



FRANCIS MARION UNIVERSITY

School of Health Sciences Nursing Program

December 1, 2016

Dear Students,

Welcome to the Francis Marion University Nursing Program! We are proud of our growing program, and our graduates are known for being competent, caring, and committed nurses in the Pee Dee region and beyond.

Nursing is an exciting career path, at this point in time, because nurses are very much in need. Statistics predict that by 2020 there will be a need for 500,000 new Registered Nurses (RNs) as well as many more advanced practice nurses. The health of the population in the United States is a major social concern, and you are now joining a professional team that needs to apply evidence-based practice in solving the problems of chronic illness, being an advocate for health promotion, and responding to the many healthcare needs of the growing geriatric population. By choosing to become a BSN-prepared nurse, you will be on the forefront of patient safety, utilization of evidence-based practice, and technological innovation in healthcare. You will also be positioned well for advanced practice if you choose that career path. FMU also has a Family Nurse Practitioner and a Nurse Educator Masters of Science in Nursing program, and currently seniors in the BSN program are taking MSN courses in order to further their education and become either FNPs or NEs. If you maintain good grades, you will have the same opportunity.

Nursing is a profession that serves the public. By accepting admission into the program, you have committed yourself to a professional career. From this point forward, you represent the FMU nursing program, and all your interactions within the building and the Pee Dee region must be professional.

There are many requirements in the nursing profession, but they are all necessary because nursing serves the public. The information enclosed in this packet will guide you in completing the preliminary requirements so you can start your successful career in nursing. The packet outlines the requirements, so please start completing them immediately to have them done before the program start date. I look forward to meeting you and becoming your colleague in this wonderful profession. Welcome aboard!

Sincerely,

A handwritten signature in black ink, reading "Ruth A. Wittmann-Price".

*Dr. Ruth A. Wittmann-Price, PhD, RN, CNS, CNE, CHSE, ANEF
Professor of Nursing and Dean of the School of Health Sciences*



Information for New BSN Students

Welcome to the Francis Marion University Nursing Program! Here is a quick guide to what you need to know and do before you begin your nursing classes.

Catalog and Student Handbook

The Nursing Student Handbook is available on the FMU Nursing website (www.fmunursing.com) under Student Resources. Please read it so you will know the Nursing Program's policies and expectations. The information in this packet is a summary of the detailed information provided in the Handbook.

The current edition of the FMU Catalog is also on the website. The Catalog provides the academic calendar for two years. Please note the important dates for the start of classes, withdrawal dates, etc.

Required Documentation

Please see the included checklist of required documentation. It is your responsibility to keep this information up to date throughout your time in the Nursing Program. If documentation is incomplete or overdue, you cannot attend class or clinical, and you will receive a weekly warning until it is turned in. Two warnings result in course failure, and three warnings result in dismissal from the Nursing Program.

Clinical Sites

Each student is assigned to various clinical sites each semester. Students may be assigned day and/or evening rotations, which may occur during the week or on the weekend. Each student is responsible for obtaining his or her own transportation to and from the clinical sites.

Requests for accommodation in the selection of clinical sites will only be honored for extenuating circumstances. Such requests must be emailed to the course coordinator. Extenuating circumstances do *not* include childcare, transportation, care of family members, and work schedules. Once assigned, students are not permitted to switch clinical sites.

Regardless of site assignments, students must meet certain Human Resources requirements for both major area hospitals, Carolinas Hospital System and McLeod Health. Students who do not meet these requirements cannot meet our learning objectives and will be withdrawn from the Nursing Program.

Athletes and Veterans

If you are an athlete or a veteran, please notify Mr. Benjamin Johnson, clinical coordinator (email bmjohnson@fmarion.edu) so we can accommodate your schedule in making clinical assignments.

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Nursing Uniform and Supplies

In NURS 309 Fundamentals, the first 6-7 weeks will be conducted in the Lee Nursing Building lab. At this time, only a white lab coat will be required. A designated style has been selected which can be purchased at either Palmetto Uniforms on Evans Street or Life Uniform at the Magnolia Mall. An FMU logo will need to be embroidered on the sleeve, so be sure to have this done as soon as you are able.

The only other item you will be required to have on the first day is a stethoscope. This may be purchased at any uniform store, Wal-Mart, or online. The preferred style of stethoscope is a single tube with soft ear tips. We offer the MDF stethoscope from FMU, which features an FMU logo and comes with a lifetime warranty. Do not purchase any other items, as supplies will be discussed with you on the first day of class in Fundamentals.

Technology Requirements

Nursing students are required to have a laptop, tablet, iPad, or Surface computer (no Androids are acceptable) with at least a 90 minute fully charged battery capacity. This is needed for computerized testing that will be completed every semester. Any questions regarding computer requirements may be professionally emailed to Mr. John Petrush (jpetrush@fmarion.edu).

Math Competency Test

Because safe medication administration is a major responsibility of the professional nurse, each student must continually demonstrate competence in math skills and calculation of medication dosages. For more information, see “Calculation Testing Procedure and Policy” on page 20 of the *Student Handbook*.

In order to get ready for medication calculations, we strongly recommend that you purchase the following book and begin studying:

Buchholz, S. (2012). *Henke’s med-math: dosage calculation, preparation & administration* (7th ed.) Philadelphia, PA: J. B. Lippincott Company. ISBN-13: 978-1-60831-799-8

Student Blackboard Resource Center

Nursing faculty and staff use a Blackboard site called the Nursing Department Student Resource Center to communicate with students. Please self-enroll using your FMU email account. If you are not sure how to access your FMU email or Blackboard, please call Information Technology at 843-661-1111.

A Word about Pinning

The FMU Nursing Program no longer holds a “Pinning Ceremony.” The Institute of Medicine has recommended that 80% of nurses be BSN-prepared by 2020. The culmination of your education at FMU is your baccalaureate degree, and that is celebrated at commencement. It is important that you and your family understand the distinction you have acquired as a nurse with a four-year college degree.

<p>If you have any questions about this information, please email Mrs. Charlotte Kollman, student services coordinator (ckollman@fmarion.edu)</p>



Required Documentation for BSN Students

The Nursing Program uses a web-based system from CastleBranch to hold students' required documentation for accreditation and clinical compliance. The included flyer from CastleBranch contains instructions to access this system. Some requirements can take a week or longer to complete, so please start collecting this information as soon as possible. **The deadline is the first day of classes at 12:01 AM.**

Background Check and Drug Test

Your background check will be initiated automatically when you register for CastleBranch. They will provide you with instructions to complete your drug test, which may be done at any LabCorp location.

A positive background check means results were found, which include speeding tickets and minor traffic violations. Please wait until you have received your results before reporting whether you have a positive background check. If you do have a positive background check, you must contact the Clinical Coordinator to discuss your results and submit a Positive Background Check Understanding Form.

Required Documentation

Detailed information on these requirements is available in the *Nursing Student Handbook*, pp. 11-16. All necessary forms are provided on CastleBranch.

Requirements are subject to change per FMU, Nursing Program, and/or clinical site policy. The Clinical Coordinator will notify students if any requirements have changed since this packet was published.

Immunizations

- Immunization Form**
Download the blank form for the next four requirements here. You may use the same form for all four requirements, but you must upload it separately to each one.
- Measles, Mumps & Rubella (MMR)**
Either 2 vaccinations or a positive antibody titer for all three components (lab report required for titer).
- Varicella (Chicken Pox)**
Either 2 vaccinations or a positive antibody titer (lab report required for titer).
- Hepatitis B**
Either 3 vaccinations or a positive antibody titer (lab report required for titer).
- Tetanus, Diphtheria & Pertussis (Tdap)**
Documentation of Tdap within the past 10 years, or Tdap any time + Td booster within the past 10 years.
- Influenza or Declination**
Must be for the current flu season (October – March). Submit the form from your healthcare provider or pharmacy. Due October 1 for Fall admission, or with your other requirements for Spring admission.

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TB Skin Test (2-Step)

TB Skin Test

Either a 2-step PPD placed within 3 months before the due date, or a QuantiFERON Gold Flood Test. A two-step test means having two separate PPDs placed and read 1-3 weeks apart (for four visits total). In case of previous infection, a chest X-ray within the past 3 years is required.

Insurance Coverage

Health Insurance

Upload both sides of your card in the same file. If your health insurance is not in your own name, please include documentation showing your relationship to the cardholder.

Training and Certifications

CPR Certification

Must be American Heart Association BLS. Sign the back of your card, and upload both sides in the same file. You may submit a letter from your instructor until your card arrives. AHA e-cards are also accepted.

CareLearning Passport

Register at <http://passport.carelearning.com>. After you complete the initial set of courses, you must manually add the following three courses for our local clinical sites:

- Carolinas Hospital System Orientation
- McLeod Health – Student Orientation
- McLeod Student Passport

When you have completed all courses, submit your transcript from CareLearning.

Nursing Program Forms

BSN Student Information Form

Mental and Physical Eligibility Checklist

Latex Questionnaire

Student Affirmation Form

Honor Code for the Use of MEDs in the Clinical Area

Clinical Site Forms

McLeod Non-Employee Authorization

McLeod Health Confidentiality and Safety Agreement

CHS Student Confidentiality Form

CHS Student Orientation Form

<p>If you have any questions about your documentation requirements, please email Mr. Benjamin Johnson, clinical coordinator (bmjohnson@fmarion.edu)</p>
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Email and Blackboard Learn Access for BSN Students

Follow the instructions on this page to set up your University email account and access to Blackboard Learn, FMU's online course management tool.

Email Regulations

As an FMU nursing student, you have been provided a University email address, which you must use for all official communications as a student. Please see below for how to access your University email.

- Go to:** <https://mail.google.com>
- Username:** First initial + last name + last 4 digits of your student ID + @g.fmarion.edu
Example: William Smith ID#12345 = WSmith2345@g.fmarion.edu
- Password:** fmarion + 4 digit date of birth (month and day)
Example: August 19 = fmarion0819

Nursing Program faculty and staff will only communicate with you through your FMU email account; responses are expected within 24 hours. Emails to faculty and staff must be addressed professionally with a proper salutation, complimentary closing, and signature (*Nursing Student Handbook*, p.32).

Blackboard Learn

Your Blackboard username is the same as your email address left of the "@" sign (WSmith2345 from the example above). There is no initial password; you must create your own following these instructions:

1. Go to <http://blackboard.fmarion.edu>.
2. Click the "Forgot your Password" link.
3. Complete only part 1 of the form.
4. Follow the instructions in the email that is sent to your University email address.

Once you are on Blackboard, please self-enroll in the **Nursing Department Student Resource Center**. This how nursing faculty and staff keep students up to date, so please check it frequently. If a new announcement is posted on the site, you will also be automatically notified at your FMU email address.

If you have not previously used Blackboard Learn, a tutorial is available at the address below:

http://help.blackboard.com/en-us/Learn/9.1_SP_14/Student

Technical Support

If you have problems getting your FMU email or Blackboard set up, please review the information at <http://www.fmarion.edu/campustechnology/blackboardhelp>. If the problem persists, contact the Academic Computer Center at 843-661-1111 (open Monday – Friday between 8:00am and 5:00pm).



Junior I – First Semester Textbook List

NURS 301 Health Assessment

Hogan-Quigley, B., Palm, M. L., & Bickley, L. S. (2017). *Bates' nursing guide to physical examination and history taking*. (2nd ed.). Philadelphia, PA: Lippincott, Williams & Wilkins. ISBN-13: 978-1-4963-6795-2 (includes Prep U).

NURS 305 Pharmacology

Aschenbrenner, D. S. & Venable, S. J. (2009). *Drug Therapy in Nursing* (4th ed.) St. Louis, MO: Lippincott, Williams & Wilkins.

NURS 309 Fundamentals

Buchholz, S. (2012). *Henke's med-math: dosage calculation, preparation & administration* (7th ed.) Philadelphia, PA: J. B. Lippincott Company. ISBN-13: 978-1-60831-799-8.

Wilkinson, J. M. & Treas, L. S. (2011). *Fundamentals of nursing: theory, concepts, and applications* (2nd ed., vol 1). Philadelphia, PA: F.A. Davis. ISBN-13: 978-1-80362354-5.

Wilkinson, J. M. & Treas, L. S. (2011). *Fundamentals of nursing: thinking, doing, and caring* (2nd ed., vol 2). Philadelphia, PA: F.A. Davis. ISBN-13: 978-1-80362354-5.

Publication Manual of the American Psychological Association, 6th ed. (APA) (2010). Washington, DC: American Psychological Association. ISBN-13: 978-1-4338-0562-2.

Wittmann-Price, R. A., Thompson, B. R., Sutton, W. M., & Eskew, S. R. (2013). *Nursing concept maps for providing safe patient care*. Philadelphia, PA: F.A. Davis.

NURS 312 Professional Nursing & Nursing Practice

No required textbook for this course.



Order Instructions for **Francis Marion University - Nursing - BSN**

1. Go to <https://mycb.castlebranch.com/>
2. In the upper right hand corner, enter the Package Code that is below.

Package Code **FC30**:

About

About CastleBranch

Francis Marion University - Nursing - BSN and CastleBranch – one of the top ten background screening and compliance management companies in the nation – have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more detailed instructions on how to complete the specific information requested by your organization. Once the requirements have been fulfilled, the results will be submitted on your behalf.

Order Summary

Payment Information

Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.



South Carolina Passport Project

You will use careLearning to complete your required training before reporting to a hospital to begin clinical rotation. You can create a new account or re-use your existing account at:

<http://passport.carelearning.com>

YOU **MUST** USE THIS ADDRESS EVERYTIME YOU ACCESS CARELEARNING.

Here is some supplementary information:

1. When you begin this process, it will be easiest if you have access you to your email account, as the program will require you to verify your account during the process.
2. You will purchase courses for \$10.00 and have access to them for 365 days.
3. Your classroom will automatically be populated with the courses that are common to all students. However, in most cases you will be required to also complete education specific to the hospital that you are reporting to for clinical rotation. You will be able to add those to your classroom as you need them.
4. To be considered compliant in your state you must complete the courses each year no more than 365 days apart.
5. The school or hospital you report to may request that you re-purchase earlier than when your classroom expires so that you are compliant in your training for the full semester.
(Example: If you completed the courses in October of last year, you may be required to take them again upon your return to school in August so that you will not expire mid-semester.)
6. Should you experience difficulty, please contact us at 866-617-3904 or email support@carelearning.com. We are available Monday-Friday 8am-6pm.

PROFESSIONALISM IN NURSING

Creating Excellence and Power in Nursing

The Carter Center for Health Science

Auditorium - Room 130 • 200 West Evans Street • Florence, SC 29501

(Please enter through the front doors of the building. The auditorium will be on the first floor to the right.)

Are you a Nursing Professional or just in the Nursing Profession? There is a difference . . .

This seminar will carefully examine influential factors on professionalism in nursing. Topics that will be discussed include behaviors that promote and/or hinder professionalism, how to maintain accountability in nursing practice, legal and ethical issues, and key elements of the South Carolina Nurse Practice Act. Professionalism will be defined and explained through tangible measures of so that you will be able to immediately implement the strategies discussed. The day will conclude with a mock trial to summarize and provide a sense of reality to the topics discussed. This seminar is a "must attend" for all nurses who want to be more than *just in the profession*. Francis Marion University School of Nursing will be site hosts in the new Luther F. Carter Health Sciences Building.

Wednesday, February 1, 2017

Time:

Check In 8:00am - 8:30am
Program 8:30am - 3:30 pm
(Lunch on your own)

Fee:

\$90.00
\$100.00 *If registration and payment are received
after January 26, 2017.*

Target Audience:

RNs, LPNs and Student Nurses

Faculty:

Pam Collins, MSN, CMSRN, RN-BC

Pam has more than 30 years of varied nursing experiences that include educator in acute care and academic settings, consultant, administration, and medical-legal consultation. While she maintains clinical practice, her primary focus currently centers on education and consultation. She has presented on both the local and national levels, has authored publications in professional nursing journals, and has extensive experience in medical-legal issues.

Credit:

AHEC Clock Hours - This program is approved for .55 CEU's (5.5 clock hours) by Pee Dee AHEC and meets S.C.AHEC Best Practice Standards. Participants must attend 90% of the program and complete an evaluation in order to receive a certificate of attendance. No partial credit will be given.

Nursing Contact Hours - "Pee Dee Area Health Education Center is an approved provider of continuing nursing education by the South Carolina Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. "

This nursing continuing education activity awards 5.5 contact hours upon successful completion.

To register for this program, please visit our website:

www.peedeeahc.net

**For registration assistance, contact Jackie Brown at 843-777-5348 or
jbrown@mcleodhealth.org**

