

MILLIGAN COLLEGE

Area of Nursing Program Policies 2011-2012

Milligan College provides Christian liberal arts foundation for career preparation and promotes opportunities for students to grow spiritually, intellectually, physically and socially.

Milligan College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097; Telephone number 404-679-4501) to award Bachelor's and Master's degrees. The Area of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE), located at One DuPont Circle, NW Suite 530, Washington, D.C. 20036-1120; phone 207-887-6791. The Area of Nursing has full approval by the Tennessee Board of Nursing.

Mission Statement

The Area of Nursing supports the mission of Milligan College. Specifically the faculty and staff are committed to facilitate the ongoing professional development of the whole person seeking educational preparation leading to the Bachelor of Science in Nursing with a Christian worldview.

Department of Baccalaureate Degree Nursing Faculty and Staff

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The policies contained in this document apply to all students in pre-nursing and nursing courses regardless of year of entry to Milligan College

**The department of nursing reserves the right to update and change the nursing curriculum and departmental policies at the beginning of any academic semester in conjunction with current professional nursing standards.

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PHILOSOPHY

The Area of Nursing embraces the philosophy of Milligan College, which is committed to education that is centered around a New Testament (biblical) worldview. Milligan College and the Area of Nursing encourage both academic achievement and Christian service and the idea that a liberal arts education must reflect and is essential to the development of the whole person. Therefore, the nursing curriculum includes professional, academic, and biblical courses.

CURRICULAR CONCEPT DEFINITIONS

PERSON. Each person (individual), a unique being of value and worth, is a child of God. Each individual endeavors to meet basic human needs through purposeful, self-determining behavior through interaction with his internal and external environment.

During this constant internal and external environmental interaction, the person develops adaptation modes (processes) to the stressors encountered. These adaptive processes include physiological, psychological, sociocultural, developmental, and spiritual components.

Each individual is perceived as a member of a family, a community, and society-at-large. From this perception of a person, it is believed that each person has a right to knowledge about his health status and retains the right to self-determination.

HEALTH. Health is a dynamic and relative state, which reflects the person's ability to meet basic needs, to influence, and adapt to stressors in the intra-personal, interpersonal, and extra-personal environment. The level of health that a person can attain directly influenced by the social-cultural-spiritual environment in which they co-exist.

ENVIRONMENT. Persons interact within an intra-personal, inter-personal and an extra-personal environment. Development of the person is an on-going process within a pluralistic and culturally diverse society. The internal and external environment is influenced by many factors: that is, all conditions, circumstances, and influences consistent with an open system. Therefore, environment determines life style and state of health.

LEARNING. Learning is the basis for an individual's personal, spiritual, sociocultural, and professional growth. Learning is a dynamic process, which encompasses the person's whole being. It involves not only the perception and acquisition of new knowledge, information, and skills but the changing of one's behavior, values, and attitudes. Learning is influenced by a persons' motivation and needs.

The faculty believes learning is a shared process influenced by the student's desire to learn and the faculty's commitment to provide a quality nursing education. When students accept admission into the nursing program, they are committing themselves to the shared pursuit of ongoing personal, professional, and spiritual learning.

NURSING. The professional discipline of nursing is an art and a science based on biblical, humane, sociocultural, and scientific learning. Nursing involves a goal-directed process that focuses on the diagnosis and treatment of the responses of individuals, families, and groups to actual and potential stressors or health problems.

NURSING EDUCATION. The education of nurses involves critical thinking and shared decision-making processes and experiences. The faculty are committed to identifying and designing learning opportunities and experiences that develop, test, and use nursing knowledge and rationale in a variety of patient care settings. Nursing education at Milligan College is characterized by a spirit of inter-collegial cooperation and collaboration in the shared pursuit of ongoing personal, professional, and spiritual learning.

CRITICAL THINKING. In nursing, critical thinking is a dynamic goal-directed mental activity, which is characterized by a sense of inquiry, reflection, flexibility, and creativity. Critical thinking involves examining, comparing, and synthesizing information in an analytical, systematic, and evaluative way as a basis for making decisions.

NURSING INTERVENTIONS. Independent and collaborative nursing interventions are developed based on a holistic nursing assessment. Patient needs and problems are identified; appropriate goals and anticipated outcomes are developed; and interventions are planned based on scientific rationale. Intervention may be revised following evaluation of patient outcomes.

COMMUNICATION. Communication is a dynamic, developmental, intra-personal and inter-personal process of transmitting, validating, receiving, and/or clarifying perceptions, thoughts, and ideas in verbal and non-verbal interactions. In caring, professional relationships, communication and validation of meaning is essential to enhancing perceptions and achieving any therapeutic goals.

PROGRAM OUTCOMES

Upon completion of the Baccalaureate Degree requirements in Nursing, graduates will be able to use critical thinking to:

1. Provide professional nursing care based on the synthesis of knowledge derived from relevant life experiences; scientific, social, humane, and Biblical learning; nursing theory and research.
2. Institute developmentally appropriate independent and collaborative nursing interventions based on a holistic nursing assessment, resources, goals, and anticipated outcomes.
3. Communicate therapeutically with culturally diverse clients and client populations.
4. Initiate independent and collaborative nursing interventions with culturally diverse clients and client populations, (individuals, families, groups, and communities) through use of the nursing process.
5. Incorporate professional, legal, and ethical nursing standards based on a Christian perspective into own professional nursing practice.
6. Assume responsibility and accountability for personal development and ongoing evaluation of the effectiveness of own clinical nursing practice.
7. Contribute to the enhancement of quality nursing and health care practices within a variety of settings.
8. Evaluate research findings for their relevance and application to professional nursing practice.
9. Communicate clearly and effectively through a variety of mediums; fostering therapeutic interactions with patients and patient populations as well as collaborative and interdisciplinary relationships with other health care providers.

ADMISSION, PROGRESSION, RETENTION, AND GRADUATION POLICIES

GENERAL ADMISSION POLICIES:

Any student desiring to pursue the curriculum leading toward the baccalaureate degree in nursing at Milligan College will be required to follow a three-step process. Students who have Initial Acceptance are students who have been accepted to Milligan College and are interested in fulfilling pre-nursing requirements leading to progression into the nursing major. Students who have Progression status are those students who have demonstrated academic success and satisfactorily completed a course of study in preparation for admission into the nursing program. Students who have Retention status are those students who have achieved progression status and meet all criteria for continuation in the Nursing Major. Students who are accepted to Milligan College and meet pre-nursing criteria are not guaranteed progression into the nursing major.

STEP I:

INITIAL ACCEPTANCE /

PRE-NURSING REQUIREMENTS

1. Secure applications, transcript requests, and reference forms from the Office of Enrollment Management.
2. Submit completed application with application fee to the Office of Enrollment Management.
3. Meet requirements for and be accepted to Milligan College and pay admission deposit.
4. Complete Milligan College core requirements as well as the prescribed course of study that is required for progression into the nursing major

STEP II:

PROGRESSION

Progression must be sought through the application process and may be limited by space available. Progression occurs in the fall semester in the curriculum plan. Any student desiring to enter N300 level courses leading toward the baccalaureate degree in nursing must file an “Application for Progression” form with the Chair of the Admission, Progression, Retention, and Graduation Committee through the nursing office by the date designated on the application. Applications received after the designated deadline will be considered on first come first served basis as room in the nursing major allows. Progression to N300 level courses is contingent on the following:

1. Completion of the following courses or their equivalents:
Bible 123/124, HPXS 101 (course requirement may be met with NURS 302),
Communications 102, MLGN 100, MLGN 200, Psychology 252; Ethnic Studies,
Humanities 101, 102, 201, 202; Biology 250, 251, 280; Composition 111, 211; Nursing
202, 202L, 210, 210C, 220, 220C.
2. Overall grade point average of 2.5 with;
 - a. a minimum grade of C in all science courses
 - b. an overall GPA of 2.0 in Humanities and Composition and completion of all Area of Humane Learning specific requirements for writing competency
 - c. a minimum grade of C in all nursing courses

Any Pre-nursing student who does not meet progression requirements must meet with their academic advisor and outline an academic plan of study. The outline is then submitted to the Chair of the Admission, Progression, Retention, and Graduation Committee through the nursing office for review by the committee in order to be considered for progression at a future date.

Non-Licensed Transfer Students

Non-licensed students who have been enrolled in nursing courses at other colleges or universities who wish to transfer to Milligan College must meet the same core curriculum requirements for progression. Transfer students who have satisfactorily completed Biology 250, 251, 280; Nursing 202, 202L, 210, 210C, 220, 220C, Humanities 101, 102, 201, 202; Composition 111, 211; and Psychology 252 or the their equivalents and have **extreme mitigating circumstances** may be considered for progression into N300 level courses as long as they have no more than 6 hours of outstanding requirements to be completed. Outstanding coursework may not include courses that must be repeated to meet progression criteria. Students may be required to complete course work in a specified time frame as a condition of progression and/or retention in the nursing major.

Transfer students will also be expected to demonstrate the same proficiency skills (N210/210C and N220/ 220C) and achieve the established passing standard on designated

competency evaluations. Transfer credit will not be given for clinical nursing courses at the 300 or 400 level of the curriculum. Nursing Pharmacology transfer credit will only be granted to students who have taken pharmacology coursework within the last three years with an minimum earned grade of C coupled with continuous enrollment in clinical nursing courses and who achieve the designated passing standard on the Area of Nursing outcomes assessment for Nursing Pharmacology. Pharmacology competency testing must be completed no later than one week prior to the first day of class of the semester the student matriculates to Milligan College. Students who do not take the competency test in the designated time frame or who do not achieve the designated passing standard must take and earn a grade of C or higher in NURS 305 and 306 to meet degree requirements.

PROGRESSION APPLICATION PROCESS

1. Secure application from the Chair of the Admission Progression, Retention and Graduation Committee.
2. Applicants must complete all parts of the progression application to be considered for progression.
3. Submit completed application to the Chair of the Admission, Progression, Retention and Graduation Committee through the Area of Nursing office.
4. The Admission Progression, Retention, and Graduation Committee will review applications for Progression.
5. Students will be notified in writing no later than June 15th regarding their request for progression.
6. As part of the progression process it is the student's responsibility to:
 - a. ensure official transcripts are on file in the registrar's office from all institutions in which the student has completed coursework including any coursework taken during the summer semester immediately prior to progression.
 - b. ensure documentation of clinical health, CPR, and liability insurance requirements are current and on file in the office of the Area of Nursing by the start of semester the student is progressed.
 - c. have clear criminal background check(s) as required by affiliating clinical agencies on file in the office of the Area of Nursing by the start of the semester the student is progressed.

STEP III:

RETENTION AND GRADUATION

Students who have progressed into the nursing major have a continued obligation toward academic success. The Admission, Progression, Retention, and Graduation Committee will review student's academic performance at the end of each semester once progression status has been granted to determine that the student meets criteria for retention in the Nursing major. Students must meet the following criteria in order to be "Retained" in the nursing major and continue their study toward the Baccalaureate of Nursing Degree:

1. Maintenance of an overall GPA of 2.5.
2. A minimum grade of "C" in Math 213
3. A minimum grade of "C" must be maintained in all nursing courses
4. Students who do not meet retention requirements must meet with their **academic advisor** to develop an academic plan and submit a written copy to the Chair of the Admission, Progression, Retention, and Graduation Committee through the nursing office. The committee will make determination as to the eligibility of the student for retention in the major.

Upon satisfactory completion of the nursing program requirements and outcomes assessment testing for the nursing major, graduates of the program become eligible to sit for the NCLEX-RN licensure examination. The Area of Nursing, in helping majors prepare for the NCLEX, requires a series of outcomes tests in the last semester of the program as part of the objectives for successful completion of N460. Students must achieve designated passing standards on departmental outcomes assessment tests administered in N460 in order to be cleared for graduation.

Students who do not meet N460 course outcomes in the initial semester of enrollment will:

- 1) be assigned a grade of "Progress"
- 2) provided an individualized remediation plan
- 3) allowed to retake the nursing outcomes test upon completion of their remediation plan without additional cost if taken prior to the start of summer term I.
- 4) have the grade of "Progress" changed to "Pass" on their transcript if course outcomes are met.

If the student does not complete all N460 course outcomes by the last working day prior to the start of summer term I the student must register for N460 for 1 hour of credit for the full summer term and each subsequent term until all N460 course outcomes are met. A grade of "Progress" will be issued each semester as long as the student meets syllabus deadlines until course outcomes are met.

If the student does not meet syllabus deadlines or does not register for N460 any semester as required a grade of F will be issued and posted to the transcript. The student may

replace the F with a grade of Pass upon successful completion of the N460 outcomes. The grade of F will remain on the transcript and replaced with a Pass as when repeating a course.

Students who do not earn a grade of Pass in the initial spring semester they are enrolled in N460 may participate in pinning and graduation ceremonies.

Students who are repeating their last semester or non-May graduates in the Area of Nursing will be required to repeat or demonstrate course outcomes for N460 by achieving the designated passing standards on the departmental outcomes assessment tests before being cleared for graduation.

RN-BSN students will complete outcomes testing in their final semester of study.

ACADEMIC DIFFICULTY

Students who experience Academic Difficulty are afforded the following option within the Nursing Department:

1. A student who withdraws or earns a grade of “C-“ or less in a nursing course is eligible to repeat the course once. A second “W” or “C-“ or less makes the student ineligible for retention in the major.
2. A student who makes a grade of “W” or “C-“ or less in two nursing courses is no longer eligible for retention in the major.
3. A student who withdraws or makes a grade of “C-“ or less in a lab, clinical, preceptorship course must repeat both the lab, clinical, or preceptorship course, and companion didactic course.
4. A student who withdraws or makes a grade of “C-“ or less in a didactic course must repeat both the didactic and companion lab, clinical, or preceptorship course.
5. A student who withdraws from a didactic course with a companion clinical course must withdraw from both courses and will be counted as (1) W from a nursing course when the student is evaluated for progression/retention in the major.
6. Students who do not meet the criteria for retention in the nursing major and have extreme **mitigating circumstances** they believe may have contributed to their academic standing may initiate the waiver process within the Area of Nursing.

WAIVER PROCESS

1. The student must submit a letter to their **advisor and the Chair of the Admission, Progression, Retention, and Graduation Committee** requesting a review of mitigating circumstances.
2. The student must submit in writing to their **advisor and the Chair of the Admission, Progression, Retention, and Graduation Committee** documentation of the mitigating circumstances specifically describing what they were and how they interfered with didactic and/or clinical performance. **Health related issues must be documented with a statement from the treating physician at the time of the request.**
3. The student must submit in writing to their **advisor and the Chair of the Admission, Progression, Retention, and Graduation Committee** documentation of how these mitigating circumstances have been resolved. **If health related, the treating physician's release and statement of good health is required at the time of the request.**
4. The student must submit in writing to their **advisor and the Chair of the Admission, Progression, Retention, and Graduation Committee** a plan of action to prevent similar circumstances in the future.
5. All documentation and requests for review of mitigating circumstances must be submitted **no later than three weeks immediately following** the semester in which the grade earned or other event making the student ineligible to be retained in the major occurs. A decision regarding the waiver request will be made no later than 1 week prior to registration of the subsequent fall or spring semester.
6. Students who are not satisfied with the waiver process may initiate the Milligan College grievance policy with the Area Chair the Nursing.

Transfer Credit

Once a student enrolls in the undergraduate pre-nursing or nursing program at Milligan College or transfers into the Nursing Major, all required nursing courses must be taken at Milligan College. Students may not take nursing courses at other colleges or universities to repeat a course where a grade of C- or less is earned.

**Area of Nursing Curriculum Plan
I. Pre-Nursing Curriculum Plan**

Fall Semester		Spring Semester	
Freshman		Freshman	
BIBLE 123	3	BIBLE 124	3
COMM 102	3	HUMN 102	4
HUMN 101	4	ETHNIC STUDIES	3
PSYCH 252	3	BIO 280	3
MLGN 100	0.5	COMP 111	3
Elective(s)*	1-4	Elective(s)*	1-2

Sophomore		Sophomore	
BIOL 250	4	BIOL 251	4
HUMN 201	4	HUMN 202	4
NURS 210/210C	4	NURS 202/202L	4
COMP 211	3	NURS 220/220C	4
MLGN 200	0.5	Elective(s)*	1-3
Elective(s)*	1-2		

II. Nursing Curriculum Plan

Junior		Junior	
Math 213	3	NURS 306	2
NURS 305	2	NURS 320/320C	5
NURS 302	1	NURS 323/323C	5
NURS 310/310C	5	NURS 350L	2
NURS 313/313C	5	NURSE 350S	1
Elective(s) *	1	Elective(s) *	1-3

Senior		Senior	
BIBLE 471-Christ & Culture	3	NURS 420/420P	6
NURS 403/403C	5	NURS 422/422C	5
NURS 410/410C	5	NURS 460	1

*Gen. Ed requirement "Fitness for Life" may be satisfied by completion of HPXS 101 or NURS 302.
 **Not required for transfer student entering Milligan with 58 or more semester hours.

LPN CAREER MOBILITY PLAN

Milligan College offers a Career Mobility Plan for the Licensed Practical Nurse (LPN) who is interested in earning a baccalaureate degree in nursing.

Required core curriculum course credits will be transferred and awarded according to established policies of Milligan College. All degree candidates are expected to meet the core curriculum requirements in order to be eligible for progression in the nursing program.

The LPN seeking a baccalaureate degree in nursing from Milligan College must meet the following entrance requirements:

1. Meet admission requirements of Milligan College.
2. Provide documentation of graduation from a Tennessee Board of Nursing approved LPN program or its equivalent in other states.
3. Hold and maintain current Tennessee licensure as an LPN in good standing.
4. Provide documentation of active clinical nursing practice within the last three years.*

The LPN may be awarded credit equivalent to the fundamentals of nursing courses (Nursing 210/210C and 220/220C) offered in the baccalaureate program after successful completion of Nursing 201/201C, Nursing Systems and Process: LPN Transition Course.

* If the LPN has not practiced in the past three years, the student will be required to follow the program as a generic student in the baccalaureate nursing program.

Following successful completion of Nursing 201/201C, Nursing 202/202L (Health Assessment), and core curriculum requirements, the LPN student must apply for progression to the nursing major as specified in the Milligan College Nursing Program Policies.

RN CAREER MOBILITY PLAN

The Area of Nursing offers a Career Mobility Plan for Registered Nurses who wish to advance their professional opportunities by earning a baccalaureate degree in nursing.

Course credits will be transferred and awarded according to established policies of Milligan College. All degree candidates must meet all Milligan College general education requirements. Completion of core requirements and nursing courses for graduation requires individualized scheduling consideration in the RN transition plan and students are encouraged to work closely with their advisor in developing an academic plan of study.

The RN seeking a baccalaureate of science degree in nursing from Milligan College must meet the following entrance requirements:

1. Meet admission requirements of Milligan College.
2. Provide documentation of graduation from a Tennessee Board of Nursing approved RN program (diploma or associate degree) or documentation of graduation from an out-of-state, NLN or CCNE accredited nursing program.
3. Hold and maintain active Tennessee licensure as an RN in good standing.
4. Provide documentation of active clinical nursing practice within the past three years.

Following successful completion of core curriculum requirements, the RN student must apply for progression to the nursing major as specified in the Milligan College Nursing Policies Handbook.

The RN who has provided documentation of active clinical practice within the past three years may be awarded credit for Nursing 202/202L, 210/210C, 220/220C, 305/306, 310/310C, 313/313C, 320/320C, 323/323C, 403/403C, and 410/410C. These nursing credits are awarded following successful completion of Nursing 301/301C, Professional Nursing Systems: RN Transition Course and Clinical.

The RN who cannot provide documentation of active clinical practice within the past three years, will be required to demonstrate clinical competency and meet established passing scores on standardized testing for 202/202L, 210/210C, 220/220C, 305/306, 310/310C, 313/313C, 320/320C, 323/323C, 403/403C, and 410/410C prior to enrolling in Nursing 301/301C, Professional Nursing Systems: RN Transition course and Clinical. Failure to demonstrate clinical competency and/or meet required passing scores on standardized testing for any of the above-mentioned course will required the student to complete the didactic and clinical component of the course for credit.

RN students are exempt from N460 (1 semester hour) and are responsible to consult with their advisor to determine if additional credit hours are needed to meet graduation requirements.

N420P credit maybe given by portfolio at the discretion of N420P faculty. Portfolios must be submitted to N420P faculty by October 1st of the semester prior to enrolling in N420/420P to be given consideration for credit.

CLINICAL COURSE REQUIREMENTS AND POLICIES

Students enrolling in nursing courses must provide documentation of good health, they are free from communicable disease, clear all background checks as set forth by affiliating clinical agencies, and be with reasonable accommodation, physically and mentally capable of performing the essential functions of the program. Students must also meet the following core performance standards: 1) critical thinking ability sufficient for clinical judgment, 2) interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds, 3) Communication abilities sufficient for interaction with others in electronic, verbal and written form, 4) Physical abilities sufficient to move from room to room and maneuver in small places, 5) Gross and fine motor abilities sufficient to provide safe and effective nursing care, 6) Auditory abilities sufficient to monitor and assess health needs, 7) visual ability sufficient for observation and assessment necessary for nursing care, and 8) Tactile ability sufficient for physical assessment. Admission to and progression in the nursing program is not based on the core performance standards; instead they will be used to assist in determining whether accommodations or modifications are necessary. If a student believes that she or he cannot meet one or more of the core performance standards without accommodations or modifications, it is appropriate for the student to take the responsibility of identifying her or his need for accommodation to the Office of Disability Services and course instructor. The needs of each self-identified student will be addressed on an individualized basis when considering necessary accommodations, and it is recognized that helping to determine successful accommodations is the responsibility of the student, as well as the faculty member. For assistance in accessing accommodations, please contact the Director of Disability Services at 423.341.9123 or tjones@milligan.edu and notify the Area of Nursing that your request is in progress **prior to enrollment in nursing courses.**

In order to meet health and safety policies of all of our clinical facilities, new and returning students enrolled in clinical courses must meet the Health/CPR/Liability Insurance requirements listed below. Students who do not have their required Health/CPR/Liability Insurance documentation on file in the nursing office will not be allowed to attend clinical practicum. All absences related to not having required documentation on file will be unexcused, cannot be made up, and may result in a grade of zero for the clinical day.

1. **CPR-Basis Life Support (BLS) Health Care Provider**

All students must hold a current card documenting successful completion of an **American Heart Association BLS Healthcare Provider course**. Following initial completion of the course, evidence of current certification must be on file within the Area of Nursing at all times. The student is responsible for obtaining CPR certification and/or re-certification and turning in a copy to the nursing office in a timely manner. CPR will not be provided as part of the nursing curriculum.

2. **Liability Insurance**

All students enrolled in clinical nursing courses (beginning with the sophomore year) must be covered by liability insurance each year. Liability coverage must be an individual policy with a minimum of \$1,000,000/\$3,000,000 coverage. A copy of the declaration page of the policy which includes the policy number, its expiration date, and liability amounts must be filed with the Area of Nursing office at the time of registration for any clinical nursing course. The student is responsible for renewing liability insurance and turning in the declaration page to the Area of

Nursing office in a timely manner.

3. **Statement of Satisfactory Physical Condition**

All students must submit a statement of satisfactory physical condition from a duly licensed physician or nurse practitioner.

4. **Tuberculosis Screening**

Written documentation of no risk for communicability of tuberculosis must be provided in one of the following ways:

- a. Negative 2-step PPD if one step has not been performed within the last 12 months
- b. Negative yearly negative 1 step PPD
- c. Initial negative chest x-ray (for positive PPD reactors or those who have taken BCG) and then yearly documentation by a physician or nurse practitioner the student is symptom free from tuberculosis.

5. **Hepatitis B Vaccine:** Documentation of one of the following;

1. Positive antibody titer **OR**
2. Three doses according to the following schedule:
 - 1st dose: at elected date
 - 2nd dose: at least 4 weeks after the first dose
 - 3rd dose: at least 8 weeks after the second dose AND 16 weeks after the first dose
 - a. Students must have received all three doses prior to the first clinical day of first clinical course.
 - b. If the series is delayed between doses, the vaccine should be continued from where it was left off.

6. **MMR (Measles, Mumps, Rubella) – Evidence of one of the following:**

1. Documented receipt of MMR vaccine: The dates of the 2 doses with 1st dose given after 12 months of age must be provided. **EXEMPTIONS:**
 - a. Born in 1956 or before (must provide a copy of official form of picture ID with birth date documented or birth certificate).
 - b. Students who are documenting measles, mumps, and rubella separately instead of MMR must document: immunity or one rubella vaccine at 12 months of age or later; immunity or one mumps vaccine (if born in 1957 or later).
 - c. Results of serologic testing documenting immunity to measles, mumps, and rubella.
 - d. Health care provider documented history of disease. **Self-report or parent-reported disease history is not acceptable.**
 - e. Health care provider documented allergy to any component of the vaccine.

7. **Td (Diphtheria/Tetanus):** Tetanus immunization must be documented with the last 10 years.

8. **Varicella (Chickenpox):** Evidence of one of the following:
1. 2 doses of varicella vaccine at least 1 month apart if given at age 13 or later
 2. 1 dose of varicella vaccine if given before age 13
 3. Positive antibody titer
 4. Health care provider documented history of disease. **Self-reported or parent-reported disease history is not acceptable.**

Criminal Background Checks

Clinical affiliates of the Milligan College Area of Nursing require criminal background checks for all nursing students at all clinical sites. The criminal background check is universal to all our clinical sites (with the exception of Veterans Affairs Medical Centers),* meaning each student's background check will be used by all Milligan affiliated clinical agencies. Criminal background checks must be completed through the vendor required by the clinical agencies within 90 days of the start of the first clinical course. A student's criminal background check is valid until graduation as long as they are continuously enrolled in the program (excluding summers). All students must complete the background check even if they are an employee of a Milligan affiliated clinical agency and/or have completed a criminal background check before for any reason.

Based on the results of the background check, the clinical affiliate may accept or deny a student access to their facility; it will be at the clinical affiliate's discretion, not Milligan College's. If a clinical agency denies a student access to participate in clinical activities, they will not be able to complete the clinical/practicum experience and will be withdrawn from the nursing program. The specifications for the background check are at the discretion of the clinical affiliate. The individual student is responsible for the cost of required criminal background checks*. Students will not be allowed to participate in clinical activities for any student experience until the affiliate has authorized their presence in the facility.

Specific instructions for completing the criminal background check will be provided to students immediately prior to enrolling in their first clinical course.

**An additional criminal background check as well as fingerprinting will be conducted on students who have clinical placements at James H. Quillen Veterans Affairs Hospital at no charge to the student. The VA background check will be performed during orientation to the VA facility. Eligibility to remain enrolled in nursing courses related to the VA background check is the same as with the background checks for other agencies.*

CLINICAL BEHAVIOR AND ABSENCES:

1. Students are expected to arrive on time and remain on their assigned unit during the entire clinical experience. Permission from supervising faculty/preceptor is to be obtained before leaving the clinical unit.
2. Use of personal cell phones, PDA or other electronic devices is strictly prohibited in clinical agencies when providing direct patient care, obtaining clinical assignments, or attending educational training activities. During clinical, emergency messages (notification of an event requiring the student to leave clinical immediately) may be sent to a student by calling the Area of Nursing Office at 423-461-8655.
3. Use of alcohol or illegal drugs and/or misuse of legal, therapeutic drugs while engaged in any portion of the nursing educational experience and nursing practice is in violation of Student Conduct Guidelines found in the Milligan College Student Handbook and may result in suspension or expulsion of the student from Milligan College and/or the Nursing Major.
4. Students who are symptomatic of contagious illness, i.e., nausea, vomiting, diarrhea, elevated temperature, skin rash, drainage from eyes, on the day of clinical should consult with the faculty PRIOR to clinical experience to determine eligibility to provide patient care.
5. Students who arrive at a clinical preceptorship or laboratory practicum with symptoms of illness may be dismissed by clinical faculty. Faculty may require students to obtain certification of health status before being rescheduled for clinical, preceptorship and/or lab experiences.
6. Absences: lab, clinical, or preceptorship absences are highly discouraged and are detrimental to the ability of the student to meet clinical nursing skills and course objectives. Students are not to schedule medical/dental or other appointments during clinical course meeting times as noted on their academic schedule. Absences should only be for personal illness or extreme emergency and will:
 - a. necessitate make-up work at faculty discretion to assure completion of course objectives OR,
 - b. assignment of an “Incomplete” for extreme mitigating circumstances **OR,**
 - c. require repetition of the course (and accompanying didactic component) if course objectives cannot be met and a grade assigned prior to registration for subsequent semester nursing courses.
7. Physician or nurse practitioner excuse may be required for any clinical absence.
8. Students are responsible for their own transportation to and from all assigned clinical course activities.

9. Neither Milligan College nor the clinical agencies are liable for injuries sustained traveling to or from a clinical agency, while at a clinical agency, or for the diagnosis and treatment of any illness contracted while in the agency for clinical experiences.
10. Neither Milligan College nor the clinical agencies are liable for the loss of any personal property except that which directly results from the negligence of Milligan College or the clinical.
11. In case of inclement weather, students and faculty are to exercise good personal judgment concerning safety risks involved in traveling to their assigned clinical agency. The Area of Nursing will adhere to Milligan College's snow schedule for didactic on-campus classes. No clinical practicum will be held if the Milligan College campus is closed for inclement weather.
12. Students must inform their clinical faculty and designated agency member of any intended absence PRIOR to the scheduled reporting time.
13. Students must have documentation of knowledge of Standard Precautions and Transmission-Based Precautions, The Drug-Free Policy, and the Hazardous Chemical Right-to-Know Law on file in the Area of Nursing. This documentation must be updated annually.
14. Students are expected to adhere to the guidelines for professional dress consistent with a professional image and appropriate to the clinical assignment setting. If a student comes inappropriately dressed to a clinical practicum, the instructor may send the student home. Clinical absences due to dress code violations will be considered as an unexcused absence, cannot be made up, and will result in a grade of zero for any assignments for the day.
15. Students are expected to adhere to the ANA Code for Nurses (page 23), the Milligan code of conduct (Milligan College Student Handbook) and the Area of Nursing Program Honor Code (page 22).
16. Students should not work after 11:00 pm the night before a clinical course meeting. Student presenting to the clinical area appearing excessively fatigued may be dismissed from the clinical unit at the discretion of the faculty and the absence counted as unexcused, and a grade of zero issued for any assignments that day.

DRESS CODE

Clinical dress will consist of:

1. Area of Nursing Clinical uniform: White tops, black pants with Milligan College Area of Nursing's monogram on left chest of uniform top. Uniform top and pants must be appropriate size, clean, wrinkle free, and in good repair at all times. Abdomen should not be exposed when arms are raised above the head. Underwear must not be visible and bra must be worn.
2. Lab coat: Each student should also have a white lab coat that is fingertip length with Milligan College Area of Nursing's monogram on left chest of lab coat. Lab coat is to be appropriate size, clean, wrinkle free, and good repair at all times
3. White shoes: all white leather shoes, soft sole. No clogs or sandals. Shoes are to be appropriate size, clean and in good repair at all times.
4. White hose/socks: Hose/socks should be of sufficient length as to not expose the leg when seated.
5. Milligan College Clinical Picture Identification Badge (and clinical agency identification badge where required). Each student will be issued a Clinical Picture Identification Badge during the first nursing clinical course taken at Milligan College. If the student loses their nametag, they will be required to purchase a replacement at the prevailing cost.

Personal Hygiene/Jewelry:

When providing patient care, hair should be dry, neatly groomed and above the collar. Make-up should be consistent with a professional image. Nails should be clean, trimmed, and free of polish. **Artificial nails of any kind are prohibited by all clinical agencies.** When providing patient care, jewelry is to be limited to a **wedding band and a watch with seconds hand.**

When going to affiliating clinical agencies for assignments and non-patient care activities, the student should wear their lab coat, clinical picture ID and professional attire. Professional attire is considered: Clean and pressed slacks, skirts or dresses (hem must be at the knee when sitting). Tops/shirts must have collar and full sleeve. No mid-drifts or low cut shirts. Shoes should be clean and in good repair. Sandals, flip-flops, jeans, or shorts may not be worn in any clinical agency. Underwear may not be visible and bra must be worn.

Clinical Policy Violations

Students who do not adhere to clinical behavior and dress code policies of the Area of Nursing and/or the clinical agencies will be sent home for the clinical day. Absences related to clinical behavior and dress code violations will be considered an unexcused absence, cannot be made up, and will result in a grade of zero for any assignments for the day.

EQUIPMENT

For clinical, lab, preceptorship nursing courses, every student will need to have a watch with second hand, stethoscope, bandage scissors, and a pen that writes in non-erasable black ink.

TRANSMISSION OF HIV

The Centers for Disease Control and Prevention (CDC) have reported the identification of four modes of transmission of HIV. These modes are as follows:

1. Sexual contact involving the exchange of body fluids;
2. Sharing of contaminated needles and syringes;
3. Transfusion of blood or blood products contaminated by HIV - **OR** - HIV contaminated blood contact with mucous membranes or non-intact skin;
4. Transmission from infected mothers to their newborn infants through serum blood and breast milk.

In 1996, the Centers for Disease Control and Prevention² announced new guidelines which supersede Universal Precautions. Those guidelines are as follows:

STANDARD PRECAUTIONS²

The use of standard precautions does **NOT** negate the need for isolation precautions identified by the Centers for Disease Control and Prevention (CDC) for clients (patients) with communicable diseases. Standard precautions include but are **NOT** limited to the following:

1. Wash **HANDS** after touching blood, body fluids, secretions, excretions, and contaminated items, regardless of whether gloves are worn. Wash hands immediately after gloves are removed, between patient contacts, and whenever indicated to prevent transfer of microorganisms to other patients or environments. Use plain soap for routine handwashing and an antimicrobial or waterless antiseptic agent for specific circumstances.
2. Wear clean, non-sterile **GLOVES** when touching blood, body fluids, excretions or secretions, contaminated items, mucous membranes or non-intact skin. Change gloves between tasks on the same patient as necessary and remove gloves promptly after use.

3. Wear **MASK, EYE PROTECTION** or **FACE SHIELD** during procedures and care activities that are likely to generate splashes or sprays of blood and body fluids. Use gown to protect skin and prevent soiling of clothing.
4. Ensure that patient care equipment that is soiled with blood or identified body fluids, secretions, and excretions is handled carefully to prevent transfer of microorganisms, or cleaned, and appropriately reprocessed if used for another patient.
5. Use previously identified techniques and equipment to prevent injuries when using needles, sharps, and scalpels and, place these items in appropriate puncture-resistant containers after use.
6. Use adequate environmental controls to ensure that routine care, cleaning, and disinfection procedures are followed.
7. Handle, transport, and process linen soiled with blood and body fluids, excretions, and secretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of microorganisms.

²Centers for Disease Control. (1996). Guideline for isolation precautions in hospitals. Part II: Recommendations for Isolation precautions in hospital. American Journal of Infection Control, 24(1), 32-52.

TRANSMISSION-BASED PRECAUTIONS²

Airborne Precautions

Place the patient in private room, that has monitored negative pressure in relation to surrounding areas, 6 to 12 air changes per hour, and appropriate discharge of air outside or monitored filtration if air is re-circulated. Keep door closed and patient in room.

Use respiratory protection when entering room of patient with known or suspected Disease Control. (1996) Guideline for isolation precautions in hospitals. Part II: Tuberculosis. If patient has known or suspected rubeola (measles) or varicella (chickenpox), respiratory protection should be worn unless the person entering the room is immune to these diseases.

Transport patient out of room only when necessary and place a surgical mask on the patient if possible.

Consult CDCP Guidelines for additional prevention strategies for tuberculosis.

Droplet Precautions

Use a private room, if available. Door may remain open.

Wear a mask when working within 3 feet of patient.

Transport patient out of room only when necessary and place a surgical mask on the patient if possible.

Contact Precautions

Place patient in a private room if available.

Change gloves after having contact with infective material. Remove gloves before leaving the patient environment, and wash hands with an antimicrobial or waterless antiseptic agent.

Wear a gown if contact with infectious agent is likely or patient has diarrhea, an ileostomy, colostomy, or wound drainage not contained by a dressing.

When possible, dedicate the use of non-critical patient-care equipment to a single patient to avoid sharing equipment.

²Centers for Disease Control. (1996). Guideline for isolation precautions in hospitals. Part II: Recommendations for Isolation precautions in hospital. American Journal of Infection Control, 24(1), 32-5

HAZARDOUS CHEMICAL RIGHT-TO-KNOW LAW

The Tennessee hazardous chemical right-to-know law requires employers to provide information on hazardous chemicals to employees who work with such chemicals and to train employees on physical and health hazards. A copy of the Right-To-Know Law is posted in every major clinical agency.

Documentation of understanding of this act is required to be on file prior to participating in any laboratory or clinical courses.

SUBSTANCE ABUSE POLICY

Affiliating agencies can require substance abuse screening of students and faculty without cause and without advance notice when such screenings are standard policies for employees of the affiliate. Positive screenings may be reported to the Area Chair of Nursing. Many agencies reserve the right to inform student employers of any positive screenings if the student is employed in a health related area or is already a health care provider.

A positive screening means one or more of the following: (1) the use of an illegal drug; (2) above non-therapeutic drug level of prescribed or non-prescribed drugs; (3) the presence of alcohol in the blood, or (4) a therapeutic level of a prescribed drug that the student has not informed faculty of its use.

Students who are suspected of violating the substance abuse policies of Milligan College and/or the Area of Nursing will be requested to undergo drug/alcohol screening procedures. The following behaviors (when they cannot be justifiably explained) are considered to constitute reasonable evidence of "being under the influence" which can precipitate a drug screening: (1) observable lack of motor coordination, (2) incoherent speech, (3) inappropriate decision-making behavior, and (4) other concrete physical and/or mental function evidence of substance abuse.

If reasonable suspicion exists that any provision of the substance abuse policy has been violated, the following actions are to be taken:

- a. In all cases, the individual will not be allowed to participate in clinical, laboratory, or preceptor experiences until an investigation is completed and an appropriate plan of action has been formulated and implemented.
- b. If an incident occurs in the classroom/lab on campus, the Milligan College Student Conduct Guidelines in the Milligan College Student Handbook will be implemented.
- c. If an incident occurs in a clinical setting/off-campus setting, the affiliating agency's substance abuse policy will be activated and enforced. Such policies may require but are not limited to:
 1. The student will be asked to submit to an IMMEDIATE drug/alcohol screen.
 2. If the student refuses to submit to a drug/alcohol screening test, it will be assumed as an admission of guilt.
 3. Appropriate and necessary measures will be instituted to ensure safety of the student and others (i.e., security or law enforcement agencies maybe notified, alternative transportation arranged, etc.).
 4. The Area Chair of Nursing at Milligan College will be notified and will conduct an immediate preliminary investigation, and then notify the Academic Dean and Vice-President for Student Development, who will conduct a full investigation. Disciplinary action will follow the Milligan College Student Handbook regarding student conduct.
 5. Any licensed student who has a substance abuse related incident will also be reported to the State Board of Nursing by the Area Chair of Nursing. The student will not be allowed to continue in nursing courses that have a clinical component pending a recommendation by the State Board of Nursing.

MILLIGAN COLLEGE

AREA OF NURSING HONOR CODE³

Pre-nursing and nursing majors at Milligan College are expected to adhere to the Milligan College Code of Conduct found in the Milligan College Student Handbook. In addition pre-nursing and nursing majors are expected to:

1. Assume accountability and responsibility for individual nursing judgments and actions at own level of knowledge and expertise.
2. Respect and uphold the rights of all their clients by providing services with respect for human dignity and the uniqueness of the client regardless of social or economic status, personal attributes or the nature of their health problems.
3. Safeguard the client's right to privacy by maintaining appropriate levels of confidentiality.
4. Protect the client against incompetent, unethical, unsafe, or illegal practices by:
 - a. Participating in the profession's efforts to establish and maintain conditions of practice conducive to high quality of nursing care.
 - b. Participating in the profession's efforts to implement and improve the standards of nursing.
 - c. Participating in the profession's efforts to protect the public from misinformation and misrepresentation.
 - d. Being free from substances, which interfere with judgement and/or motor coordination.
5. Respect and uphold the rights of themselves, their peers, and each other by:
 - a. Treating each other in a Christian manner.
 - b. Maintaining appropriate levels of confidentiality.
 - c. Safeguarding rights to privacy and personal property.
 - d. Performing their own work and appropriately giving credit to the works of others.

³Developed by the Milligan College Student Nurses Association, 1994-1995.
Reviewed and reapproved Spring 08: Milligan College Nursing Representatives

AMERICAN NURSES ASSOCIATION

CODE FOR NURSES⁴

The nurse:

1. Provides services with respect for human dignity and the uniqueness of the client, unrestricted by consideration of social or economic status, personal attributes or the nature of health problems.
2. Safeguards the client's right to privacy by judiciously protecting information of a confidential nature.
3. Acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
4. Assumes accountability and responsibility for individual nursing judgements and actions.
5. Maintains competence in nursing.
6. Exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
7. Participates in activities that contribute to the ongoing development of the profession's body of knowledge.
8. Participates in the profession's efforts to implement and improves standards of nursing.
9. Participates in the profession's efforts to establish and maintain conditions of employment conducive to high quality nursing care.
10. Participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
11. Collaborate with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

⁴American Nurses Association, 1997

Substance Abuse

I have read and understand both the Milligan College and the Area of Nursing policies and procedures governing use and/or abuse of drugs and/or alcohol. I am aware of the penalties which may result from behavior described by these policies.

Student Signature _____ Date _____

Code of Honor

I have read and understand the Milligan College and Area of Nursing Program policies concerning personal and professional behavior. I have read and understand the ANA Code for Nurses and the Milligan College Nursing Program Honor Code. I pledge to adhere to these guidelines and am aware of the penalties which may result from engaging in any behavior described by these policies.

Student Signature _____ Date _____

Standard Precautions and Transmission Based Precautions

I have read and understand the policy guidelines on standard precaution and transmission-based precaution and their rationale as presented by the Centers for Disease Control and Prevention.

Student Signature _____ Date _____

Hazardous Chemical Right-to-Know Law

I have read and understand the guidelines for the Hazardous Chemical Right-to-Know Law.

Student Signature _____ Date _____

**Milligan College Area of Nursing
Admission, Progression, Retention, and Graduation Policies**

I have read and agree to abide by the Admission, Progression, Retention, and Graduation policies of the Milligan College Area of Nursing. I have read and understand the requirements for completion of outcomes testing given in N460 and clearance for graduation.

Student Signature: _____ Date: _____

Faculty Witnessing Signature: _____ Date: _____