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**SCHOOL OF NURSING
ADMINISTRATION**

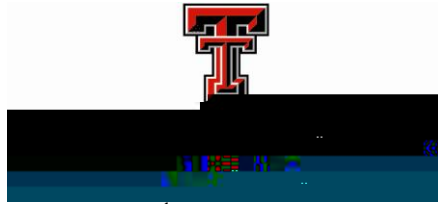
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ADMISSIONS and STUDENT AFFAIRS PROGRAM CONTACT INFORMATION

Undergraduate Department

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EXPECTATIONS OF STUDENTS

Maintaining Good Standards

Each student is expected to meet the objectives of each area of study and is required to:

Keep apprised of and adhere to the rules and regulations of *TTUHSC Student Handbook Code of Professional and Academic Conduct*

STUDIES REQUIREMENTS

ACADEMIC REQUIREMENTS

Students matriculated in the TTUHSC SCHOOL OF NURSING are expected to maintain good academic standing while enrolled in the SCHOOL OF NURSING in accordance with the

Non-Traditional Undergraduate Department

Second Degree Web-Based BSN Studies

Maintaining Minimum Academic Requirements

Maintain a 2.0 GPA for each semester and overall cumulative.

-nursing (degree required) courses is required.

Students earning an overall cumulative GPA or a semester GPA less than a 2.0 in the semester of graduation are ineligible for graduation.

Academic Dismissal

) in any course in the 2nd Degree

Students will be dismissed from the School of Nursing.

Failing to meet expected standards may result in academic dismissal at any time. This includes but is not limited to unsafe clinical practice or student misconduct.

RN-BSN Studies

A student must earn a 2.0 in each course in the required curriculum.

Academic Dismissal from the TTUHSC School of Nursing MSN Program - will result from the following circumstances:

Students earning
Students earning
Students earning

second graduate course even though one graduate courses has been retaken and a

Maintaining Minimum Academic Requirements in the DNP Program

Grades are reviewed each semester and progression in the DNP Program is determined by the Department Chair, DNP Program Director and DNP Committee.

DNP doctoral courses. Students with a cumulative or semester GPA below 3.0 are placed on academic probation.

doctoral course are eligible to repeat that course one time only pursuant to recommendation of course faculty.

Students earning an overall cumulative GPA or a semester GPA less than a 3.0 in the semester of graduation/completion are ineligible for graduation/completion.

Clinical Attendance, Participation and Responsibilities

Specific procedures for notifying course faculty and agencies about absences are given during each course's orientation session.

Students participating in officially approved trips are responsible for notifying faculty of their departure and return schedules. The faculty so notified should not penalize students for such absences, although the students are responsible for the material/experiences missed.

CARD HOLDER REQUIREMENTS

SCHOOL OF NURSING students are required to be current card holder in one or more of the following upon entry to the SCHOOL OF NURSING: Basic Life Support, Advanced Cardiovascular Life Support, Pediatric Advanced Life Support, Neonatal Resuscitation Program. Specific requirements for each SCHOOL OF NURSING degree are listed below.

Failure to maintain proper certification will result in being withheld from clinical settings, which would delay progress through the nursing program, and/or result in a hold being placed on records and/or a delay in graduation.

The SCHOOL OF NURSING F. Marie Hall *SimLife Simulation* Center offers courses for

- First Aid
- Basic Life Support (BLS) with AED training
- Advanced Cardiovascular Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)

For information contact the F. Marie Hall *SimLife Simulation* Center at 806-743-2723.

Undergraduate Programs (Traditional BSN, Second Degree BSN, and RN-BSN)

A current Healthcare Provider Basic Life Support (BLS) card, issued by the American Heart Association is required for enrollment in any undergraduate nursing program. Evidence of current Healthcare Provider status must be maintained and evidence of such must be provided for school records.

CERTIFICATION REQUIREMENTS

Graduate Studies

Leadership Program (MSN and DNP)

Graduate students in MSN Leadership program and the DNP program are required to:

Hold BLS certification when entering the graduate studies and provide evidence of current certification while enrolled in the graduate studies.

Advanced Practice RN Program (Nurse Practitioner and Nurse-Midwifery Tracks)

Graduate students in the MSN are required to:

Hold BLS certification when entering the graduate program and provide evidence of current certification while enrolled in the MSN Program.

Hold ACLS (Advanced Cardiovascular Life Support) certification for the Family, Acute Care, Adult-Gerontology Acute Care, and Nurse-Midwifery MSN tracks. Certification must be provided prior to enrollment in the first population focus course for each track.

Hold PALS (Pediatric Advanced Life Support) certification for the Pediatric track. Certification must be provided prior to enrollment in the first population focus course.

Hold a record of successful completion of a NRP (Neonatal Resuscitation Program) prior to enrollment in the first nurse-midwifery population focus course.

All graduate students in the APRN Program (nurse practitioner and nurse-midwifery tracks) must provide continued evidence of certification while enrolled in the MSN graduate program. Failure to maintain evidence of current certification will result in suspension of clinical activities.

COMPREHENSIVE EXAMS

Undergraduate (prelicensure) students must have a passing score on the comprehensive examination administered in N4620 for traditional students and administered in NURS 4310 for Second Degree students. If the student is not

Traditional Undergraduate Department

Traditional BSN Program

Traditional undergraduate students are required to achieve at least a 2.0 overall cumulative GPA to graduate and complete appropriate graduation paperwork electronically at

LICENSURE APPLICATIONS

The Department Chair for Traditional Undergraduate Department or Non-Traditional Undergraduate Studies will assist currently enrolled pre-licensure students with the Board of Nursing application process. For the Traditional Program the Department Chair will make arrangements with faculty to meet with graduating students to discuss the procedures to register for the NCLEX-RN examination and to complete the licensure application forms. For Second Degree students, information will be posted electronically. Failure to meet the Texas BON deadlines or those deadlines from other states will delay the licensure process. For further information concerning eligibility for licensure, refer to Texas Statutes Regulating the Practice of Professional Nursing (see Eligibility to take NCLEX-RN Examination section of this handbook) or contact the Department Chair.

Students applying for licensure in other states application packet at the beginning of the semester of graduation. Once the packet is received, make an appointment with the Department Chair to review and process the required documents.

PERSONAL APPEARANCE/UNIFORM (Clinical Setting and Simulation Center)

Nursing students are expected to maintain a professional image at all times while in the clinical setting. It is the expectation that the professional uniform of the SCHOOL OF NURSI shall be worn only for clinically related activities. BSN (traditional) and 2^owBSN students must follow the standards listed below

Hospital Clinical Settings

PERSONAL APPEARANCE Classroom Attire

Students are representatives of the TTUHSC School of Nursing, and the nursing profession. Therefore, classroom attire is expected to project and image of professionalism. Minimal expectations are outlined below.

- (1) **Shirts:** Revealing clothing (e.g., spaghetti strap tops, halter tops, midriffs, work-out tops, muscle shirts, sheer or see-thru) is not permitted and proper undergarments shall be worn and not visible. Shoulders should remain covered at all times. T-shirts with inappropriate logos (advertisement of alcohol, cigarettes, drugs and risqué pictures/slogans) are not permitted.
- (2) **Skirts/Shorts/Dresses:** Skirt and shorts length shall be of an appropriate length and may not be tight fitting. Miniskirts and short-shorts are not permitted. Split skirts are permitted, provided they are not tight fitting and fall within the above guidelines.
- (3) **Pants/Slacks:** Pants shall be properly fitting. Pants must be worn properly at the hips. Jeans with holes that expose the skin are not permitted. Pajama bottoms or other garments that could be mistaken as casual sleep attire are not permitted. Athletic attire with appropriate length of shirt is acceptable. Undergarments should not be exposed in any way.
- (4) **Scrubs:** Scrubs are appropriate for clinical and lab setting, but are not appropriate for everyday use. Exceptions

campus. Eligibility for the scholarship is based upon the criteria as established by each donor and the TTUHSC School of Nursing.

A student who holds a competitive scholarship of at least \$1,000 for the academic year or summer for which the student is enrolled and who is either a non-resident or a citizen of a country other than the United States of America is entitled to pay the fees and charges required of Texas residents without regard to the length of time the student has resided in Texas. For more information please contact the scholarship office at

ACADEMIC

Graduate Department

Leadership Program (MSN and DNP)

Academic advisement for students enrolled in Leadership Program (MSN and DNP) is directed by the Department Chair. The Graduate Program Coordinator will assist with academic advisement. The student signs and receives a copy of his/her degree plan at orientation and is expected to follow this degree plan when registering for courses. The Graduate Program Coordinator, in collaboration with the Department Chair, assists students with academic planning, staying informed of curriculum changes, and facilitating problem-solving related to their progression through the degree plan. Graduate faculty are consulted regarding academic advisement when necessary to best meet student needs. Any question the student has about registration, adding/dropping a course and withdrawing from the SCHOOL OF NURSING should be directed to the Graduate Program Coordinator, who will work closely with the Department Chair to assist students.

Nurse Practitioner and Nurse-Midwifery Tracks

Academic advisement for students enrolled in Nurse Practitioner Tracks and Nurse-Midwifery Tracks is directed by the Department Chair. The Graduate Program Coordinator will assist with academic advisement. The student signs and receives a copy of his/her degree plan at orientation and is expected to follow this degree plan when registering for courses. The Graduate Program Coordinator, in collaboraty

Formation of the Appeals Committee

The student must discuss the concern with the faculty, staff, or student directly involved (or, when necessary, the department chair) within twenty (20) working days of the alleged occurrence or the student will lose the opportunity to make a formal complaint. If students are unable to arrive at a satisfactory conclusion to their concerns via informal processes, they should complete and file a Student Complaint Form Department. The form provides guidance for completing the form and how to file the form. All forms are available at [www.
http://nursing.ttuhs.edu/forms/](http://nursing.ttuhs.edu/forms/)

The student has ten (10) working days from the date of the last meeting with the appropriate faculty, staff, or fellow student to file a written formal complaint form with the Department Chair of their area of study. If the time period exceeds ten (10) working days, an explanation of the reason for the delay must be attached to the complaint form along with a request for an extension of the timeline. The Department Chair considering the written complaint and the student must agree, in writing, upon an extension of the time period for extenuating circumstances. If the time period exceeds ten (10) working days and the student does not have a written extension agreement, the request for an investigation may be denied.

The Department Chair will conduct an investigation of the student's complaint. A written response to the student's formal complaint will be mailed directly to the address the student listed on the complaint form no later than fourteen (14) working days from the date the complaint form was received in the Office of the Department Chair. Students who are not satisfied with the decision of the Department Chair and have additional information to be considered may appeal the decision to the Dean.

Appeal Procedure for Non-Grade Grievance

The student has ten (10) working days from the date of receiving formal notification of the decision of the Department Chair to file a Student Complaint Form - Dean <http://nursing.ttuhs.edu/forms/>. If the time period exceeds ten (10) working days, an explanation of the reason for the delay must be attached to the complaint form along with a request for an extension of the time. The Dean and the student must agree, in writing, upon an extension of the time period for extenuating circumstances. If the time period exceeds ten (10) working days and the student does not have a written extension agreement, the request for an investigation may be denied.

An investigation will be conducted by a representative from the Office of the Dean for any additional information about the student's complaint. A written response to the student's formal complaint will be mailed directly to the address the student listed on the complaint form no later than fourteen (14) working days from the date the complaint form was received in the Office of the Dean. All decisions are final.

All written formal complaint forms and related correspondence are maintained in the TTUHSC School of Nursing observer in the complaint/ grievance process shall reveal any facts, documents, or testimony gained through participating in or observing the complaint/grievance process to any other person, unless required by a court of law to do so or upon the advice of the TTUHSC legal counsel.

Timeline

Due to documented extenuating circumstances, timelines for course related grade appeals might be altered by the Department Chair.

***A business day is defined as a Monday-Friday from 8:00 a.m. to 5:00 p.m. when the SCHOOL OF NURSING offices are open even though students may not be attending classes or clinical assignments.

ACADEMIC DISMISSAL/APPEALS

It is the policy of the TTUHSC School of Nursing to dismiss students who have failed to maintain minimum academic standards as outlined in the TTUHSC School of Nursing Student Handbook.

Procedure for Dismissal

A student shall be recommended for dismissal if the Program Progressions Committee determines that the student has:

- Not performed satisfactorily in academic pursuits; and/or
- Has been deemed unsafe and/or is a risk to patient care; and/or
- Has been deemed by the program progressions committee, for just reason, unfit to continue the study of nursing.

The recommendation will be forward to the Dean of the school.

Upon receipt of the recommendation of the Program Progressions Committee, the Dean may accept, reject and/or modify said recommendation.

Within 10 business days from receipt of recommendations, official notification from the Dean regarding his/her decision will be forwarded to the student via certified mail and/or e-mail.

Appeals Procedure for Academic Dismissal

A student receiving a letter of dismissal may appeal the dismissal within five (5) business days of date of letter by submitting to the Dean through the Assistant Academic Dean for Student Affairs (AADS) a written notice of appeal.

The AADS shall appoint an Academic Dismissal Appeals Committee (ADAC) upon the recommendation by the Dean, comprised of three members of the faculty to hear and determine the appeal. The Programmatic Department Chair and the Chair of the appropriate Program Progressions Committee (or designee) will serve as ex officio members of the Committee and will not participate or be present at deliberations.

ADDING A COURSE

RN-BSN Undergraduate Program

The Early Alert Program provides resources and assistance to the RN-BSN students to ensure their success in the program. The Department Chair requests all course faculty to submit the name of a student who may be in jeopardy of course failure to the Academic Advisor. The Academic Advisor will contact the student by email, which encourages the student to contact the Academic Advisor to discuss available services.

EARLY ALERT GRADUATE STUDENT ASSISTANCE PROGRAM

Leadership Program (MSN and DNP)

The Early Alert Program provides resources and assistance to students enrolled in Leadership Studies to ensure their success in the program. The Department Chair requests all course faculty to submit the names of students who may be in jeopardy of course failure to the Graduate Program Office. The Graduate Program Office develops letters from the fa

The final course grade shall accurately reflect the grade earned according to course grading criteria. At the

INDEPENDENT STUDY COURSE CONTRACT

A student may choose to complete elective course requirements by enrolling in an independent study course. For such courses the student and faculty meet to define specific objectives and complete an Independent Study Contract. Independent Study Contracts are available in the appropriate office and must be on file in the office prior to registering for the course. For more information on Independent Study Courses contact the appropriate academic advisor.

LEAVE OF ABSENCE

All Undergraduate BSN students (Traditional BSN, Second Degree and RN to BSN) considering Leave of Absence must discuss this with their Department Chair. The decision to allow a Leave of Absence rests with the Department Chair, and will only be granted for a period of two semesters. Students who do not re-enroll within two semesters of the Leave of Absence must seek readmission. Failure to file a Leave of Absence Form and failure to re-enroll will result in an institutional withdrawal. Failure to file a Return From Leave Form will delay or prevent enrollment. Leave of Absence Request forms and Return From Leave forms are available on-line at <http://nursing.ttuhs.edu/forms>.

Graduate students may request a Leave of Absence for up to one year. Students who do not re-enroll in the semester following the declared expiration of the Leave of Absence or for one year must seek readmission. Failure to file a Leave of Absence and failure to re-enroll will result in an institutionally initiated withdrawal. Failure to file a Return from Leave form will delay or prevent enrollment. Graduate students who do not enroll in the summer session do not need to file a Leave of Absence unless they take no courses in the Fall or Spring. Leave of Absence Request forms and Return From Leave forms are available on-line at <http://nursing.ttuhs.edu/forms>.

NCLEX RN EXAMINATION ELIGIBILITY

The Texas Board of Nursing (BON) has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the State of Texas. The Declaratory Order is a formal disclosure to the eligibility for licensure prior to entering or completing a nursing program. This Petition should be completed as soon as possible. The review process can take a minimum of 3 months but could be longer depending on the issue and volume of applications. Students who have obtained a Declaratory Order Petition must notify and inform the Department Chair of the outcome of his/her petition. If one of the following statements applies to you, you must complete a Petition for Declaratory Order.

For any criminal offense, including those pending appeal, have you: 1) been convicted of a misdemeanor; 2) been convicted of a felony; 3) pled nolo contendere, no contest, or guilty; 4) received deferred adjudication; 5) been placed on community supervision or court-ordered probation, whether or not adjudicated guilty; 6) been sentenced to serve jail or prison time; court-ordered confinement; 7) been granted pre

NOTE: Orders of Non-Disclosure:

the subject of an order of non-disclosure you are not required to reveal those criminal matters on the declaratory order form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness

history record information that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character.

Statutes and Rules governing the Petition for Declaratory Order may be found in the Texas Occupations Code §§ 301.257, 301.452-304.454 (Nursing Practice Act), and in the Board Rules and Regulations relating to Nurse Education, Licensure and Practice, 22 TAC §§ 213.27-30 and §§ 217.11- website www.bon.state.tx.us.

The Nurse Practice Act was amended during the 2005 Texas legislative session, adding § 301.4535, to authorize the Board of Nursing to deny or revoke licensure to an individual for certain criminal offenses. Under the provision, the BON shall refuse or shall withdraw a license if the person has been convicted of an identified offense or has noted on his or her criminal record a plea of guilty or nolo contendere. The Board of Nursing may consider eligibility for licensure of an applicant, who otherwise would be ineligible for licensure, after the fifth anniversary of the successful completion of and dismissal from probation or parole. The criminal offenses barring licensure, as defined by Texas Penal Code, include the following: murder; capital murder; reckless manslaughter; kidnapping, unlawful restraint, or unlawful transport of a person for payment and punishable as a felony; sexual assault; aggravated sexual assault; indecency with a child, an elderly or disabled person, perpetrator of family violence, an agreement to abduct a child; the sale or purchase of a child; robbery; aggravated robbery; an offense that requires the individual to register as a sexual offender; and convictions for similar crimes in a military tribunal.

PASS FAIL OPTION

Students may not take any courses required for a degree in nursing as Pass-Fail. Courses previously taken as Pass-Fail will not be transferred for credit if the course is required for a SCHOOL OF NURSING degree.

PLACEMENT IN CLINICAL FACILITY

Every effort will be made to place a student in a clinical facility which is convenient for the student in terms of location and range of clinical experiences. The decision for clinical placement rests with the faculty teaching in the clinical course. A student may be removed from a clinical setting at anytime if the faculty teaching the course believes it is in the best interest of the student. All students are guests of the facility where their clinical experiences will occur. As such, students are required to adhere to all policies and procedures of the assigned facility.

PLACEMENT IN COURSE

Students progressing through the program in a regular, uninterrupted sequence are assured space in the nursing courses. Limited resources may restrict the SCHOOL OF NURSING from assuring immediate placement in nursing courses to students whose progress through the program has been interrupted or who are taking courses out of sequence.

READMISSION

Undergraduate Studies

All re

readmission applicants, 3) not eligible. The UPC may assign requirements to be met as a condition of enrollment, i.e. readmission on a part-time degree plan.

Graduate Studies

All requests for readmission must be made no later than the application deadline listed in the SCHOOL OF NURSING Catalog for the semester in which readmission is requested. The Graduate Program Department Chairs and MSN and DNP Committees are responsible for overseeing all readmissions to the SCHOOL OF NURSING Graduate Program. Readmission of a student who has been dismissed or who withdrew for academic or disciplinary causes is also based upon the decision of the Department Chair and MSN or DNP Committee.

A student seeking readmission must comply with the following:

- Submit a letter requesting readmission to the Graduate Studies

- Meet all recommendations and requirements set forth by the Department Chair and MSN or Doctoral Studies Committees

- Complete online application and meet admission criteria for full admission

REGISTRATION

Students register for courses via the WebRaider Portal

generally based on student classification. Specific information on how to register is provided by the Academic Advisor, after student advisement.

SUSPENSION AND RETENTION

Students must meet school and program standards, refer to the TTUHSC operating policy 77.05. <http://www.ttuhs.edu/hsc/op/op77/op7705.pdf>

TEXTBOOKS

COUNSELING SERVICES

As in all professional health fields, if stress is not dealt with effectively, it can interfere with optimal academic performance. If a student feels that he/she is experiencing excessive stress, the SON highly recommends self-referral for counseling. The following are the counseling options available for Lubbock, Permian Basin, and off-campus long distance education students.

Program of Assistance for Students (PAS) - The PAS is a professional, confidential, no cost counseling service for students and family members living in their households. Five sessions (per household) per academic year are available from licensed counselors who can provide assistance for a variety of problems related to daily living, including: family and relationship problems, depression, alcohol and drug abuse, anxiety and stress. No information is released to anyone in the SON and use of the program does not become part of a student's record. PAS offices are located on the first floor of the West Wing of TTUHSC. To schedule an appointment for yourself or a member of your household, Lubbock students can call 806-743-1327 and identify yourself as a SON student. The number for students in other areas is 800-327-0328. Daytime and evening appointments are available.

Abilene students can receive counseling through the Program of Assistance for Students (PAS). The contact person for PAS services in Abilene is Dr. Korinek, PAS Director, 806-743-1327 or 800-327-0328.

Austin students should contact: Samaritan Center for Counseling at (512) 451-7337 (select 0#) or email info@samaritan-center.org. Mention that you are a TTUHSC student and would like to use your PAS counseling benefit.

Amarillo students can receive counseling through the Program of Assistance for Students (PAS). The contact person for PAS services in Amarillo is Ron Owens, PhD, 806-354-5620.

Lubbock students have two options for counseling services, the Student Counseling Center (SCC) or the Program of Assistance for Students (PAS). For information on the SCC go to the website <http://www.depts.ttu.edu/scc/> and for the PAS program go to their website http://www.ttuhscc.edu/student-services/documents/PAS_Document.pdf.

Permian Basin students can receive counseling through the Program of Assistance for Students (PAS). The provider for PAS services in the Permian Basin is the Samaritan Counseling Center of West Texas, 432-563-4144.

Off-campus long distance education students who want to receive counseling services should contact the Lubbock office of the Program of Assistance for Students (PAS) - 800-327-0328 - to inquire about the availability of counseling services in their area.

A 24-

To initiate your background clearance, go to the website www.TexasTechHSCBackground.com and follow the step process. The profile information you input will be sent directly to TTUHSC upon completion.

The following searches are required for students pursuing clinical training through TTUHSC and will be conducted by American DataBank:

1. Criminal History Record Information Search (including all residences for the last seven years);
2. Social Security Number Trace (residential history, state and year SSN issued);
3. Sex Offender Registry;
4. Office of Inspector General Sanction Report;
5. General Services Administration Excluded List;
6. Office of Foreign Asset Control; and
7. Texas State Exclusion List.

Additional background checks are required after a break in enrollment in accordance with TTUHSC OP 10.20 <http://www.ttuhs.edu/hsc/op/op10/op1020.pdf>.

If an applicant believes the record is in error and gives written notification to the School of his/her intent to challenge the report, matriculation will be put on hold pending the outcome of the challenge. Should the applicant fail to notify the School of his/her intent to challenge or it is determined that the record is accurate at the conclusion of a vendor challenge by an applicant; the admission offer will be withdrawn.

*** Effective January 2013, the TTUSHC School of Nursing will begin utilizing the Texas Board of Nursing Criminal Background Check Process. Students will receive instruction on this new process prior to matriculation into their programs.

DEPARTMENT

Due to the intensity of the Second Degree Program, students enrolled in this program must make a commitment not to seek employment during the three semester program. Students who are unable to make this commitment may be ineligible for admission to this program.

FACULTY OFFICE HOURS

Faculty members maintain a sched

Appointments should be made if posted office hours are inconvenient. Some faculty may choose to have virtual office hours via the Internet.

FINANCIAL INFORMATION

Contact TTUHSC Financial Aid Office at 806-743-3025 or www.ttuhsu.edu/financialaid.

HEALTH INSURANCE

Students are required by TTUHSC to pay a Medical Service Fee each semester. With this fee you can access healthcare at no charge for minimal or limited minor problems. Access to this healthcare is through a TTUHSC clinic or a regional contracted provider (when available) for our distance students. This fee is *only* waived for those distance students located in regions with no medical provider.

TTUHSC and the School of Nursing **strongly recommends** that each student maintain health insurance to cover major medical, emergency care, specialty care and pharmacy services. Students should note that many of the facilities where students receive their clinical training **require** each student to be covered by health insurance. Hospital or clinic personnel may ask you for proof of coverage at any time. Students may be denied access to clinical experience, at the discretion of the facility, if not covered by health insurance. The HSC Office of Student Services can provide information on several insurance resources for students or you can visit www.ttuhsu.edu/student-services/student-health.aspx for further information.

HEALTH SERVICES FOR TTUHSC STUDENTS

Medical services for TTUHSC students are available at the Lubbock, real edical, emn-c44C 1JET Ercal of

interlibrary loan and photocopy services, reference services, and Internet access/connectivity. The Preston Smith Library of the Health Sciences, a 50,000 square foot facility on the Lubbock campus, features 29 group study rooms and a 60 station Learning Resource Center (LRC).

Numerous online databases are available for use including: MEDLINE, PubMed, CINAHL Plus with Full Text, Nursing Reference Center, Anatomy.tv, Health and Psychosocial Instruments, LEXICOMP, MICROMEDEX, PsycINFO, MedlinePlus, EXAM MASTER online (NCLEX-RN), Web of Knowledge,

offenders who intend to volunteer, work or carry on a vocation (including full-time or part-time employees and employees of outside contractors) on any campus of Texas Tech University System for a consecutive period exceeding fourteen (14) days or for an aggregate period exceeding thirty (30) days in a calendar year are required to register with the campus police department within 7 days of beginning work on any campus of Texas Tech University System.

In addition, all such sex offenders are required to notify campus police within seven (7) days of terminating attendance or work on any campus of Texas Tech University System. Failure to register, as required, may subject such individuals to criminal penalties. Questions about this new requirement should be addressed to the Texas Tech University Police Department, 2901 4th Street, Lubbock, TX, 79409, (806)742-3931.

RESEARCH

does not prohibit students from joining and participating in online communities as individuals. However, any online behavior that violates the TTUHSC Student Code of Professional and Academic Conduct which is brought to the attention of school officials will be treated as any other violation of the Student Code of Conduct. Please contact the Assistant Academic Dean of Student Affairs if you have q

STANDARD PRECAUTIONS

Students are responsible for adhering to standard precautions as governed by the Center for Disease Control and Prevention (CDC). Information on the CDC standard precautions is disseminated to the students during new student orientation.

settings. Refer to the CDC Standard Precautions at <http://www.cdc.gov/>.

During orientation to the School of Nursing, time is allowed for the following:

- Presentation and discussion of the CDC's Recommended Standard Precautions and
 - An in-depth review of the SCHOOL OF NURSING's policies dealing with communicable diseases.
- Students will not be allowed into the clinical area until they have signed the Consent for Adherence to the CDC's Recommended Standard Precautions. This consent form will be placed in the student's file in the appropriate program office.

Because the potential diseases in a patient's blood and body fluids cannot be known, blood and body fluid and substance precautions recommended by the CDC should be adhered to for all patients and for all specimens submitted to the laboratory. These precautions, called "standard precautions", should be followed regardless of any lack of evidence of the patient's infection status. Routinely use barrier protection to prevent skin and mucous membrane contamination with

secretions and excretions, except sweat, regardless of whether or not they contain visible blood
body fluids of all patients and specimens
non intact skin
mucous membranes.

Linen

Handle, transport, and process used linen soiled with blood, body fluids, secretions and excretions in a manner that prevents skin and mucous membrane exposures and contamination of clothing and avoids transfer of microorganisms to other patients and environments.

Mask, Eye Protection, and Face Shield

Wear a mask, eye protection and face shield to protect mucous membranes of the eyes, nose, and mouth during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions and excretions.

Occupational Health and Blood-borne Pathogens

Take care to prevent injuries when using needles, scalpels and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments and when disposing of used needles. Never recap used needles or otherwise manipulate them with both hands and any other technique that involves directing the point of a needle toward any part of the body; rather, use either a one-handed scoop technique or a mechanical device designed for holding the needle sheath. Do not remove used needles from disposable syringes by hand and do not bend, break or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades and other sharp items in appropriate puncture-resistant containers located as close as practical to the area in which the items were used. Place reusable syringes and needles in a puncture-resistant container for transport to the reprocessing area.

Use mouthpieces, resuscitation bags or other ventilation devices as an alternative to mouth-to-mouth resuscitation methods in areas where the need for resuscitation is predictable.

Patient Care Equipment

Handle used patient care equipment soiled with blood, body fluids, secretions and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing and transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been appropriately cleaned and reprocessed and single use items are properly discarded.

Patient Placement

Place a patient who contaminates the environment or who does not (or cannot be expected to) assist in maintaining appropriate hygiene or environmental control in a private room. If a private room is not available, consult with infection control professionals regarding patient placement or other alternatives. Additional information is on reserve in the Preston Smith Library Teach/Learning Center for clinical courses.

STATE PRIVACY POLICY

y means of a form that the individual completes and files

in connection with the electronic form must state:

- with few exceptions, the individual is entitled on request to be informed about the information that the state governmental body collects about the individual;
- the individual is entitled to receive and review the information;
- the individual is entitled to have the state governmental body correct information about the individual that is incorrect.

If TTUHSC collects information about a website user on its Internet site, including his or her identity and computer network location, we must post what types of information we are collecting about the website user on the Internet site. Finally, TTUHSC must establish a reasonable procedure to correct information about an individual.

STUDENT TRAVEL POLICY (OP 77.08)

Students are required to adhere to TTUHSC Student Travel Policy in the *TTUHSC Student Handbook Code of Professional and Academic Conduct* at <http://www.ttuhs.edu/hsc/op/op77/op7708.pdf>, Part VIII, Student Travel Policy.

TOBACCO FREE ENVIRONMENT (OP 10.19)

The TTUHSC is committed to the health of our students, patients, faculty, staff and the public in general. As an institution whose mission is to provide excellence in health care education and service, we are a smoke-free campus,

both indoors and outdoors. Violations will be treated seriously and violators will be subject to disciplinary action as prescribed by existing operating and Board of Regents policies. Refer to the TTUHSC OP 10.19 *TTUHSC Student Handbook Code of Professional and Academic Conduct* at <http://www.ttuhs.edu/hsc/op/op10/op1019.pdf>, Part I, B Tobacco Free Environment.

TRANSCRIPTS

Room 2C400 or by faxing request to 806-743-3027. The written request must contain the following information: student name, social security number, current mailing address, phone number, program information and signature. Requests can also be made via the web at <http://www.ttuhs.edu/registrar/documents/TranscriptRequest.pdf>.

TRANSFER BETWEEN CAMPUSES

Transfer requests from one campus to another are granted based on space availability.

TUTORING

Tutoring services for the BSN (pre-licensure) students can be obtained for all required courses through the appropriate program office.

WEB CT/BLACKBOARD

Learning Management System (LMS) used as an authoring tool for teachers, professors, and staff developers who create online courses for teaching. Texas Tech University and TTUHSC have licensed WebCT for use in the traditional classrooms and online distance programs. Instructors use WebCT to organize their course materials and make use of the study and communication tools offered by WebCT, including course content, an online calendar, chat rooms, discussion forums, grade books, quizzes and announcements.

TTUHSC is transitioning from the current Learning Management System (LMS), WebCT/Blackboard to SAKAI. SAKAI is a Collaboration Learning Environment (CLE) used for providing online course content delivery, in addition to research collaboration. Effective January 2013, all programs based out of the TTUHSC Lubbock Campus will be on SAKAI.

WITHDRAWAL FROM SCHOOL OF NURSING

Undergraduate Nursing Students

For students enrolled in an Undergraduate Program (Traditional BSN, Second Degree BSN or RN-BSN) withdrawal from all courses or non-registration/enrollment during any semester constitutes withdrawal from the SCHOOL OF NURSING.

withdraw from the School of Nursing. Lack of enrollment in a course without a LOA form constitutes withdrawal from

WORLD WIDE WEB

Computer access to the SCHOOL OF NURSING Web page is required in all SCHOOL OF NURSING programs. Access to nursing schedules, course syllabi and other essential health related links are necessary to proceed through the SCHOOL OF NURSING programs. Internet access accounts can be purchased through any Internet provider for use on a home computer. Computer access can also be gained through the TTUHSC Library. TTUHSC WWW Addresses:

| WWW Address | Information found at site |
|---|--|
| http://www.ttuhs.edu | TTUHSC main website, access to all TTUHSC programs, schools, announcement page, etc. can be gained from this site. |
| http://www.ttuhs.edu/son | SCHOOL OF NURSING |