe practice are determined by the nature of the behavior exhibited and the situation in which it occurs and include the following:

1. Dismissal from the practicum experience.
2. Failing grade for the course.
3. Dismissal from the program.
4. Legal action by clinical facility, patient, or other parties.

Patient Confidentiality and the Health Insurance Portability and Accountability Act (HIPAA)

Consistent with ethical practice, it is imperative that nursing students maintain the highest level of confidentiality regarding patients to whom they are assigned in accordance with HIPAA of
1996, Public Law 104-191. Students should keep the Health Insurance Portability and Accountability Act (HIPAA) regulations in mind when collecting data. The patient's right to confidentiality and privacy **must be maintained** at all times. Students who violate patient privacy are subject to HIPAA infractions by the practicum agency, possible legal action by other parties, and dismissal from the HSON. All students must read the *Patient Information Confidentiality Commitment for Nursing Students* (Appendix A), sign the *Department of Nursing Confidentiality and Consent Form* (Appendix B) and submit it to the Department of Nursing.

Schedule Changes

A calendar is provided for each nursing course the first day of class. It is the student's responsibility to follow the schedule as planned. The date, time, and location of learning experiences are subject to unavoidable changes due to inclement weather or other events at the professor's discretion. If schedule changes are necessary, the professor will notify students as soon as possible.

Withdrawal from Courses

Students should only withdraw from courses after consultation with their advisor and course professor. Withdrawal from courses will impact program progression. Students who must withdraw from courses should proceed through the official withdrawal process via CatLink, as stated in the *Catawba College Academic Catalog*. Student are subject to procedures established by the College for schedule modification deadlines, WP/WF deadlines, and grading deadlines. **It is the student's responsibility to complete all requirements of the withdrawal process with the Registrar's office.** Otherwise, grades of "F" will be assigned and the student will maintain financial responsibility.

Catawba College RN to BSN Academic Policies

Appeals Policy

Students wishing to appeal a grade must adhere to the policy as outlined in the *Catawba College Academic Catalog*. Students should first inform the course professor of their intent to appeal.

Students should not contact the faculty member in regard to the appeal while the appeal is in process.

Students will be allowed to continue in the program during the appeal process. If a student's appeal is denied through the College appeals process, the student may be dropped from nursing course rolls. If the student's appeal is granted through the College appeals process, the student will continue without a lapse in study.

Attendance Policy (Online)

In accordance with Catawba College's academic attendance policy, a student must be present for at least 75% of each scheduled class, lab, or clinical experience in order to receive credit for the course. All RN-BSN students are expected to be present for all scheduled practicum experiences. A tentative schedule for completion of clinical practicum hours should be approved by preceptors. Changes in the schedule are permitted as necessary and approved by the preceptors and student. Students are expected to adhere to scheduled practicum days and approach scheduled practicum days as they would any type of employment with plans in place for sick children, etc. Preceptors should be contacted before any missed clinical practicum. The student is responsible for making arrangement with the preceptor to reschedule missed clinical practicums. Students should notify professors of any changes or absences immediately through Catawba email.

In an online course attendance will be determined by activity in the class. An absence of activity during any week (example Monday to Sunday) will count as an absence for the period of measuring attendance. Activity includes mail correspondence, discussion board postings, submitted assignments and assessments.

Make-up work and any associated penalties are at the discretion of the professor and will be explained in the course syllabus. The student is expected to initiate the process and contact the professor prior to any missed course assignments. Make-up will depend upon the reason for missing the work, whether the student followed protocol regarding contacting the professor, nature of the missed experience, and availability of necessary resources.

Behavior Policy for the Department of Nursing

Expectations of Classroom Behavior

In preparation for each 1 hour of online interaction, students should be prepared to invest 2-3 hours of study, performing reading, writing, research, and activities that may enable them to achieve course objectives successfully. Students are expected to prepare for class discussion to achieve understanding of concepts and principles related to the course. Teaching style encourages student participation and interactions that enhance disciplined thinking about the subject.

Teacher-student interactions require responsibility on the part of the student and teacher to maintain a relationship conducive to learning. The teacher provides a climate that

communicates caring, enthusiasm for the subject, and preserves student dignity. Students are encouraged to contribute to classroom learning by asking questions, participating in discussion with peers, and participating in activities that promote understanding of course content. Courtesy and kindness is an expectation of the learning community.

In the online learning environment, students are expected to observe professional and timely netiquette when responding to queries from faculty and peers.

Practicum Experience Behavior

Nursing students are expected to arrive on time to all practicum experiences, fully prepared to achieve maximum learning. Nursing students are expected to prepare for practicum experiences through reading, writing, research, and activities that will enable them to achieve practicum objectives successfully. Unsatisfactory practicum performance will be addressed according to program and course policies.

Use of cell phones or other electronic devices is prohibited during practicum experiences, unless allowed by the preceptor. Students who allow ringing cell phones during practicum experiences will receive an unsatisfactory grade.

Culture of Civility

The Department of Nursing promotes a culture of caring, kindness, and civil discourse. Any form of incivility is unacceptable in the Catawba College Department of Nursing. Incivility is defined as disruptive, ill-mannered, or offensive behavior contrary to the well-being of the learning environment.

This includes any and all forms of disrespect or disregard for instruction, the instructor, or a fellow student.

The Department of Nursing abides by the American Nurses Association (2015) Position Statement on Incivility, Bullying, and Workplace Violence:

> ANA's *Code of Ethics for Nurses with Interpretive Statements* states that nurses are required to "create an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and others with dignity and respect" (ANA, 2015a, p. 4). Similarly, nurses must be afforded the same level of respect and dignity as others. Thus, the nursing profession will no longer tolerate violence of any kind from any source.
>
> All RNs and employers in all settings, including practice, academia, and research, must collaborate to create a culture of respect that is free of incivility, bullying, and workplace violence. Evidence-based best practices must be implemented to prevent and mitigate incivility, bullying, and workplace violence; to promote the health, safety, and wellness of RNs; and to ensure optimal outcomes across the health care continuum.
>
> This position statement, although written specifically for RNs and employers, is also relevant to other health care professionals and stakeholders who collaborate to create and sustain a safe and healthy interprofessional work environment. Stakeholders who have a relationship with the worksite also have a responsibility to address incivility, bullying, and workplace violence.

Criminal Background Check and Drug Screening Policy

The Catawba College Department of Nursing is required to comply with the regulations of the North Carolina State Board of Nursing (NCBON) and The Joint Commission (TJC) for student placement in healthcare facilities that require drug screening and criminal background checks for all healthcare workers, volunteers, students, and faculty. As a condition of participation in

practicum educational experiences, students may be required to submit a satisfactory drug screen and criminal record history. All students must read the *Patient Information Confidentiality Commitment for Nursing Students* (Appendix A), sign the *Department of Nursing Confidentiality and Consent Form* (Appendix B) and submit it to the Department of Nursing.

Criminal Background Check Policy

1. Students in the Department of Nursing must submit a satisfactory criminal background check prior to full acceptance into the program.
2. All students will be required to sign a consent form that allows for disclosure of information related to criminal background checks to the State Board of Nursing, and any agency under contract with the Department of Nursing.
3. Criminal background checks may be obtained through established Department of Nursing designated agencies (Castlebranch) or State Law Enforcement Agencies and all costs incurred are the responsibility of the student.
4. The student's criminal background checks will be reviewed by a Program Admissions personnel. Criminal background checks that indicate an offense will be evaluated by a designated Department of Nursing faculty committee for recommendations. The committee will review all reports and may interview the student. The faculty committee is composed of three members appointed by the Chair of the Department of Nursing. The responsibility of the committee is to evaluate information obtained from the student's criminal background check and student interview. The following criteria will be used to guide the evaluation of an unsatisfactory criminal background check:
   a. Severity and nature of offense as it applies to nursing
   b. Date of offense
   c. Comparison of offense to any established statutory law
   d. Verification of offense through public records
   e. Student responsibility and punishment associated with the offense.
5. The final decision of the committee will be communicated to the Program Chair, who will notify the appropriate admissions office.

Urine Drug Screen Policy

1. Students in the Catawba College RN-BSN Program may be required to submit a satisfactory drug screen to meet the requirements of their site upon enrolling in a practicum course.
2. The Department of Nursing reserves the right to request students to provide a current urine drug screen at any time during their enrollment in a Department of Nursing Program at Catawba College.
3. All students will be required to sign a consent form that allows for disclosure of information related to drug screen analysis to the State Board of Nursing, and any agency under contract with Department of Nursing.
4. Students may contract with a private or local physician or other healthcare facility to obtain a chain of custody urine drug screen. Students are responsible for all costs associated with drug screening.
5. The initial review of the student's urine drug screen analysis will be by the Coordinator of Student Records. Urine drug screen analysis with confirmed positive results for controlled substances will be evaluated by a designated Department of Nursing faculty committee for recommendations. The committee will review all reports

and may interview the student. The faculty committee is composed of three members representing pre- licensure, post-licensure, and graduate programs appointed by the Chair of the Department of Nursing. The responsibility of the committee is to evaluate information obtained from the students' drug screen, academic performance and student interview. The following criteria will be used to guide the evaluation of an unsatisfactory urine drug screen:
   a.   Valid and verified physician prescription for substance.
   b.   Dosage and treatment regimen according to physician orders. c.   Use of illegal substance.
6.   The final decision of the committee will be communicated to the student in writing with sanctions including but not limited to: Dismissal from the clinical site, dismissal from the nursing program, notification to the State Board of Nursing, referral for counseling and/or other appropriate measures.

Following notification of the committee's decision, the student can choose to accept the sanctions, leave the program pending confirmation testing, or appeal through standard College procedure. All costs incurred for confirmation drug screening procedures are the student's responsibility.

Exposure Policy
When there is a parenteral (such as a needle stick or cut) or mucous membrane (such as a splash to the eye or mouth) exposure to blood or other body fluids, the student is to do the following:

1.   Wash the skin exposure site well with soap and water. Flush eye with water. Do not bleed tissue. Rinse well.
2.   Inform the preceptor who will guide you on procedure to follow according to agency policy.
3.   Inform the facility director and course faculty member.
4.   Complete necessary incident or agency reports as soon as possible or at a later date, based on exposure risks. Students are responsible for complying with clinical agency exposure policy and recommended follow up.
5.   Leave the practicum site as soon as possible to obtain medical consultation and evaluation.
6.   Submit copies of the medical consultation and evaluation to the Department of Nursing, who will monitor compliance or any necessary follow-up.
7.   Neither the clinical agency nor Catawba College is responsible for the cost of the care that is involved in the treatment, maintenance, or surveillance of exposure to blood or body fluids. For that reason, the Department of Nursing strongly recommends that all students have personal health insurance.

Undergraduate Grading and Progression Policy
1.   RN-BSN Grading:
   a.   The following grading scale will be used in all undergraduate didactic and lab courses:
         A = 90-100
         B = 80-89

C = 70-79
D = 60-69
F = 59 and below

b. ==Letter grades will be derived from a calculation out to one decimal place to the tenths; however, there will be no rounding up of scores. Final grades will be whole numbers.== For example, a 79.6 will be recorded as a 79. *(Although rounding is a mathematical principle, the Nursing Program faculty believe there must be a minimum standard, based on the fact that in the nursing profession there are also minimum standards.)*

c. Percentage of course grades allotted to assignments will be included in the course syllabus.

2. RN-BSN Progression:
    a. Progression in the Catawba RN-BSN program requires a course grade of "B" in all nursing courses.
    b. Nursing courses taken while the student is enrolled in the Catawba RN-BSN program may be repeated only one time.
    c. No more than two nursing courses taken while the student is enrolled in the Catawba RN-BSN program may be repeated.

Refer to the *Catawba College Academic Catalog* for policies on probation, suspension, and dismissal.

Honor Code

As a community of scholars founded upon the ideals of Christianity, Catawba College expects its students to develop and display a strong sense of academic integrity. As in any community, this institution must be governed by regulations; and like the laws of any community, these rules function best when they are fully understood, accepted and cherished by each and every individual member of the community. The Department of Nursing adheres to and supports the Academic Honor Code of the institution. This Academic Honor Code is in the *Catawba College Academic Catalog*. Students in the Department of Nursing may be asked to sign a statement about academic honesty when completing tests, papers, and other assignments.

Information Technology Competencies and Communication

Most communication between faculty members and students will occur through Catawba College email. Faculty will contact students at their Catawba email address. Students should check the personal Catawba email account daily to ensure no critical information is missed. Competencies include, but are not limited to:

Competency	Placement	Student Outcome
Use basic email • Send/receive email • Attach documents	Prerequisite	Students will utilize email in communication with peers, faculty, and
Word processing	Prerequisite	Students will utilize a word processing program to complete written assignments.

Internet	Prerequisite	Students will utilize an internet browser to access and retrieve information.
Advanced Internet • Blackboard Distance Learning System	Online courses Blackboard orientation and Student user guide	Student will utilize the system, Blackboard Learning to participate in discussion groups, online testing, email and various course assignments.
Electronic Presentations • Slides • Speaker Notes	Prerequisite	Student will utilize electronic media (PowerPoint, etc.) to support presentations if applicable and appropriate to course content.

Name and Address Changes

Students need to keep both Catawba College and the DON informed about changes in their name, address, and telephone number. Students should immediately notify the Registrar's Office of changes and notify the Coordinator of Undergraduate Admissions/Student Records of name changes.

Non-Discrimination

Catawba College admits students of any race, color, and national or ethnic origin. Catawba College nursing students will care for assigned patients regardless of their race, religion, ethnic background, or pathophysiology. When disease transmission is possible, the faculty will ensure the student is aware of the protective precautions necessary and will assist the student as needed.

Protection against Blood-Borne Communicable Diseases

All students are required to complete an information session/update related to blood-borne pathogens, Occupational Safety and Health Administration (OSHA) requirements, and standard precautions prior to practicum experiences. Instructions on how to complete these requirements will be available on Blackboard. Neither Catawba College nor the Department of Nursing is responsible for any adverse reactions the student may have to the Hepatitis vaccination or for liability if the student declines the vaccination and contracts this or other similar diseases. At all times, students must utilize standard precautions and equipment available for protection of self and others. If such equipment is not available, the student should notify the preceptor and faculty.

Social Media / Electronic Communication

Catawba College is an advocate of responsible social networking and caring, respectful electronic communication. The following guidelines should help nursing students to use this technology appropriately and avoid breaches in professionalism and confidentiality:

1. Be thoughtful of how you present yourself. Use mindful, intentional language that expresses your values and belief systems. Do not post inappropriate pictures/videos that can be misunderstood or misinterpreted by others. Global sharing of ideas and opinions requires respectful and responsible interactions and communications. Your cyber-footprint may result in legal and professional consequences.

2. Adhere to professional standards of conduct. **Do not post anything referring to a patient, facility or university- even without identification.** Students are held responsible for adhering to policies related to HIPAA and Patient Confidentiality. Obtain written consent before posting copyrighted material.

If Department of Nursing faculty are aware that inappropriate communications or images are posted, serious consequences can result which include, but are not limited to, dismissal from the Department of Nursing. Students will be held accountable for the proper use of all social networking sites.

Department of Nursing faculty (full-time, part-time, and adjunct) must maintain a professional relationship with all students enrolled in any Catawba College Nursing program. Faculty will not communicate, correspond with, or "friend" any current Catawba College nursing student on a social networking site, unless required for professional purposes or a course assignment. Office numbers should be listed on course syllabi. Catawba College email addresses should be the primary method for student communication. Faculty should use discretion when communicating with students on personal cell phones.

Technical Standards Policy

These technical standards are required abilities for effective performance in Catawba College Department of Nursing (DON) programs. The following general abilities have been identified as necessary to meet the technical standards of progression in the nursing programs. The student will read and sign the Confidentiality and Consent form and submit to the DON. Any change in abilities will require written notification to the DON accompanied by healthcare provider documentation. A student is expected to perform these standards independently. The following general abilities will be evaluated throughout the program.

1. Visual, Auditory, Tactile and Olfactory Abilities
   a. Sufficient abilities to allow him/her to gather data from written reference materials, oral presentations, demonstrations and observations of a patient and his/her environment.
   b. Sufficient ability to perform health assessment and interventions; obtain diagnostic specimens and information from digital, analog, waveform representations of physiologic phenomena to determine a client's condition.
   c. Example of relevant activities:
      i. Detect changes in client and environment through chart review, physical assessment, and   other health parameters
      ii. Assess and intervene safely on the client's behalf

2. Communication Abilities
   a. Ability to communicate, comprehend, read, and write in English at a level that allows for accurate, clear, and effective communication.
   b. Ability to communicate with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non- verbal communications, such as interpretation of facial expression, affect and body language).
   c. Required communication abilities, including reading, writing, language skills and computer literacy.
   d. Examples of relevant activities:
      i. Retrieve, understand, and use information (e.g. lab reports, computer data, progress reports, care plans) to communicate effectively with others.

3. Motor Abilities
    a. The student must have the strength, mobility, and endurance to perform psychomotor skills required for nursing care in any setting.
    b. Examples of relevant activities:
        i. Perform CPR
        ii. Safely move or transfer clients
        iii. Lift or carry objects weighing 25 pounds
        iv. Manipulate small equipment such as syringes, vials, and ampules
        v. Complete assigned period of clinical practicum (from 5 to 12 sequential hours).

4. Behavioral, Interpersonal, and Emotional Abilities
    a. Student must be able to adapt to ever-changing environments displaying flexibility, and function effectively during stressful situations inherent in clinical situations involving clients and families.
    b. Student must be able to accept criticism and respond by appropriate modification of behavior.
    c. Examples of relevant activities:
        i. Adhere to the professional nursing and student honor code
        ii. Remain calm, exercise good judgment, and promptly complete all responsibilities in care of clients
        iii. Exhibit a mature, sensitive, and effective therapeutic relationships with others

5. Cognitive, Conceptual and Quantitative Abilities
    a. Student must have the ability to read and understand written documents in English including measurement, calculation, reasoning, analysis, and synthesis.
    b. Student must have the ability to process and understand information and demonstrate the ability to establish a plan of care and set priorities, develop problem-   solving skills, and make decisions reflecting consistent and thoughtful analysis of appropriate information throughout the course of study.
    c. Examples of relevant activities:
        i. Accurately calculate and administer medications
        ii. Collect, analyze and prioritize data
        iii. Synthesize and apply theory to client situations

Student Resources: Department of Nursing

Student Organizations

Student Nurses' Association (SNA)
Additional information regarding membership may be obtained from an organizational officer.

Textbook Procurement

Textbooks may be ordered online through the Campus Bookstore. Professors will not distribute textbooks. For questions contact the Campus Bookstore at 704.637.4470.
https://www.bkstor.com/catawbastore/home/en

Support Services

Catawba College offers support services to students, such as The Corriher-Linn-Black Library, Academic Success Services, Counseling Services, and the Catawba College Writing Center. A full list of Support Services can be found under the Support Services link located within each Blackboard course or on the Catawba College website at http://www.catawba.edu/students

Appendix A

Patient Information Confidentiality Commitment for Nursing Students

Patients have a right to privacy and have a right to expect that details of their condition, treatment, medical history, personal and financial affairs will be kept confidential by all hospital employees and the agency. It is not for an employee or agency to decide which information a patient would not object to having disclosed, for what one person may consider unimportant another person may consider the information to be highly sensitive or embarrassing.

According to the United States Department of Health and Human Services (DHHS), a breach of confidentiality is defined as the use of, or leak of information not permitted by the DHHS Privacy Rule that compromises the privacy of protected health information. This includes but is not limited to:
  · Patient information or identifiers posted to social media sites (Facebook, Twitter, Instagram, Caring Bridge, etc.)
  · Personal entries on social media sites about a patient, facility, or school – with or without identification
  · Breaking policies in effect such as HIPAA and Patient Confidentiality – verbally or in writing/posting to social media
  · Accessing medical information that is not pertinent to the student's nursing assignment

The Catawba College Department of Nursing will maintain systems to monitor and detect potential Breaches of Confidentiality of patients' protected health information. These systems include but are not limited to the monitoring of all submissions of student work, verbal and nonverbal interactions between faculty, staff and students and follow-up of all reports of suspected breaches of confidentiality. All students will be obligated to sign the Catawba College Department of Nursing RN-BSN Program Handbook Confidentiality Agreement and the signed forms will be kept on file with the Department of Nursing administration. Students, faculty and staff in the Department of Nursing and in the College are obligated to report any

suspected breach of confidentiality that would bring the Department of Nursing and the College into violation with HIPAA or any other applicable state or federal laws.

If a student member of the Catawba RN-BSN Program believes a breach of confidentiality has occurred, the following process should be followed:

Student: A student who suspects a breach of confidentiality has occurred should immediately report such to a Catawba College Department of Nursing faculty member. The faculty member notified should immediately notify the Chair of the Department of Nursing. The Chair of the Department of Nursing will then be obligated to notify the appropriate personnel at the facility where the breach occurred and the student's home institution if applicable. At this time, the facility's policies and procedures specifying to whom the report will be sent, the content of the report, and the timeline of submission will be followed.

If additional pertinent information regarding the Breach of Confidentiality is received after further investigation by Catawba College, the Department of Nursing RN-BSN Program, and/or the affected facility, the information will be kept in a file in the office of the Chair of the Department of Nursing. If warranted, appropriate action will be taken regarding the content of the additional pertinent information. This file will contain a document describing the incident, documentation of notification of appropriate personnel, and corrective action taken.

Consistent with ethical practice, it is imperative that students within the Catawba College Department of Nursing RN-BSN Program maintain the highest level of confidentiality regarding patients to whom they are assigned in accordance with HIPAA. Failure to adhere to this policy could result in probationary period, dismissal from the program, and/or legal action against the responsible party. The patient's right to confidentiality and privacy must be always maintained.

I understand that all information (written, verbal, electronic, or printed) concerning a patient's medical condition or relating to or referring to a patient's medical records, regardless of how such information is obtained, is confidential medical information. I agree not to disclose or discuss such information with anyone other than those individuals directly involved in the care of the patient or others with a legitimate business reason to know the information.

CONFIDENTIAL BUSINESS INFORMATION

I acknowledge that certain business information of the agency is considered confidential information. Such confidential information includes patient or vendor lists, public relations and marketing information, patient account information, training and operations material, memoranda and manuals, personnel records and manuals, cost information, and financial information concerning or relating to the business, accounts, patients, employees, agents and affairs of the agency. I acknowledge and agree that such information is the property of, and confidential to, the agency and further, that I will not publish or disclose, either directly or indirectly, any confidential information of the agency.

ELECTRONIC ACCESS/COMPUTERIZED INFORMATION

Electronic and computer systems include all computer-generated or stored data, voice mail, facsimile, and electronic mail services. The information transmitted by; received from, or
stored in these systems is the property of the agency. I hereby consent to the agency monitoring my use of its electronic and computer systems at any time.

I understand that electronic and computer systems are to be used solely for clinical purposes and agree not to copy, modify, or otherwise access the software without the appropriate written authorization. I further agree not to circumvent my password or security level. I acknowledge that software is protected by a variety of licensing agreements and laws and that any misuse of the software may subject me to legal liability as well as disciplinary action up to and including termination from hospital learning experiences.

- I understand that it is my responsibility to maintain the secrecy of my password/access code to prevent unauthorized use by others.
- I understand that my password/access code is equivalent to my legal signature, and I will be accountable for all work done under this code. Upon completion of my work on the computer, I will log out of the computer to prevent unauthorized use of my access code.
- I understand that all patient health information stored in the computer is confidential and must be treated with the same medical-legal care as the data in the patient chart.
- I will not attempt to learn another person's password/access code.
- I will not access the agency's patient information except as required to fulfill my own job responsibilities.
- If I have reason to believe that someone may have learned and/or used my password/access code I will immediately contact Information Systems to have my code changed and a new code issued.
- *Faculty will notify Information Systems of changes in faculty or student's name.*
- I understand I am responsible for any patient information that I print from the computer and will treat it with the same medical-legal care as the data in the patient chart.
- Students who violate patient privacy with an electronic device will be subject to HIPAA infractions of the clinical agency.

Appendix B

Confidentiality and Consent Form

Patient Information Confidentiality Commitment for Nursing Students
I have read and have understood the policy statement on confidentiality. I understand and agree that in the performance of my duties as a student at Catawba College (*at a clinical agency)*, I must and will hold in strict confidence all patient information. Further, I understand that violation of this policy, whether intentional or unintentional, may result in disciplinary action, including termination of my enrollment in the Catawba College RN-BSN Program.

Permission for Photography
I grant to Catawba College ("Photographer") and representatives and assigns, the irrevocable and unrestricted right to use and publish photographs of me, or in which I may be included, for editorial, trade, advertising, and any other purpose and in any manner and medium; and to alter and composite the same without restriction and without my inspection or approval. I hereby release Catawba College and his/her legal representatives from any liability and claims relating to said photographs.

Consent form for Disclosure of Information

I hereby give my consent to Catawba College Department of Nursing to disclose information. included in my criminal background check and drug screening to the North Carolina Board of Nursing and clinical agencies under contract with Catawba College Department of Nursing. The information requested will be used only to comply with clinical agency policy and the North Carolina Board of Nursing practice laws and regulations and will be considered confidential. I understand that it is my responsibility to report to the Catawba College Department of Nursing any pending legal action or conviction occurring while enrolled as a student in the Department of Nursing RN-BSN Program.

Acknowledgement of Catawba College Department of Nursing RN-BSN Student Handbook and Technical Standards

I have received a copy of the Catawba College and Department of Nursing RN-BSN Student Handbook. I have read and understand the Handbook and agree to follow Department of Nursing and Catawba College guidelines and policies, including but not limited to, the Student Affiliation Agreement for Healthcare Agencies and the Department of Nursing Grading System and Progression Policy and Standards. I have read, understand and can perform the technical standards of a student in the Catawba College Department of Nursing.

Student Name: _____

Student Signature: _____

Student ID Number: _____

Date: _____

Sign this document, then scan and submit to Sheri Frick, Administrative Assistant, snefird22@catawba.edu, within the first week of classes.