



Francis Marion University
School of Health Sciences
Department of Nursing
RN to BSN Program
Student Handbook
2023-2024

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RN to BSN Student Handbook

Welcome to the RN to BSN Nursing Track at Francis Marion University (FMU). The RN to BSN Student Information Guide will help you successfully navigate through online content.

In addition to this resource, you will want to review the *Francis Marion University Student Handbook* and *Catalog*. The *Francis Marion University Catalog* and *Student Handbook* as well as the *RN to BSN Student Handbook* are online and are irrevocable contracts. The University and the Department of Nursing (DON) regulations are policy statements to guide students, faculty, and administrative officers in achieving the goals of the institution.

The Baccalaureate Degree Program in Nursing/Master's Degree Program in Nursing and Doctor of Nursing Practice Program at Francis Marion University is accredited by the Commission on Collegiate Nursing Education.

Commission on Collegiate Nursing Education
655 K Street, NW, Suite 750
Washington, DC 20001
Phone: 202-887-6791
Email: <http://www.ccneaccreditation.org>

Dear Students,

Welcome to the Francis Marion University RN to BSN Program. This is an outstanding educational process, which will prepare you for contemporary professional nursing practice. I would like to congratulate you on your decision to continue your nursing education. A baccalaureate in nursing is necessary in today's healthcare world that is comprised of technological advancements, evidence-based practice, and national health initiatives. Collegiate nurses will be at the forefront of healthcare reform and change. Francis Marion University provides a superior education that develops students' leadership skills in order to affect healthcare progress.

The faculty of Francis Marion University's Nursing Program have years of experience in nursing and education. We are all here to help you succeed in your educational goals. We pride ourselves on the competencies, critical thinking ability and caring attitudes our graduates take with them to care for the citizens of the Pee Dee Region and beyond. We invite you to establish a professional relationship with us so we can mentor you through this educational process.

The journey of returning to school to obtain a BSN is exciting. Use this manual as a resource to help you navigate the path. Remember that the faculty and I are always available to assist you along the way.

On completion of this collegiate study, you will have enhanced your skills as an excellent and caring professional. Your clinical decision-making skills and critical thinking ability will enable you to continue onto graduate school or take a leadership role in the healthcare workforce.

Congratulations on your acceptance into this program. The next eleven months will be a positive life-altering experience. The nursing faculty and I feel honored to be able to share this journey of learning with you and will do everything possible to promote your success.

Sincerely,

Karen Gittings, DNP, RN, CNE, CNEcl, Alumnus CCRN

Professor of Nursing

Dean, School of Health Sciences

Dear RN to BSN Nursing Students:

Greetings and welcome to the beginning of your next educational adventure! If you are reading this guide, you have been accepted into the RN to BSN Program at Francis Marion University. Congratulations!

Starting an educational endeavor is both exciting and stressful. Many ask, “Can I do this? Do I have time? Can I compete with younger students? Will I really learn anything, and will my practice as a registered nurse really change?” The answer is YES to all of these questions.

Just because the RN to BSN Program is in an online format does not mean you will not have access to the faculty or support persons. You may call or email us, and we will get back with you to answer your questions. We can make arrangements to meet face-to-face and or have a conversation over the phone. The faculty and I are here to facilitate your success.

Sincerely,

Nina Russell, DNP, FNP-C, MSN-Ed, APRN
Associate Professor of Nursing
Department of Nursing
RN to BSN Program Coordinator

Mission Statement Francis Marion University

Francis Marion University is a four-year public institution established by the state of South Carolina. It is located in the northeastern part of the state near the city of Florence and has more than 4,000 students. Its purpose is threefold: to provide students with an excellent education, stimulate inquiry and research, and serve the Pee Dee Region and the state of South Carolina.

Francis Marion University adheres to the primary purpose of its establishment as a college in 1970: to make available excellent educational programs for the people of the region and the state. The University offers bachelor's degrees in a wide range of liberal arts disciplines, as well as in the health sciences, education, and business. The University also offers professional degrees at the baccalaureate, graduate and specialist levels. While maintaining high standards, we serve students with a broad range of preparation and ability. We seek a wide variety of students, primarily from the Pee Dee Region, but also from the entire state, other states, and foreign countries. We believe that a student body diverse in age, racial and ethnic background, and country of origin enriches the education of all students. To achieve its educational goals, the University has outstanding faculty members distinguished by high achievement and diverse academic backgrounds. We provide traditional and, when appropriate, non-traditional instruction, access to an excellent library as well as electronic resources, and staff members committed to student learning and success. A low student-faculty ratio and faculty concern for the individual student help us to achieve our goals. The University recognizes the importance of the out-of-the-classroom experience and offers opportunities for students to engage in activities that promote personal growth. In addition, the University provides students with special learning opportunities, such as an honors program, internships, study abroad destinations, and cooperative degree programs.

Since our highest priority is excellence in teaching and learning, we believe that intellectual inquiry and analysis by students and faculty members are essential. We encourage all scholarly pursuits, including student research for courses and faculty research for presentation and publication and for use in the classroom. The University provides faculty members with support for professional development through resources for innovative teaching, scholarship, and service. Our goal of an academic experience built on inquiry and research as well as the transmission of information allows students to develop their ability to think and communicate, to gain knowledge and skills, to pursue a career or further study, to appreciate the creativeness of the human mind, to be aware of the human and natural environment of the world, and to have the capacity to pursue a life of learning and understanding.

The University also serves the needs of Florence and the surrounding area in ways beyond formal education. Numerous artistic and cultural activities, athletic programs, health initiatives, and outreach efforts benefit not only our students, but also the community. To foster the economic development of the region, we offer consulting services to businesses, industries, and government. Academic and practical assistance to area schools is basic to our endeavors. Faculty and staff members participate in and contribute to a wide range of community activities.

Francis Marion emphasizes liberal arts education while offering new academic programs and innovative technology. It is small enough to provide attention to each student, but large enough to offer a variety of academic and cultural resources. It thus combines the advantages of a liberal arts college with the resources and programs of a public university (*FMU Catalog, current edition*)

History

The School of Health Sciences began as a DON at FMU. The original baccalaureate nursing program was approved by the South Carolina Board of Nursing on March 17, 2005, and by the South Carolina Commission on Higher Education on May 5, 2005. The baccalaureate nursing program was previously administered by MUSC as a satellite of the College of Nursing. Strong community support led the Francis Marion University Administration and Board of Trustees to establish a Memorandum of Agreement with MUSC transferring the program to the administration of Francis Marion University. Since the inception of the Department of Nursing, the health sciences have grown considerably.

Mission Statement

The Francis Marion University Department of Nursing prepares graduates to function competently as caring professional nurses in a variety of healthcare settings. The program endeavors to instill in students the value of lifelong learning.

Core Values

The core values of the FMU BSN Program include competence, caring, and commitment.

- **Competence** is defined as the development of the ability of the professional registered nurse to integrate evidence-based knowledge and skill to be a leader in providing safe, effective, value-based patient care.
- **Caring** is defined as the ability of the professional registered nurse to provide compassionate, holistic, culturally sensitive care to individuals, families, and communities across the life span.
- **Commitment** is defined as the ability of the professional registered nurse to embrace technological advances, life-long learning, and be a collaborate member of the interdisciplinary healthcare team.

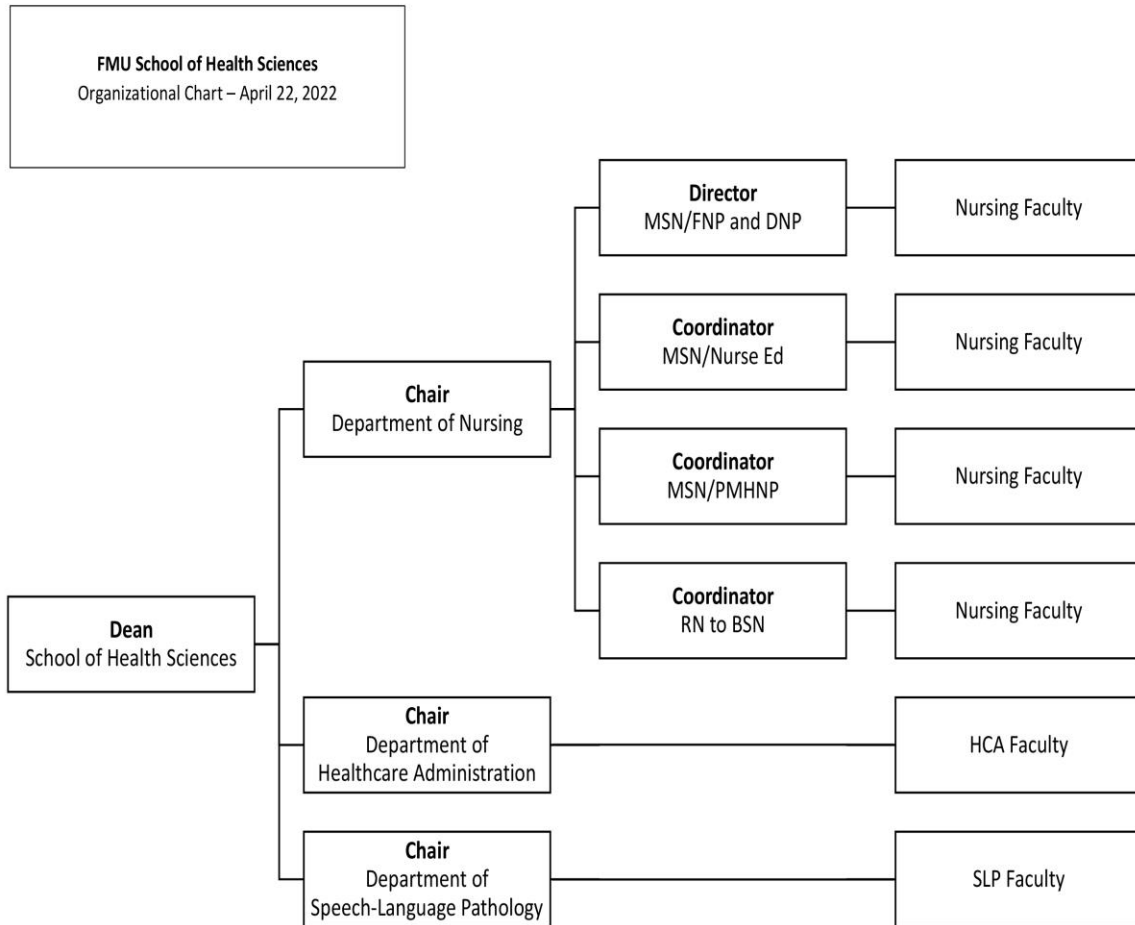
BSN Program Learning Outcomes

The baccalaureate generalist program in nursing prepares the graduate to:

- Utilize the liberal education courses as the cornerstone for study and practice of professional nursing.
- Incorporate the knowledge and skills in leadership, quality improvement, and patient safety in the provision of high-quality health care.
- Provide safe, effective and compassionate care to all individuals and groups across the lifespan based upon the principles and models of evidence-based practice, understand the research process, have the ability to retrieve, evaluate, and synthesize evidence in collaboration with healthcare team members to practice in a manner that improves patient outcomes.
- Incorporate information management, patient care technologies, and communication devices in providing safe and effective patient care.

- Incorporate information on healthcare policies, including financial and regulatory, directly and indirectly influencing the nature and functioning of the healthcare system in professional nursing practice.
- Demonstrate effective inter-professional communication and collaboration through verbal, nonverbal and written communication skills to practice individual accountability, patient advocacy, conflict resolution principles, and teambuilding strategies.
- Integrate knowledge and skill derived from the physical sciences, bio-psycho-social sciences, humanities, and nursing in the provision of holistic care to individuals, families, groups, communities, and populations across the life span with a focus on health promotion, disease and injury prevention.
- Demonstrate and utilize principles of legal ethical core values of professionalism with the application of professional values of altruism, autonomy, human dignity, integrity, and social justice in the delivery of care to all patients across the lifespan
- Utilize the roles of provider of care, manager/coordinator of care, and member of the profession in developing and providing safe, effective, and compassionate care to all patients across the lifespan with diverse multicultural needs. This includes but is not limited to cultural, spiritual, ethnic, gender and sexual orientation to diversity (AACN, Baccalaureate Essentials, 2008).

School of Health Sciences Organizational Chart



Overview of the RN to BSN Program

The Francis Marion University RN to BSN Track is an online format online; it is a three-semester, 30 credit hour nursing completion track. The emphasis is on leadership, group process, communication skills, and team building. Students will be taught the skills of life-long learning and will be prepared for graduate education in nursing.

The RN to BSN track follows an adult learning theory model. As such, the faculty acknowledges the learner's need for autonomy, decision making, and relevance of content within the learning environment. Students are given flexibility in choosing learning topics and learning activities.

The course content is developed to meet accreditation standards and is circular in design. Students may access the curriculum at any point, rather than following a longitudinal model. This allows increased flexibility in admissions, course progression, and individualization for each student's learning needs.

Nursing content is fully online. Students need to be self-motivated and able to work within this autonomous environment. Orientation to the library services, Blackboard, and American Psychological Association (APA) publication guidelines are provided. Blackboard Learn, a virtual learning and classroom management program, is the delivery format for the RN to BSN track, and all work will be done within this system.

Each course is formatted in weeks. Learning is accomplished by textbook readings, additional web sources, group projects, and individual assignments. Discussion board questions are presented as outlined by the faculty. This format replaces classroom discussion, and for the adult learner, a great deal of knowledge is gained from these discussions. All group projects are done totally online or face-to-face in a designated group site specific for the members of the group.

Evaluation of each course is done at the conclusion of the semester, and evaluation is completed upon graduation. The evaluation results are used to improve individual courses, the overall program, and to better meet learning needs

Upon acceptance into the RN to BSN Program, students must provide documentation of the following: (see checklist below)



Required Documentation for RN to BSN Students

The Nursing Program uses a web-based system from CastleBranch to hold students' required documentation for accreditation and clinical compliance. Please refer to the instruction sheet to create a FMU CastleBranch account (**Appendix A**). You will upload all required documentation to CastleBranch. Please see items below of the required CastleBranch documents.

In addition, Passport Training Modules must be completed using the CareLearning platform; You may be familiar with CareLearning as many hospitals utilize this platform; however, if you do not have a CareLearning account or do not remember how to access a previous account, please refer to the instruction sheet to create a new CareLearning account or access a previous CareLearning account (**Appendix B**). Finally, please see the SC Student Passport Completion Report listed below for all required training modules. After you complete all courses, please submit your transcript from CareLearning to CastleBranch.

Some requirements may take a week or longer to complete; therefore, please begin collecting this information as soon as possible. **The deadline to submit all required documentation to CastleBranch is two weeks after classes start.**

Background Check and Drug Test (*See Instructions to Set-up CastleBranch Account*)

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

Please Note: 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

Immunizations:

- Immunization Form** (*Form Found in CastleBranch*)
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.
- COVID-19 Vaccine**
- Influenza or Declination**
Vaccine must be for the current flu season (October-March). Submit the form from your healthcare provider or pharmacy. ***Due October 1st for fall admission or with your other requirements for spring admission.

TB Skin Test:

- TB Skin Test**
Students currently employed at a healthcare facility, a 1-step PPD is required prior to admission or start of the semester. Students who are not currently employed at a healthcare facility, a 2-step PPD is required and must be placed within the 3-months prior to admission or start of the semester. In case of previous infection, a chest x-ray and a TB symptom checklist are required.

Insurance Coverage:

- Professional Liability Insurance**
Must have \$1 million/\$3 million coverage. Upload the certificate of coverage from your provider. Nursing Service Organizations link for affordable liability insurance:
<https://www.nso.com/malpractice-insurance/individuals/nursing-students>
- Health Insurance**
Upload both sides of your card in the same file.

Training and Certifications:

- RN License**
Upload a copy of your current RN license.
- Driver's License**
Upload both sides of your driver's license in the same file.
- 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 required courses (see list below), you must manually add the hospital specific courses. Please add and complete the two hospital courses labeled as required as well as any additional hospitals, if applicable:

SC Student Passport Completion Report for the following modules:

- Abuse, Neglect, and Exploitation
- AIDET
- Bloodborne Pathogens
- COVID-19: Coronavirus Disease 2019
- Culturally Competent Care
- Electrical Safety
- Emergency Preparedness
- Fire Safety
- Hand Hygiene
- Hazard Communications
- HIPAA
- Isolation and Standard Precautions
- Lewis Blackman Patient Safety Act
- Moving, Lifting, and Repetitive Motion
- TB Prevention
- Hospital Specific Courses:
 - McLeod Health - Student Passport (**Required**)
 - MUSC Health Florence Medical Center Classroom (**Required**)
 - Hospital Courses for Georgetown, Conway, Grand Strand, or Waccamaw
 (***Required, if completing practicum hours at any of these hospitals**)

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

References & Resume:

- References**
Upload all three references in the same file.
- Resume**

Nursing Program Forms: (Forms Found in CastleBranch)

- RN to BSN Student Information Form**
- RN to BSN Orientation 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: (Forms Found in CastleBranch)

- McLeod Non-Employee Authorization**

- McLeod Health Signature Form for COVID-19**
- McLeod Health COVID-19 Screening Form**
- McLeod Health Confidentiality and Security Agreement Form**

If you have any questions about your documentation requirements, please email Mrs. Terri Hinson, Clinical Coordinator at: terri.hinson@fmarion.edu or call (843-661-1689)

Detailed instructions for CastleBranch and CareLearning Passport available in Appendices A&B

COVID- 19 Vaccination:

Francis Marion University (FMU) does not require either the influenza or COVID-19 vaccination for students as a condition of enrollment or attendance; however, many of our practice partners, where students complete clinical rotations, including McLeod Health and MUSC Health Florence, require their employees to be fully vaccinated. Students and nursing clinical instructors are included in this mandate. Fully Vaccinated is defined as completion of both first and second doses of Moderna or Pfizer vaccines, or the single dose of Johnson and Johnson. It does not require booster shots to be fully vaccinated. Clinical sites can implement and modify these requirements as they see fit; FMU nursing must adhere to any requirements in order to provide student experiences at these sites.

Students who are not vaccinated must submit a request for exemption. Forms are located in the student undergraduate nursing site on the student's Blackboard page. This form must be submitted to the clinical coordinator before the start of clinical and/or published deadlines. Failure to submit this form will result in the student not being able to complete required clinical hours and subsequent withdrawal from the nursing program. Decisions about requests for exemption are made by the clinical agencies. Students who have their requests denied will be unable to complete their required clinical hours and subsequently withdrawn from the nursing program. Since clinical site availability is a complex issue, students will not be moved to various clinical sites in an attempt to identify a site that may approve an exemption. Students must comply with all clinical requirements in order to proceed in the program.

You must apply for a COVID-19 Vaccine Exemption even if you have a Flu Exemption.

Required Hardware and Software for the Online Learning

Since the FMU RN to BSN track is online, having reliable access to computer and Internet services is mandatory. The required word processing program is Microsoft WORD.

All students are encouraged to have a back-up plan in the event of computer issues, loss of electrical services, or other technical problems that would hinder timely participation in the online classroom. Personal computer issues will not be considered an excuse for absence.

Campus Services:

Library Resources

The library currently houses a NetLibrary e-book collection of 1456 books in the field of Nursing under the subject heading of Health and Medicine, many of which can be accessed electronically. The University provides access to an extensive collection of electronic resources including CINAHL full text.

Membership in **PASCAL** (Partnership Among South Carolina Academic Libraries) has further enhanced the university's ability to provide a wide variety of quality resources for nursing. For example, through PASCAL and beginning January 2010, Ovid Lippincott online was made accessible to faculty and students.

The library's web site http://www.fmarion.edu/Health_Sciences lists selected print resources and electronic resources in its **Health Sciences Subject Guide** which is listed under **Subject Guides** tab on the library's homepage or found under **Research Help "Choose a subject"**. Below is a copy of the page that lists databases used to search for journal articles, and Web Resources to which faculty and students have both campus-wide and remote access. To access library resources off-campus: http://libguides.fmarion.edu/JARL/off_campus.

Journal Articles and Databases	Internet Resources
Academic Search Complete	American Nurses Association
APA Academic Writer	Gray's Anatomy of the Human Body
CINAHL Complete	Hands on Health - South Carolina
The Cochrane Library	Healthfinder: Nursing
Consumer Health Complete	Human Anatomy Online
Health Sources: Nursing/Academic Edition	McGill University Virtual Stethoscope
Nexis Uni-Academic & News (formerly Lexis Nexis)	Merck Manual of Diagnosis and Therapy
Libert Online	National Center for Health Statistics
Lippincott Williams & Wilkins	National Coalition of Ethnic and Minority Nurse Associations
Nursing and Health Profession	National Institutes of Health
MEDLINE	National Library of Medicine
PubMed	National Student Nurses Association
Science Direct	Physical Exam Study Guides
STAT! Ref 3D Human Anatomy and Physiology	RN Central
STAT! Ref medCalc 3000 UpToDate	Rx List
ECO 1995-via OCLC FirstSearch (PASCAL)	South Carolina – Health and Medical Resources
ECO 1995-via OCLC FirstSearch	U.S. Department of Health and Human Services
ECO 1995-via OCLC FirstSearch (DISCUS)	

Students receive library access as soon as they are enrolled. The student ID number allows remote access 24 hours a day, 7 days per week.

An online library orientation will be provided. Orientation is given as soon as the student satisfies financial obligations to the University because it is administered through the Blackboard Learn System.

Campus Technology

FMU offers students technological and media support daily (8:30 AM to 5 PM) via telephone at (843) 661-1111. Blackboard help is available 24/7 from the company, with contact information found on the initial opening screen in Blackboard.

Blackboard Learn orientation is provided by the Nursing Department upon acceptance to the RN to BSN track and must be completed before students can begin classes. A Blackboard Learn tutorial is available on the Blackboard Learn site once it is accessed.

Students are issued a student identification number upon acceptance to the University (four zeros followed by five numerical digits). Students will use this number to access all campus technology systems.

The FMU home webpage (www.fmarion.edu) has a convenient drop-down menu that provides access to all University functions and departments. This user-friendly webpage has a direct link to Blackboard Learn and SwampFox email, so students have easy access to necessary sites.

Writing Center

The FMU Writing Center is fully accessible online. The writing center provides one-to-one assistance on a wide range of writing tasks including projects, research, literary analysis, creative writing, lab reports, resumes, and graduate school applications. Since college-level writing is required in the RN to BSN track, students who struggle with grammar or writing issues are highly encouraged to seek the help of the Writing Center. Students can access the Writing Center on the FMU website.

Financial Aid and Registrar's Office

The financial Aid office is open during business hours and will answer financial aid questions for students by email (access through the FMU website) or phone (843-661-1190). Students must have their student ID number when calling. Students must file a FAFSA if seeking financial aid through the University.

The Registrar's office is responsible for all official transcript evaluations. The Registrar reviews senior student files and approves petitions for graduation. Any questions about transcript evaluation, course transfer evaluation, or eligibility for graduation should be addressed to the Registrar's office at 843-661-1175.

Counseling and Testing Center

The Office of Counseling and Testing is responsible for meeting the personal counseling needs of FMU students. Professional counselors are available to help with personal, relationship, and/or emotional issues. The office also coordinates the CLEP testing services. The Office serves as the focal point for academic services for students with disabilities. All students with disabilities should contact the Counseling and Testing Center prior to registration (843-661-1840).

Contact Phone Numbers

Dean, School of Health Sciences	Dr. Karen Gittings kgittngs@fmarion.edu	843-661-1688
Chair, Department of Nursing	Dr. Rhonda Brogdon rbrogdon@fmarion.edu	843-661-1674
RN to BSN Program Coordinator	Dr. Nina Russell nrussell@fmarion.edu	843-661-1682
Coordinator of Nursing Student Services	Mrs. Kelly Heavner kelly.heavner@fmarion.edu	843-661-1226
Department of Nursing Administrative Assistant	Ms. Sidney Coker sidney.coker@fmarion.edu	843-661-1690
Clinical Coordinator	Mrs. Terri Hinson terri.hinson@fmarion.edu	843-661-1689
Admission's Office		843-661-1231
Registrar's Office		843-661-1175
Cashier's Office		843-661-1596
Reference Librarian		843-661-1300
Writing Center		843-661-1528
Internet Technical Support		843-661-1111

Contact information for individual course faculty can be found in the syllabus.

Student Nurses Association (SNA)

SNA provides students with an opportunity to discuss issues and increase knowledge of the profession. Students have opportunities to function in leadership roles, mentor other students, participate in community service, and network with other students at state and national levels. Students also have the opportunity to hear from experts in the field and to gather support for career decisions. Faculty encourage students to participate at the local, state, and national levels.

Sigma Theta Tau International (STTI), Chi Lambda Chapter

The mission of the Honor Society of Nursing, Sigma Theta Tau International (STTI), is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. STTI membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. Francis Marion University's Chapter of STTI, Chi Lambda, was chartered October

16, 2014. The honor society conducts scholarly meetings at least twice each year and inducts members once per year.

Minority Nursing Association (MNA)

The Minority Nursing Association (MNA) is a professional organization that was established in August 2013 for nurses and nursing students in the Pee Dee Region. As professional nurses, we can encourage and support one another to grow personally and professionally and provide guidance and mentoring to minority nurses and nursing students. One of the goals of the organization is to work together as advocates to identify and address the healthcare needs in minority communities of the Pee Dee Region through health promotion initiatives and activities.

Health Occupation Students of America (HOSA)

HOSA is an international student organization whose mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in health science education and biomedical science programs or have interests in pursuing careers in health professions.

Blackboard Learn

Blackboard Learn is the computer software medium for course work in the RN to BSN track. All students must be competent in the use of Blackboard Learn in order to be successful in the educational process.

Upon acceptance to Francis Marion University RN to BSN track, students are enrolled in Blackboard Learn orientation, which must be completed prior to beginning any online or hybrid nursing courses. Confirmation of Blackboard orientation is sent via email by the RN to BSN track director. Prior to beginning this orientation, students must have the appropriate hardware and software installed on personal computers.

Questions regarding Blackboard Learn orientation should be directed to the RN to BSN Program Coordinator first (nrussell@fmarion.edu) prior to calling Technical Support.

Registering for Classes and Paying Tuition and Fees:

How to Access Patriot Portal:

1. Go to the Francis Marion University website: www.fmarion.edu,
2. On the top left corner, click on Patriot Portal,
3. Click on "Portal Sign-On", and
4. Students can access open courses, course plans, request advisor review of plans and unofficial transcripts in the Patriot Portal system.

Identify Open General Education Classes

The nursing course numbers that are needed for the semester will be emailed directly to students. Students must identify general education course numbers they wish to take concurrently. To do so, follow these steps:

1. While in Patriot Portal for Students, click on the *Course Catalog* link,
2. Choose the appropriate subject for registration,
3. Click on the link that correlates with the appropriate course,
4. Click on “View Available Sections” for the appropriate course,
5. Identify the section that works best for the overall schedule. Students should choose at least one alternate class in the event that the first choice is not available,
6. Select “Add Section to Schedule” for the preferred section,
7. When the “Section Details” window opens, make sure that “Graded” is selected in the dropdown window in the middle of the screen and then click “Add Section.” This will only add the section to the plan; it does NOT confirm registration in the course,
8. To review all course sections planned for the semester, click on the tab titled “Course Plan.” This is the proposed plan for the identified semester, and
9. After course sections are planned and reviewed in the “Course Plan”, students need to complete the below steps to confirm registration in the course.

Register for Classes

1. Once the above steps are completed for identifying and reviewing course sections, students need to ensure that registration holds are lifted and they are within the window of registration based on their current earned hours,
2. If the student is open and eligible to register, they register by clicking “Register Now” while still in the “Course Plan” tab in the Patriot Portal,
3. An error message will pop up if selected courses are full, require a matching lab, or have a prerequisite. NOTE: The only course for the RN to BSN program that requires a prerequisite is Literature. *Students must take English 102 before enrollment in Literature, and*
4. To confirm registration of hours, students should check on the amount of hours listed next to “Enrolled” left of the “Register Now” button. If there are any hours next to the “Planned” tab then that means the student has planned for a course but is not currently registered. All confirmed registered courses will denote a green check-mark and the message “Registered, but not started” underneath the course name.

Common Issues with Registration

Difficulty confirming registration with a course included in the plan: This likely means that the student has added a Course to the Course Plan and not a specific Section of the course. In order to be able to register for courses, students must choose a specific section for each course. To choose a specific section for a course type in the EXACT course name in the "Search for courses..." search bar. For instance, search for SOCI-201. Click "View Available Sections for SOCI-201." Then choose one of the Sections and click the corresponding green "Add Section to Schedule" button. Follow this process for the rest of the courses.

Difficulty removing a course section from the course plan (this is different from the confirmed registered courses): To remove a course from the COURSE PLAN, click on "Timeline." Click the X beside the course that needs to be removed from the plan.

Difficulty dropping a course included in the schedule for the semester after registration is confirmed: To remove a course from the registered SCHEDULE (courses the student is enrolled

in). Click on "Course Plan" and then click on "Calendar" (it is light gray, and it is found to the right of "List.") The enrolled courses should be in the left column (they may be in a different place on a mobile device), and under each course, look for the green check mark with "Registered, but not started" right beside it. Scroll down to the green "Drop" button. Click the green "Drop" button that corresponds with the desired course to drop.

For questions, please call:

Registrar's Office: 843-661-1175

Mrs. Kelly Heavner, Coordinator of Nursing Student Services: 843-661-1226

Dr. Nina Russell, RN-BSN Program Coordinator: 843-661-1682

THOSE WHO ARE PART OF AN AGENCY CONTRACT WILL NOT BE ABLE TO SELF-REGISTER FOR NURSING CLASSES. However, students self-register for any non-nursing courses taken in addition to nursing.

APA Writing Style

A writing style is a set of writing standards, which create uniformity and consistency among documents.

The American Psychological Association (APA) writing style is the accepted standard for the FMU DON **Students are required to have the most recent edition of the APA manual:**

American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.). American Psychological Association. ISBN-13: 978-1-4338-3217-8

APA orientation will be included as part of the Blackboard orientation and must be successfully completed prior to commencement of course work.

RN-BSN Track Policies:

Attendance

Attendance for online classes generally follows a Monday through Sunday schedule. To be considered present, students must log on at least one time and make meaningful contributions to the on-line assignments. Students who do not sign in nor provide substantive input will be considered absent and will risk termination from the course. Emergency situations arise. It is the responsibility of students to inform faculty of any unusual situations that may require an absence from Blackboard.

Progression

A student must earn a minimum grade of "C" in each nursing course. A student earning a grade of less than "C" must repeat the course and achieve a "C" or better in order to remain in the program. If a student earns less than a "C" in a second nursing course, the student is dismissed from the program. **If a student is readmitted to the Nursing Program after dismissal, one failure would be grounds for dismissal.**

“The RN to BSN option may be completed on a part-time basis, but all course work must be completed within five “5” calendar years” (*FMU Catalog, current edition*).

Repeating Courses

“Once a student has completed, either successfully or unsuccessfully, a course at FMU, he/she may not repeat the course at another institution for transfer credit to FMU. However, a student may be permitted to repeat for additional credit a course he/she took for credit ten or more years previously” (*FMU Catalog, current edition*).

Graduation Requirements

Students must have a minimum of 120 college semester credit hours to graduate. Of those, 30 credit hours must be from FMU within the past five years.

Changes in Graduation Requirements

“Students returning to FMU after an absence of one year or more will be expected to meet the graduation requirements stated either in the University Catalog of the year in which they returned to FMU or in the University Catalog of the year in which they graduated. The effective University Catalog must not be more than ten years old” (*FMU Catalog, current edition*).

ACADEMIC INFORMATION

Student Responsibilities

Each student is responsible for the proper completion of his/her academic program, for familiarity with the *FMU Catalog*, *the University Student Handbook*, and the *RN to BSN Student Handbook (current editions)*. Each student is responsible for maintaining the grade point average required, and for meeting all degree requirements. The academic advisor will counsel, but the final responsibility for a successful college career rests with the learner.

Americans with Disabilities Act (ADA)

If a student has a documented disability and requires special assistance or accommodations, they should contact the University Counseling and Testing Center (*Francis Marion University Student Handbook, current edition*). Accommodations will be made with proper documentation from the University Counseling and Testing Center. The student must provide documentation to any or all course or clinical instructors of classes or clinical rotations in which the student would like to use the accommodations. If at any time during the semester the student’s accommodations need to be altered, the student will provide documentation from the University Counseling and Testing Center.

Complaints and Grievances

The Department of Nursing (DON) defines concerns and/or complaints as student issues that are resolved at the level of the course coordinator or DON Chair. Students are required to follow the appropriate chain of command when bringing forth issues. The DON further defines grievances as issues that are not resolved within the department and are subsequently moved outside the department for further due process and resolution.

Student Concerns or Complaints

The DON adheres to the University Guidelines for Student Concerns or Complaints as outlined in the current edition of the *Francis Marion University Catalog*. “The University deems it essential that all students be provided an adequate opportunity to bring concerns, complaints, or suggestions to the attention of the administration with the assurance they will be treated promptly, professionally, fairly, and without fear of reprisal. If any student believes he or she has been mistreated by any member of the faculty or staff, the procedures below should be followed. These procedures are intended to simplify the proper route for students to follow in reporting any perceived mistreatment by a university employee and are not intended to replace any existing policy or process for matters that may be grieved (i.e., sexual harassment, grade appeals, etc.).

- Concerns about faculty on academic or other matters should be reported to the department chair or dean who supervises the professor or instructor.
- Concerns about any form of perceived mistreatment by a university employee should be reported to the employee’s supervisor or to the office of the Vice President of the division to which the employee belongs.
- Concerns about admission, registration, advising, or financial assistance issues should be reported to the Associate Provost for Enrollment Management or the Provost’s Office.
- Concerns about billing, student accounts, or other administrative issues (Campus Police, Dining Services, Bookstore, etc.) should be reported to the office of the Vice President for Business Affairs.
- All other concerns about non-academic matters, including complaints about treatment by other students, should be reported to the Student Affairs Office. Students should be aware that once a concern is reported, the complainant may be directed to take further steps or action to have the matter addressed. By reporting to the offices above, the student will be able to determine the appropriate steps to address his or her concerns”

Student concerns or complaints are handled in a professional manner. Discussion and problem solving of issues should be based on facts. Resolutions should acknowledge the satisfaction of all parties but must maintain the integrity of the Nursing Program. If a concern or complaint is not resolved with the DON Chair, students are encouraged to follow the chain of command.

Student Concerns or Complaints related to Admission, Progression, or Graduation

Issues/concerns related to deviations from the prescribed admission policies, progression policies, program of study, and graduation policies should be addressed first with the DON Chair. If there is no resolution with the DON Chair, a letter can be sent to the Chair of the APG Committee. The following procedures will then be followed:

1. The APG committee chair may request the student be present at the committee meeting if further clarification is needed,
2. The student will receive a letter from the APG Committee regarding their decision on the request, and
3. The student’s request and the Committee’s decision will be placed in the student’s academic file and is final.

Student Concerns or Complaints related to Nursing Courses

Course concerns in a single course, such as the quality of instruction, fairness and equity in awarding grades should use the following procedures:

1. If the issue concerns a single course, the student should make an appointment with the course faculty or course coordinator and attempt to come to an amicable resolution, and
2. If the issue cannot be settled at the course level, an appointment should be made to discuss the issue with the DON Chair.

Student Concerns or Complaints related to the Curriculum

Issues involving the curriculum, sequencing, and scheduling of courses should begin with an appointment with the DON Chair.

Student Grievances

Issues that are not resolved within the Department of Nursing are processed further following the chain of command. Grievances related to grades are handled by the University Grade Appeal Committee. Refer to *Francis Marion University Catalog* and *Francis Marion University Student Handbook* for further information.

Maintaining Academic Honesty and Integrity

Academic Dishonesty and Plagiarism

See Honor Code found in the *University Student Handbook: Rights and Responsibilities Standards of Conduct*. All students and faculty are expected to refrain from acts of academic misconduct including, but not limited to, **plagiarism**, the giving or falsifying of any academic documents or related materials, cheating, and the giving or receiving of unauthorized aid in tests, examinations, or other assigned work. Please see the *RN to BSN Student Handbook (current edition): Academic Integrity*.

Plagiarism is a form of academic misconduct and is the use of another person's words or ideas without providing credit to that person. Plagiarism is the theft of another person's words or ideas when giving the impression that it was the student's original idea. These words and ideas may be from a variety of sources including printed works, speeches, presentations, and/or internet sites and documents. Appropriate and complete APA referencing of words and ideas obtained from others is a requirement in ALL courses. If a work is anonymous, as may be the case with some internet documents, it still must be fully referenced.

Written assignments are assessed throughout the semester to identify any discrepancies in writing style or quality via the “**SafeAssign**” feature provided in the Blackboard Learning System for breach of academic dishonesty.

Code of Ethics

The Nursing Program subscribes to the “Code of Student Conduct” as defined in the “Students' Rights and Responsibilities” section of the current edition of the *Francis Marion University Student Handbook* and *Catalog (current editions)*. The Nursing Department subscribes to the American Nurses Association (ANA) Code of Ethics; whereby, all students and faculty are expected to be honest and honorable in all academic and professional endeavors. It is further expected that they will refrain from any activity, which might impair the image of the University, the Nursing Program, or the nursing profession. Please see the *RN to BSN Student*

Handbook (current edition): Academic Integrity and
<http://www.nursingworld.org/MainMenuCategories/EthicsStandards>

South Carolina Nurse Practice Act

Students must abide by the South Carolina Nurse Practice Act (*South Carolina Department of Labor, Licensing, and Regulation: Board of Nursing, Title 40*) found at <http://www.scstatehouse.gov/code/t40c033.php> or the South Carolina Board of Nursing website under policies.

Definition of Unprofessional Behavior:

Unprofessional or disruptive behavior is defined as any behavior that is contentious, threatening, insulting, or potentially litigious or otherwise interferes or has the potential to interfere with an individual's or group's professional responsibilities, self-respect, or ability to collaborate productively with others. It is behavior that creates an unsafe, intimidating, hostile, destructive or offensive work, academic or clinical environment. Professional behavior applies to faculty, staff, and students in the School of Health Sciences. Examples of unprofessional or disruptive behavior include but are not limited to the following:

- Shouting or using vulgar, profane, or abusive language
- Abusive behavior
- Physical assault or threat thereof
- Intimidating behavior
- Refusal to cooperate with others
- Conduct that constitutes sexual harassment
- Refusal to adhere to School of Health Sciences policies
- Inappropriate comments written in official documents that impugn faculty, staff, or students of the School of Health Sciences
- Non-constructive criticism addressed to an individual in such a way to intimidate, belittle or suggest incompetence
- Imposition on staff of unnecessarily burdensome or idiosyncratic requirements that are generally not professionally accepted and do not result in improved efficiency
- Making or threatening reprisals for reporting disruptive or inappropriate behavior
- Inappropriate email conduct, lack of properly addressing faculty, shouting, or using inappropriate language
- Not following chain of command

Disciplinary Action for Unprofessional Behavior:

Unprofessional or disruptive behavior demonstrated by a School of Health Sciences student towards another student, patient, faculty, or staff will be managed as follows:

1. If possible and reasonable, the complainant should first attempt to resolve the issue by asking the individual to discontinue the inappropriate behavior. The complainant should document the attempted resolution and forward to his/her course coordinator or academic nursing advisor. Student violations will warrant a warning for unprofessional behavior
2. If behavior is repeated and deemed as an Honor Code violation, the complainant should bring the incident to the attention of the DON Chair and use the procedures as referred to in the *University Catalog and RN to BSN*

Student Handbook

3. If behavior is repeated and is not an Honor Code Violation, the complainant should contact the Chair for the School of Health Sciences and a second warning for unprofessional behavior will be initiated. The third occurrence will warrant a course failure

****All warnings (regardless of the reason received) are cumulative throughout the program.***

Email

Electronic mail is an essential component of communication between the Nursing Faculty, administration, and students; therefore, all nursing students are required to have an active FMU email account. Email responses to faculty are expected within 24 hours. In return, faculty will email students within 24 hours with the exception of weekends and holidays. Email to all faculty and students in the program must be addressed professionally with a proper salutation, complimentary closing, and signature. If any of the proper ingredients are lacking, the email will be returned with a note that states “please address this email in a professional manner.” Each email should address one issue.

Phone Usage and Messaging

Students are only to call faculty or text faculty if it is an emergency clinical situation. Faculty will not use verbal phone conversations or texting to discuss any issues with students. Contacting faculty (other than an emergency clinical issue) must be done by email.

Social Network/Photo Policy:

Students are encouraged to use their most professional judgment in regard to Internet social networking sites and photos. Information and/or pictures about clinical or patient information, in any format is not appropriate on social networking sites. Information and/or pictures about FMU Nursing Programs, faculty, other students, laboratory, or simulation experiences in any format must receive prior approval from FMU nursing faculty before posting to social media. If granted approval, students must include the department hashtag #FMUnursing. Violations of this policy will result in dismissal from the program for lack of maintaining professional standards.

FMU Non-Discrimination Policy

Francis Marion University follows all federal and state laws banning discrimination in public institutions of higher learning. Francis Marion adheres to all Title IX policies, and does not discriminate on the basis of race, color, sex, religion, ethnicity, national origin, age, sexual orientation, gender identity, veteran status or any other protected category under applicable local, state, or federal law. General questions regarding Title IX can be directed to the Office of Civil Rights (www.ed.gov/ocr). Specific questions may be referred to the University’s Title IX Coordinator (titleixcoordinator@fmarion.edu).

Computer Use:**Personal Computer:**

Every nursing student is required to have a personal laptop computer for coursework and online testing. The minimum configuration should include:

- The current version of Microsoft Windows or macOS.

- Microsoft Office. FMU provides Office 365 free to all actively enrolled students; contact the Campus Technology office for more information.
- Wireless Internet access.
- A webcam (either built-in or USB) for off-campus online testing.
- A battery with at least a 2-hour capacity. Because not all classrooms provide individual power outlets, students should ensure batteries are fully charged before testing.

A Windows PC is strongly recommended because the Nursing Department requires certain specialized software that may be unavailable for, or have reduced functionality on, other systems. iPads, Android tablets, and Chromebooks are specifically known to be incompatible with Nursing's software requirements. It is the student's responsibility to ensure they have access to a suitable device.

Personal handheld devices are recommended that can download e-books for reference. If a student does not have a handheld device, they will be able to purchase the paper copy of the book.

Other Computer Access on Campus

FMU's Academic Computer Center and the Nursing Program Computer/ Student Lounge in the Lee Nursing Building (LNB) are open to all enrolled students. Access to the laboratory may require a valid University ID Card. Students are required to supply their own external drives and printer paper. The software and documents available are copyrighted products and may not be reproduced, in part or in whole for any purpose. Students are required to follow all FMU policies with regards to disk write rights, piracy, viruses, climate, and media when working in the computer lab.

Acceptable Uses of the Internet

Guidelines for acceptable Internet use are available in the FMU *Catalog*, as well as on the Academic Computing section of the FMU website (www.fmarion.edu).

Printing

Printers are located throughout the FMU campus. See the current FMU *Catalog* for printing policies.

Computerized Testing

For all online tests taken off campus, Respondus Monitor is utilized. "Respondus Monitor is a companion application for LockDown Browser that uses webcam and video technology to prevent cheating during online exams"

(<http://www.respondus.com/products/monitor/index.shtml>). The webcam can be built into the computer or plug in with a USB cable.

The link to download Respondus is:

<https://download.respondus.com/lockdown/download.php?id=124750885>.

Laptops or surface computers are the only devices that may be used to take quizzes/tests/exams.

Instructions for downloading and use of Respondus LockDown Browser and Monitor can be found on the Student Undergraduate Nursing Site. Respondus Lockdown Browser and Respondus Monitor require high-speed Internet access.

CPR Certification

The BSN Nursing Program requires students to complete the American Heart Association BLS Provider certification. This certification must be completed prior to admission and kept current while all students are enrolled in the nursing program.

A copy of the course completion card must be uploaded into CastleBranch. Either a paper card or an AHA eCard is acceptable proof of certification. Paper cards must be signed on the back to be considered valid. If students are awaiting a card, please submit a letter or certificate of completion from the instructor as temporary documentation until the card arrives.

The Military Training Network Healthcare Provider certification may be submitted in place of BLS Provider, as the AHA recognizes the MTN cards as equivalent to their own. Because our clinical sites specifically require AHA, no other CPR certification (including American Red Cross) will be accepted.

The CPR course through the American Heart Association website is at <http://cpr.heart.org>. The AHA offers an online hybrid course, which still requires an in-person skills check before receiving a course completion card. Courses are also offered by the Nursing Program and area hospitals as needed.

Warning: Online-only CPR courses are not approved by the American Heart Association.

“The American Heart Association does not approve training courses created by other organizations, does not allow its course completion cards to be given to students who do not complete the skills check portion of American Heart Association training, and there are no ‘AHA-compliant’ training courses or ‘AHA-certified’ professionals conducting training. An organization that has been approved to issue cards with the AHA logo upon successful completion of an AHA training course should display the ‘Authorized Training Center’ logo to help you know they are authorized.” (AHA Fraud Warning, http://www.heart.org/HEARTORG/General/Fraud-Warning_UCM_451200_Article.jsp)

Maintaining current certification is the sole responsibility of the student.

Injury Occurring During the Course of Any Learning Experience

In the event that a student acquires an injury and/or a needle stick during a learning experience (classroom, skills laboratory, simulation laboratory, healthcare organization or extramural learning experience) the following procedure should be followed:

Injury Protocol for Work Related Accidents (Effective 04-01-2023)

1. Wash the affected area immediately with soap and water if the injury is a needle stick.

2. **Notify your supervisor/department head of your injury.** If the injury occurs during a business-related activity off campus, please proceed to step 3 and inform your supervisor as soon as is reasonable.
3. **Contact the Campus Police Officer for follow-up medical assistance.** The responding Campus Police officer will complete a incident report and inform Human Resources of injuries warranting further medical attention. If the employee is able, they should come to Human Resources.
4. **Call Genex Clinical Care 24 service at (833) 891-0897.** If the injured worker is unable to make the call, Human Resources or Campus police will make the call.
5. **Give your Name, Company Name, and tell the Operator** that you have an injury to report.
6. **A Medical Manager Nurse Consultant will take your call** and ask the name of the injured worker and specific questions about the accident. *Please notify them of your date of hire.*
7. **Genex will assist the injured worker in selecting a physician** and scheduling an appointment or will direct the injured to the Emergency Room (ER).
8. **Genex will notify the Physician or the ER of the injury** and the arrival of the injured worker.
9. **The Physician or the ER will call Genex** before the injured worker leaves the facility to receive authorization for treatment.
10. **The Medical Manager Nurse Consultant will email the employer** with a report on the status of the employee's condition and work status.
11. **The Physician's report/case notes will be faxed or emailed** within 24 hours of receipt of treatment.

* Genex Nurses are available 24 hours a day, 7 days a week at the above number.
Phone: 1-833-891-0897

Alcohol and Other Drug Policy

Students, faculty members, and staff of the FMU's BSN Program are responsible, as citizens, for knowing about and complying with the provisions of South Carolina Law that make it a crime to possess, sell, deliver, or manufacture those drugs designated as "controlled substances". Any student enrolled in the BSN Program who violates this law is subject to both prosecution and punishment by the civil authorities and to disciplinary proceedings by the University and the BSN Program. For a complete account, please reference the current edition of *Francis Marion*

University's Student Handbook in the Students' Rights section: Alcohol and Other Drug Policy Summary.

BSN Program Policy on Substance Abuse

Our philosophy regarding student substance abuse revolves around protecting the public's health and safety. To ensure patient safety, comply with clinical facility policies and the South Carolina Board of Nursing policy, the BSN Program has adopted the "Alcohol and Other Drug Policy" which coincides with other University policies regarding these issues.

Substance abuse is defined as the non-prescribed use or abuse of any legal or illegal drug and/or alcohol. It is also the abuse of legally prescribed, but abusively, dangerously, illegally used drugs. The BSN Program will be responsible for appropriately identifying students who are abusing alcohol/ drugs and referring students to appropriate programs, agencies, or resources, either on or off campus as needed. For definition of this policy, use or abuse of illicit/illegal drugs, the illegal use of alcohol, or use of any substance that disrupts the operation of the BSN Program or is deemed to be unsafe in relation to patient care are prohibited. Additionally, the BSN Program may refer students to the appropriate FMU office in situations that may involve violations of other University policy relating to these issues.

Use of Cannabidiol

Cannabidiol, or CBD Oil, is an unregulated drug at the present time. Evidence is mixed on whether use of CBD Oil could result in a positive drug screen. At this point in time, any type of CBD Oil or substance that contains CBD oil is prohibited for use in nursing students. When prohibited drug and/or alcohol use has been confirmed through positive test results, the student shall meet with the DON Chair or designated representative and be dismissed from the program. South Carolina is a mandatory report state. Any student with an RN license who tests positive on a drug screen will be reported to the South Carolina Board of Nursing.

Student Drug Screen Policy

To maintain the safety of students, staff, and patients, the nursing program will apply the following guidelines to all on and off-campus student activities:

- Students must submit a 10-panel urine drug screen, initially done through CastleBranch, upon admission to the nursing program. A random 10 panel urine drug screen will be required if the student exhibits behavioral or performance problems including but not limited to:
 - *Erratic behavior*
 - *Slurred speech*
 - *Disorientation*
 - *Staggering*
 - *Loss of consciousness*
 - *Falls*
 - *Nervousness*
 - *Poor concentration*
 - *Falling asleep during class/clinical activities*
 - *Increased absenteeism/tardiness*

- *Impaired clinical judgment*
- *Patient harm/negligence*
- If intoxication is suspected, faculty will inform the student that he or she cannot remain at the facility and, for personal and public safety, must obtain transportation.
 - *Local police will be notified when a student is unable to obtain alternative transportation.*
- The student must submit to a drug screen, at a facility of their choosing, by 5pm of the occurrence date.
 - *The student is responsible for the entire cost of the drug screen.*
- The student's drug screen will be considered positive if testing is not completed by 5pm of the occurrence date.
 - *It is the student's responsibility to find an agency and/or schedule an appointment to complete the drug screen.*
- The nursing department reserves the right to request a random drug screen from any student at any time.

Consequences of Failure to Participate in or Cooperate with Testing

An instance of failure or refusal to participate in or cooperate with testing shall be deemed an occasion of impermissible drug/alcohol use that justifies dismissal under the BSN Program policy on Dismissal from the Program.

Possession and Distribution of Drugs or Alcohol

Any student arrested for possession of drugs or alcohol must notify the DON Chair within twelve (12) hours of the incident and cannot participate in patient care or clinical until the allegations are resolved. This is to be in compliance with the policies and procedures of our practice care partners. Failure to notify the DON Chair or designee within twelve (12) hours will result in dismissal from the program.

Consequences of Impermissible Drug Use

When prohibited drug and/or alcohol use has been confirmed through positive test results, the student shall meet with the DON Chair or designated representative and be dismissed from the program.

Any information concerning a student's alleged or confirmed use of drugs/alcohol shall be restricted to institutional personnel and the South Carolina Board of Nursing. No individual test results of the drug/alcohol screen will be provided to clinical agencies. No release of such information will be made without the student's written consent, unless in response to appropriate judicial process. The institution, however, will not voluntarily disclose such information in the absence of a subpoena or court order.

Program Learning Outcomes

The baccalaureate generalist in nursing prepares the graduate to:

- Utilize the liberal education courses as the cornerstone for study and practice of professional nursing
- Incorporate the knowledge and skills in leadership, quality improvement, and patient safety in the provision of high-quality health care

- Provide safe, effective, and compassionate care to all individuals and groups across the lifespan based upon the principles and models of evidence-based practice, understand the research process, have the ability to retrieve, evaluate, and synthesize evidence in collaboration with healthcare team members to practice in a manner that improves patient outcomes
- Incorporate information management, patient care technologies, and communication devices in providing safe and effective patient care
- Incorporate information on healthcare policies, including financial and regulatory, directly and indirectly influencing the nature and functioning of the healthcare system in professional nursing practice
- Demonstrate effective inter-professional communication and collaboration through verbal, nonverbal and written communication skills to practice individual accountability, patient advocacy, conflict resolution principles, and teambuilding strategies
- Integrate knowledge and skill derived from the physical sciences, bio-psycho-social sciences, humanities, and nursing in the provision of holistic care to individuals, families, groups, communities, and populations across the life span with a focus on health promotion, disease and injury prevention
- Demonstrate and utilize principles of legal ethical core values of professionalism with the application of professional values of altruism, autonomy, human dignity, integrity, and social justice in the delivery of care to all patients across the lifespan
- Utilize the roles of provider of care, manager/coordinator of care, and member of the profession in developing and providing safe, effective, and compassionate care to all patients across the lifespan with diverse multicultural needs. This includes but is not limited to cultural, spiritual, ethnic, gender and sexual orientation to diversity (AACN, Baccalaureate Essentials, 2008)

Disclaimer

Faculty members have the prerogative to schedule extra learning activities, change course content and test/exam dates as deemed appropriate, related to learning outcomes. If the syllabus is changed for any reason, faculty will notify students on the announcement page of Blackboard and/ or by email.

RN to BSN Plan of Study

Core Courses Offered in the Fall Semester	
NRN 333 Health Assessment and Promotion in Nursing Practice (5:3-6)	13 semester hours
NRN 334 Research in Practice (3)	
NRN 445 Population-Focused Nursing Care (5:4-3)	
Core Courses Offered in the Spring Semester	

NRN 448 Healthcare Policy Development (3) NRN 449 Leadership and Management in Nursing (5:4-3) NRN 302 Principles of Pathophysiology (3)	11 semester hours
Core Courses Offered in Summer I Semester	
NRN 332 Professional Nursing and Nursing Practice (3) IPHC 450 Healthcare Informatics (3)	6 semester hours
Total Hours: 30	

RN to BSN Course Descriptions:

NRN 302 Principles of Pathophysiology (3) This course examines the physiologic mechanisms underlying selected alterations in health that occur throughout the life cycle. Relationships between physiologic responses and environmental influences are explored as these factors interact adversely on body system functioning. Coping and adaptation, as normal human responses to potential or actual health problems, are emphasized as well as selected diseases, evaluation, and treatment processes.

NRN 332 Professional Nursing and Nursing Practice (3) Explores the past, present, and future of professional nursing. Emphasis is placed on critical thinking and life-long learning, professional values and philosophies, socialization and role development of the professional nurse, and the legal and ethical aspects of nursing practice.

NRN 333 Health Assessment and Promotion in Nursing Practice (5:3-6) This course provides the RN to BSN student the opportunity to refine and validate therapeutic nursing skills and interventions necessary to provide culturally sensitive physical assessment, health promotion, and health protection to patients across the lifespan. Emphasis is placed on communication, teaching-learning, critical thinking, diagnostic skills in relation to clinical decision-making, and the delivery of evidence-based nursing interventions. The practicum for this course is designed to strengthen the RN's clinical judgment and assessment skills.

NRN 334 Research in Practice (3) (Nursing RN-BSN 334 is same as Interprofessional Healthcare 334). This course examines the steps of the research process and provides the student with the basic skills and knowledge to evaluate research. Emphasis is on the review and critique of published nursing research with consideration of the utilization of research findings to develop evidence-based nursing practice. Ethical considerations in research are addressed. Credit cannot be received for both Nursing RN-BSN 334 and Interprofessional Healthcare 334.

NRN 445 Population Focused Nursing Care (5:4-3) This course is designed to develop the RN to BSN student's knowledge and skills in applying health promotion and disease prevention frameworks, nursing and public health concepts, epidemiology, and environmental health knowledge in providing care for populations in the community. Emphasis is placed on community assessment strategies, community partnerships, and the design, implementation, and evaluation of interventions for health promotion and disease prevention. The practicum of this course is designed to challenge the critical thinking and clinical decision-making skills of the

RN, as the RN will analyze and synthesize data to develop health promotion and disease prevention strategies for that specified population within the community.

NRN 448 Healthcare Policy Development (3) (NRN 448 is same as IPHC 448). This course offers the student the opportunity to discuss healthcare policy and explore political system operations. Disparity in care and social inequity for vulnerable populations such as the uninsured, elderly, physically or cognitively disabled, and terminally ill are discussed. Current healthcare issues such as quality of care are analyzed. Funding of the US healthcare system, both private and public, is evaluated. Comparisons are made to other industrialized nations' healthcare systems. Value systems are analyzed as they impact healthcare reform. Emphasis is placed on the professional's role as a change agent in the political arena and healthcare system. Credit cannot be received for both NRN 448 and IPHC 448.

NRN 449 Leadership and Management in Nursing (5:4-3) This course provides the RN to BSN student the opportunity to explore the organizational structures, management roles, and leadership behaviors within healthcare systems. Systems theory is utilized, and relevant issues such as employee management, budgeting, communication, interprofessional teamwork, quality improvement, and ethical decision-making within organizations are addressed. Group process and change theory are also emphasized. For the practicum of this course, the RN will synthesize the application of theory, evidence-based practice, nursing management, and leadership.

IPHC 450 Healthcare Informatics (3) This course will provide an overview of health information management including computer technology, information management and distribution, as well as practice implications. Students will explore technological resources designed to improve communication, education, and delivery of healthcare and evaluate legal and ethical issues related to health information systems. Additionally, students will employ information technology to improve healthcare delivery by designing support tools to improve clinical practice, promote public health, and enhance disease management.

Practicum Requirements

Students taking classes with a practicum component must complete Passport Learning annually. Passport Learning may be accessed at <http://passport.carelearning.com/>. Students are to also complete CastleBranch requirements.

Grading

Grading Scale:

Alphabetic	Raw Score
A	94-100
B +	90-93
B	87-89
C+	83-86
C	80-82
D+	76-79
D	73-75
F	72 or below

Rounding

Per policy, only final grades will be rounded. Final grades of 0.50 or greater will be rounded up to the next whole numeric value. Therefore, a 79.50 is the minimum grade needed to pass this course, as this is rounded to an 80. Exam and quiz scores will not be rounded and will be entered in grade book in Blackboard to the nearest hundredth of a percent.

Grading Grids (Rubrics)

Grading Grids (rubrics) are utilized to provide appropriate assignment feedback to the on-line student, and to maintain consistency in assigning grades. Grading Grids for each individual assignment can be found in the within the course in Blackboard. The appropriate Grading Grid must be pasted at the end of each assignment before it is sent to the faculty for grading. Papers and projects will not be graded without the Grading Grid.

Discussion Board Guidelines

Discussion board is a mechanism developed for class discussion. It is intended to be informal, yet respectful. For assigned week(s) one or more question(s) will be placed in the discussion board forum in the course. It is expected that all students will respond to each question(s).

For full discussion board credit, the student's main response to each question must be posted by 11:59 pm of the assigned week. Each student must respond to at least two classmates' posts by 11:59 pm of the assigned week for full credit. Therefore, each student will have a total of three (minimum) posts for each question in the discussion board. ***It is expected that all students will read all posts.*** Any questions posed by the faculty or a classmate in discussion board must be responded to.

Keep in mind that although this is an informal posting, if a student is using information obtained from another source the reference information must be provided as part of your post. Politeness and courtesy are expectations. Any post that appears spiteful or judgmental will be deleted. The discussion board is one of the best learning tools in an online or hybrid course.

On-line Participation

The purpose of online discussion is to encourage reflection and sharing of different knowledge and experiences. The student is responsible for reading all postings within the discussion board, responding to student questions directed to you individually, and meeting the discussion board criteria of posting your major response, and responding to at least two of your classmates' posts.

Because the discussion board adds to the learning of your classmates, discussion and contribution is taken seriously. You will be evaluated on the quality of your contributions, your insight, contribution to knowledge, and by inspecting the frequency of your postings and reading of the discussion.

Discussion Board Grading Rubric: No Quotes!! Must paraphrase all information! The following rubric will be used to evaluate and grade online discussion board questions and participation:

Initial Post (50 points)	1st Peer Post (25 points)	2nd Peer Post (25 points)
➤ Must be on time ✓ 10 points	➤ Must be on time ✓ 5 points	➤ Must be on time ✓ 5 points

<ul style="list-style-type: none"> ➤ Each question &/or key issue of interest must be addressed <ul style="list-style-type: none"> ✓ 10 points ➤ All responses must be substantive & include the essential components and information required for a complete and thorough response of the question(s) &/or key issue(s) <ul style="list-style-type: none"> ✓ 10 points ▪ <i>All responses must be based on information found in the course textbook, not from opinion or personal experience</i> ➤ Posts must include a minimum of one reference & the course textbook must always be cited-no exceptions <ul style="list-style-type: none"> ✓ 10 points ▪ <i>Additional resources may be used, however the course text must be cited</i> ➤ Each reference(s) must be cited accurately in APA format (7th edition) <ul style="list-style-type: none"> ✓ 5 points ▪ 1-2 APA errors: 2 points ▪ More than 2 APA errors: 5 points ➤ Posts must be grammatically accurate to include subject-verb agreement, spelling, punctuation, etc. <ul style="list-style-type: none"> ✓ 5 points 	<ul style="list-style-type: none"> ➤ Each peer response must be substantive; meaning, that student responses must depict a reflection on another's response to the discussion <u>by referencing or identifying key points as well as adding new thoughts or ideas supported by the course textbook</u> <ul style="list-style-type: none"> ✓ 10 points ▪ <i>All responses must be based on information found in the course textbook, not from opinion or personal experience</i> ➤ Posts must include a minimum of one reference & the course textbook must always be cited-<u>no exceptions</u> <ul style="list-style-type: none"> ✓ 5 points ▪ <i>Additional resources may be used, however the course text must be cited</i> ➤ Each reference(s) must be cited accurately in APA format (7th edition) & be grammatically accurate to include subject-verb agreement, spelling, punctuation, etc. <ul style="list-style-type: none"> ✓ 5 points ▪ 1-2 APA errors: 2 points ▪ More than 2 APA errors: 5 points 	<ul style="list-style-type: none"> ➤ Each peer response must be substantive; meaning, that student responses must depict a reflection on another's response to the discussion <u>by referencing or identifying key points as well as adding new thoughts or ideas supported by the course textbook</u> <ul style="list-style-type: none"> ✓ 10 points ▪ <i>All responses must be based on information found in the course textbook, not from opinion or personal experience</i> ➤ Posts must include a minimum of one reference & the course textbook must always be cited-no exceptions <ul style="list-style-type: none"> ✓ 5 points ▪ <i>Additional resources may be used, however the course text must be cited</i> ➤ Each reference(s) must be cited accurately in APA format (7th edition) & be grammatically accurate to include subject-verb agreement, spelling, punctuation, etc. <ul style="list-style-type: none"> ✓ 5 points ▪ 1-2 APA errors: 2 points ▪ More than 2 APA errors: 5 points
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Communication Policy for Blackboard Learn

On-line classes require a special set of guidelines to enable equal participation for all students, and to assure privacy, respect, and accountability are maintained. On-line discussions are an integral part of the RN to BSN. The intent of on-line discussions (discussion boards) is to replace the sharing that would occur between students in the classroom, to allow faculty to identify student learning and correct misconceptions, and to share in the educational process as

professional nurses. To help you become accustomed to working in an on-line classroom, the following guidelines are listed to help you become accustomed to working in an on-line classroom:

1. Students are expected to check their email and discussion board at least every two days daily for student posts and faculty updates
2. The faculty instructor will determine which week(s) discussion board questions will be done and set a time for required student responses. Students are to respond to each primary question as assigned (11:59 PM) and respond to at least two classmates' posts in each discussion board question(s) as assigned for full discussion board credit for the question. Additional detailed information on discussion board participation can be found in the course material in Blackboard and in each course syllabus
3. Professional respect requires students to respond to discussion board questions directed to them specifically by their peers
4. A grading rubric will be utilized to assign grades for each week's discussion participation by each student. The student will find the rubric in the course materials in Blackboard, as well as in each course syllabus
5. Some courses will require the students to work in groups. A designated group discussion site will be made available for these discussions. It is highly encouraged that the students utilize the Blackboard group discussion site for their team communications. If a question of equal participation comes up, the faculty will be able to review the group discussions to assess each group member's role
6. Do not dominate the discussion. Stay on topic. If you have something you want to address that is off topic, email the person directly. General questions can be posted in the Faculty Forum section of the discussion board
7. Use a positive and respectful tone
8. Abusive comments will not be tolerated. You may lose points, or this may be grounds for being asked to leave the course. If you are dealing with a sensitive or controversial topic, take time to reflect and write your responses in WORD first before posting so you don't regret a response later
9. Typing in WORD before posting will help you eliminate spelling and grammatical errors. Using all caps to highlight a point is generally considered "shouting" online
10. Reference all information used in your post that is not your own knowledgebase
11. Although information shared online cannot be assumed to be private, please respect the examples and information shared by others

12. Each course faculty will monitor and respond to discussion board posts as appropriate. However, the discussion board itself is intended to be student-directed

Netiquette

All members of the class are expected to follow rules of common courtesy in all email messages, and threaded discussions. Respect is required. If your discussion post is a response, begin the post with the student's name. Please write your name at the end of all discussion postings so we know who has contributed to the learning process.

Course Withdrawal Policy

A student is expected to follow the course schedule for which he/she registers. However, prior to the withdrawal date a student may initiate withdrawal from a course. Withdrawals requested prior to the withdrawal date will have a recorded grade of W. After the withdrawal date, a student may not initiate withdrawal from a course. Withdrawal dates will be November 10 in fall semesters and April 10 in spring semesters. In the event that November 10 or April 10 fall on a Saturday or Sunday, the withdrawal date will be the Monday immediately following that date. When a student initiates withdrawal from a course, the withdrawal is not complete until the student fills out a Drop Form, obtains all required signatures, and delivers the form to the Registrar's Office.

A faculty member may withdraw a student from his/her course at any time during a semester prior to the submission of senior or final grades, and the grade recorded will be W. Reasons for withdrawal may include, but not be limited to, course policy or Honor Code violations. Students withdrawn from a course for an Honor Code violation may be assigned a grade of F in accordance with individual course policies. When a faculty member withdraws a student from a course, the withdrawal is not complete until the faculty member fills out an Automatic Dropping of Students Form, obtains the signature of the Department Chair or Dean, and delivers the form to the Registrar's Office.

Thank you for choosing FMU's RN to BSN Program!

Updated 03/25/2023, NR

Appendix A. CastleBranch Instructions



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

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

Package Code **FC28**:

About

About CastleBranch

Francis Marion University - Nursing - RN to 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.

Appendix B. CareLearning Passport Instructions



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.