

**TARLETON STATE UNIVERSITY
DEPARTMENT OF NRUSING
STUDENT RESPONSIBILITIES**

General

- A. Students are responsible for adhering to all requirements outlined in both the Tarleton State University Student Handbook and in the Tarleton State University Department of Nursing Student Handbook.
- B. Students are responsible for reading the Department of Nursing syllabi and guidelines for each nursing course and seeking clarification from the course instructor(s). Students are responsible for following course guidelines.
- C. Students are expected to be prompt for class and are responsible for all material presented and assigned in class. Missed class notes and assignments should be obtained through arrangements with fellow students. It is the student's responsibility to obtain course material distributed during the missed class from the course leader or appropriate instructor.
- D. Assignments will be handed in on date due unless prior arrangements are made with the appropriate instructor. If a paper is submitted late, the faculty reserves the right to refuse the paper or deduct points from the semester grade. The faculty also reserves the right to deduct points from the semester grade if assignments are not completed as directed. Additional instructions are included in materials for each course.
- E. It is the student's responsibility to discuss questions concerning grades on written assignments or unit examinations with the appropriate instructor.
- F. It is not appropriate for children to be present during the following activities:
 - 1. nursing lectures and examinations
 - 2. examination reviews
 - 3. conferences with faculty
 - 4. skills lab activities
 - 5. clinical experiences
- G. Small children should not be left unattended in any student lounge area.

Scheduled Examinations

- A. Students are expected to take examinations on the date and at the time scheduled. Only those students missing an exam for verifiable reasons (see the TSU Student Handbook) will be allowed to take a make-up exam. If a student wishes to take and make-up examination for a verifiable reason, the student must:
 - 1. Whenever possible, notify the course leader prior to the time assigned for the scheduled test.
 - 2. Schedule an alternative date for the examination with the course leader. It will be the student's responsibility to initiate the contact with faculty. An alternative form of the examination may be given (i.e., essay and short answer rather than multiple-choice).
- B. The student will receive a grade of "0" when the above guidelines are not followed.

Clinical Experiences (the nursing skills lab is considered a clinical area)

- A. Each clinical assignment is planned to give students a unique perspective of current nursing practice. The facilities students are assigned to and practice in, cooperate with Tarleton State University Department of Nursing to offer the best learning environment possible for them.
- B. Each student should facilitate their varied learning experiences by utilizing the skills they are learning to the best of their ability. The student is expected to learn, use, and adapt the nursing process of assessment, planning, implementation, and evaluation of patient care in the clinical area to which they are assigned.
- C. Students are expected to exhibit the strengths afforded them in the role of adult learner. These strengths can be demonstrated by arriving in the assigned clinical area on time and being prepared to perform the duties expected of them in the specific clinical area. Preparation will include having any paperwork assigned for the experience ready for discussion or inspection by the clinical instructor.
- D. Any information in regard to specific patients/clients encountered during the learning process will be regarded as confidential information and as such will be protected from discovery by or display to others in an inappropriate fashion.
- E. The student will be dressed and groomed in accordance with the current student dress code.
- F. In the event the student will be unable to attend any clinical day the student will be responsible for notifying both the clinical facility and instructor as directed by the clinical instructor.

Communication

- A. Each student on the main campus is assigned a specific mailbox to facilitate communication between students and nursing departmental faculty and staff. It is the student's responsibility to check the mailbox each class day and respond to communications appropriately and within the time frame stated within the memo or within one week if not otherwise stated.
- B. The WebCT course management system is used for course related communication. Students should check WebCT daily.
- C. Failure to comply with a directive of a University employee acting in the realm of his/her authority is one of the Categories of Misconduct listed in the TSU Student Handbook (see student life policies). Categories of Misconduct are areas where students are subject to disciplinary action.
- D. Bulletin boards in the nursing buildings are also used for some communications. It is the student's responsibility to check their mailbox and bulletin boards on each class day.

Malpractice Insurance

- A. Malpractice insurance is required of all nursing students. Students obtain insurance upon acceptance to the program and continue the insurance throughout the program. Malpractice premiums are paid using course fees.
- B. The Department of Nursing has an arrangement with Bill Beatty Insurance Agency for a group policy for students. This professional liability policy covers students during activities, which are part of the nursing program curriculum. Students are covered for incidents, which occur during the policy period to a maximum limit of \$1,000,000 per claim and \$3,000,000 for aggregate. If an incident occurs while in the curriculum, the student is covered even if the suit is initiated after the student has completed the program.
- C. Students are covered by the program's policy for only those activities related to the program curriculum. Therefore, students are not covered under the program's policy when they work at clinical agencies as an employee.

Requirements for TB Skin Testing & Immunizations

- A. Although students submit proof of TB skin testing and certain immunizations upon acceptance to the program, students must maintain certain requirements throughout the program. As a TSU student, appropriate testing or immunizations can be obtained at the Health Center.
- B. It is the student's responsibility to determine when testing or immunizations should be repeated.
- C. It is also the student's responsibility to submit results of testing or proof of immunizations to the Administrative Assistant. Failure to submit appropriate documentation of the required testing or immunizations will result in disciplinary action and the student's inability to participate in clinical experiences.
- D. **TB Skin Testing**
 - 1. TB skin testing (Mantoux technique) is required annually (12 months from the time you had the original test) while you are in the program. The time of renewal varies because of the varied testing times. Valid documentation consists of a record showing the month, day, and year testing was done; the results of the testing with the date of assessment; and the signature and title of the health care provider administering the test and assessing the test results.
 - 2. Students should make arrangements to complete the test and obtain proof of results before the expiration date. Faculty will not read test results. The health care provider administering the test should read the results.
 - 3. Should a TB skin test be inappropriate (those who have documented proof of a positive skin test or who have documented proof of a skin-test conversion on repeat testing or after exposure), the student should consult the Head of the Department of Nursing to determine the necessary steps to take. The student who has a skin-test conversion while in the program must also consult with the Department Head.
- E. **Tetanus/Diphtheria**
 - 1. Tetanus/Diphtheria must be renewed every ten years.
 - 2. Valid documentation consists of a record showing the month, day, and year immunization was received with the signature and title of the health care provider administering the injection.

F. Hepatitis B

1. Upon acceptance to the program, students must receive at least the first dose of Hepatitis B, sign a waiver, or submit serologic confirmation of immunity to Hepatitis B. If the student submits proof of one injection, the student must submit proof that the remaining two injections have been completed in the appropriate time frame: the second injection should be administered one month following the first injection and the third injection should be administered five months after second injection.
2. Valid documentation consists of a record showing the month, day, and year each immunization was received with the signature and title of the health care provider administering the injection.

CPR Certification

- A. Current CPR certification for Health Care Providers (infant, child, two-person and one-person CPR on the adult) is required upon acceptance to the program. This student must maintain the CPR certification throughout the program. CPR certification may be acquired at a variety of locations such as hospitals, fire departments, and schools. Tarleton does not offer CPR classes.
- B. It is the student's responsibility to determine when renewal of CPR certification is needed and make the appropriate arrangements to take a class.
- C. Evidence of this certification must be presented to the Nursing Office. Show the original card to the Administrative Assistant while furnishing a copy of the card for your file.
- D. Failure to submit appropriate documentation will result in disciplinary action and your inability to participate in clinical experiences.

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