THE UNIVERSITY OF LYNCHBURG

Department of Nursing Student Handbook

2024–2025

University *of* Lynchburg

Department of Nursing
Office of the Department Chair
School of Medicine and Health Sciences
1501 Lakeside Drive
Lynchburg, VA 24501
434-544-8324

Welcome to our students,

It is my great pleasure to welcome you to the University of Lynchburg Department of Nursing and our baccalaureate degree program in nursing. I am very proud of our program and our history of service to the community. We have a rich heritage of providing high quality, locally, regionally, and nationally recognized nursing program. Your faculty are very knowledgeable and all bring years of experience and evidence-based practice to their teaching. Each faculty member is also able to provide you with good career advice in addition to being a role model. Our staff are also excellent are ready to answer your questions and assist you when needed. The saying that "your destiny begins here" is a perfect reminder that your future career as a nurse begins during your time here. I know that you will grow tremendously during your time at University of Lynchburg as you begin your journey to becoming the nurse you were destined to become.

This is a very important time in the history of nursing as nurses are experiencing a transition and a shortage to meet the health care needs of our population post-COVID. Each of you has an important role to play. Nursing leaders in all areas are needed.

I look forward to meeting you this year. I wish you success in your education and career.
My very best,

Sharon Kopis, Ed.D, MSN, RN, FNP-C, CNE
Interim Chair
Department of Nursing

Overview Of The Baccalaureate Program

INTRODUCTION

The University of Lynchburg admits men and women students of any religion, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, handicap, gender, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan program, athletic, and other school-administered programs.

The Nursing Student Handbook is designed to provide specific information concerning policies and procedures related to the Department of Nursing. It was developed with the assistance of nursing students and faculty, and we expect that you will find it a valuable resource.
This handbook represents the most current information available at the time of publication for the academic year indicated on the cover. However, the Department of Nursing and University may elect to make changes in the curriculum regulations or other aspects of this program, as policies and procedures are reviewed on a regular basis. Please read the handbook thoroughly and become familiar with its contents. Expectations regarding course and clinical requirements and other general information are thoroughly described. You are responsible for adhering to the policies and following the procedures contained within this handbook. For information regarding general University-wide student policies, see the University of Lynchburg Student Handbook, Hornet.

As you embark on your program of study we, the faculty and staff, are ready and willing to assist you toward the achievement of your goal, that of becoming a professional nurse. We are pleased that you have chosen University of Lynchburg to pursue your nursing career and we look forward to working with you as you progress through the Department of Nursing.

MISSION STATEMENT

The mission of University of Lynchburg Nursing is to provide a student centered liberal arts education that develops nurse leaders to equitably serve a diverse population in a dynamic healthcare system.

Graduates of University of Lynchburg's nursing program will be able to:
1. Make appropriate nursing practice decisions using research and evidence based practice for persons of various ages and health states to promote and improve health care results (AACN BSN Essential II; ANA Standards 1-6 and 13-14; QSEN Evidence Based Practice [EBP]).
2. Provide safe, patient-centered, culturally competent nursing care across the continuum for individuals, families, communities, and populations promoting health and disease prevention (AACN BSN Essential VII & IX; ANA Standards 1-9, 13-14, and 17; QSEN Patient Centered Care, Safety & EBP).

3. Communicate effectively with patients, families, colleagues, and other professional disciplines (AACN BSN Essential VI; ANA Standards 1-6 and 8-10; QSEN Patient Centered Care, Teamwork & Collaboration).
4. Demonstrate effective, ethical use of information technologies to perform and document safe, quality patient care (AACN BSN Essentials IV & VIII; ANA Standards 1-7 and 14; QSEN Informatics and Safety).
5. Demonstrate excellence in writing skills and research by producing creative scholarship that expands nursing knowledge (AACN BSN Essential I & VI; ANA Standards 11-14; QSEN EBP and Quality Improvement [QI]).
6. Positively influence health care outcomes through Interprofessional collaboration to accomplish patient health care outcomes (AACN BSN Essentials VI & VIII; ANA Standards 4-5 and 9-11; QSEN Teamwork & Collaboration).
7. Integrate knowledge of health care policies, systems management, and finance using innovative approaches to promote continuous quality improvement in health care settings (AACN BSN Essential V & VI; ANA Standards 11-17; QSEN QI).
8. Demonstrate professional behaviors and values to model the core attributes of the nursing profession and pursue practice excellence (AACN BSN Essentials VIII & IX; ANA Standards 1-17; QSEN Patient Centered Care, Safety and EBP).

Program Values:
1. Civility
2. Clinical judgment
3. Communication
4. Compassionate care
5. Diversity, equity, and inclusion
6. Ethics
7. Evidence Based Practice
8. Health Policy

ACCREDITATION STATEMENT

The baccalaureate nursing program at the University of Lynchburg is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington DC 20001, (202) 887-6791. For more information the CCNE Standards for Accreditation of Baccalaureate Nursing Programs.

The nursing program is approved by the Virginia Board of Nursing. 9960 Maryland Drive, Suite 300, Henrico, VA 23233-1463, 804.367.4515

CURRICULUM FRAMEWORK

The curriculum structure of the University of Lynchburg Undergraduate Department of Nursing emanates from the mission and goals of the University, School of Medicine and Health Sciences, and Department of Nursing and is founded on liberal arts. The goal of the program is educating an entry-level nurse who is competent in delivering care to diverse populations. To further support liberal arts education the philosophy of the Department of Nursing is based on thoughtful inquiry, ethics, leadership, and service and these threads are incorporated throughout the curriculum. Program pillars include, Safety, Evidence Based Practice/Decision Making, Communication, Informatics, Interprofessional and Interdisciplinary Collaboration, Policies, Systems and Finance, Scholarship and Professional Behaviors. These major concepts are operationalized toward increased complexity within the curriculum. All major concepts of the framework have the inherent understanding that the curriculum is structured in a way to include nursing and diverse populations to impact outcomes. Content and experiential learning opportunities are provided in a variety of health care settings across the lifespan to ensure sufficient knowledge is attained. The curriculum is further enhanced by instilling the values of holistic nursing care. In keeping with the tradition of University of Lynchburg the nursing curriculum supports the values of the University, including Academic Rigor, Active Learning, Commitment to success, integrity, diversity, community, wellness and sustainability.

FOUNDATION

Liberal Arts Nursing is the art and science of supporting the efforts and abilities of diverse populations to promote optimum health responses. Liberal arts education is the foundation upon which the program is built. The curriculum offers liberal arts study both in discrete parts and embeds liberal arts and sciences throughout the nursing curriculum and is integral to the full spectrum of professional nursing practice and the capacity to engage with the community and be civic and professional leaders in society. Professional nursing practice involves a systematic nursing process – assessment, planning, intervention, and evaluation as a framework to identify the state of well-being and to design appropriate nursing interventions to promote optimum health responses.

THREADS

To further build on the liberal arts foundation of the Department of Nursing progressive threads are present throughout all courses, and include thoughtful inquiry, quality improvement, ethics, leadership and service are woven throughout the curriculum. These threads are reflective of the Philosophy of the Department of Nursing.

Thoughtful Inquiry

Thoughtful inquiry is defined as using critical thinking to apply the nursing process, for the attributes of the nursing profession and pursue practice excellence.
betterment of the healthcare systems in order to provide safe, quality patient care to diverse populations.

Quality Improvement

Quality improvement is the act of using data to monitor outcomes of care processes and use improvement methods to design changes to continuously improve quality and safety of health care systems ([QSEN website](#)).

Ethics

Ethics includes values, codes, and principles that govern decision-making and leadership in nursing practice. Ethics within the professional nursing role guides conduct and conflict resolution in inter and intra-professional and nurse-patient relationships.

Leadership

Leadership is defined as the ability to create and maintain effective working relationships by using mutually respectful communication among health care team members and diverse populations. Teamwork, collaboration, delegation, conflict resolution, and financial stewardship, and shared decision-making are used to achieve quality patient centered care.

Service

Service is defined as making meaningful connections and engaging in activities to contribute to the discipline and diverse populations.

PROGRAM PILLARS

To further build on the foundation and the progressive threads of the program the pillars represent pervasive threads that are representative themes and introduced at the fundamental level growing more complex through program progression.

Safety

Safety in health care is defined as the minimization of "risk of harm to patients and providers through both system effectiveness and individual performance" (Cronenwett et al., 2007 & QSEN website). Safety requires implementation of safety principles and collaborative work across the healthcare team in a variety of settings with diverse populations.

EBP/Decision Making Professional

Evidence based practice in nursing practice is grounded in the translation of current evidence into practice. Evidence Based Practice (EBP) integrates the best current evidence with clinical expertise, and patient and family preferences, and values for delivery of optimal healthcare within the health care system, with the goal being improved patient outcomes. (AACN, 2015 & QSEN website).

Communication

Communication is a complex, ongoing, interactive process and forms the basis for building interpersonal relationships. Critical listening, oral, nonverbal, and written skills comprise effective

communication. Additionally, this requires effective use of media including evolving technological modalities to facilitate effective interactions.

Informatics (technology)

Nursing Informatics is the science and practice of using technology to promote the health of diverse populations. Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making. (QSEN website) Nursing uses technologies to support quality and safety at the point of care .

Interprofessional/Interdisciplinary Collaboration

Inter-professional collaboration is the integrated enactment of knowledge, skills, and attitudes that define working together across health professions to improve health outcomes of diverse populations.

Policies

Policies/Systems/Finance Health care policy includes rules, regulations, guidelines and administrative norms and is the legal basis that shapes health care systems and the economics of health care. Health care policy defines a vision for the future; outlines priorities and the expected roles of diverse groups; and guides care for diverse populations and influences health outcomes. Scholarship Scholarship in nursing is defined as those activities that advance and disseminate nursing knowledge. Ethical clinical judgment, inter-professional perspectives, and integration of theory and evidence shape the foundation of scholarship.

Professionalism

Professionalism involves accountability for one's self and nursing practice, including continuous professional engagement and lifelong learning. Professional values are the foundation for practice; they guide interactions with clients, colleagues, other professionals and the public.
1/2020

TIPS FOR SUCCESS

1. Successful students in the Department of Nursingand the nursing faculty offer the following recommendations to support your best learning as you progress towards graduation.
2. Limit outside work to no more than 10-12 hours per week.
3. Use a calendar to organize yourself. This will help you keep track of the tests and assignments.
4. Use that calendar to plan ahead!
5. Use the Writing Center and PASS tutors to assist you in your course assignments.
6. Make an appointment with GO mentoring to help determine strategies to stay organized.
7. Prepare for and attend every class. Announcements and class discussions are essential for adequate learning.

8. Begin early to study for NCLEX, individually and in groups.
9. Form study groups to prepare for tests and assignments. Peer support is an important part of being a nursing student.
10. Do not plan to work the afternoons/nights before clinical. You will need to spend time preparing for your clinical experiences. If you try to both work and prepare for clinical the following day, your sleep will suffer. Sleep deprivation will only compound your stress level.
11. If possible do not schedule elective courses on the afternoons/nights before clinical.
12. If you are a parent, make child-care arrangements so you have time to complete assignments including Pre-clinical assignments and preparations for tests.
13. Be proactive in terms of your stress management rather than reactive.
14. Be assertive with all faculty about asking questions, clarifying issues, and solving problems. Meet with your advisor when attempts to resolve issues are unsuccessful. If still unsuccessful, meet with the Department of Nursing program chair.
15. Meet with your advisor on a regular basis and use her advice to schedule general education courses around your nursing courses.
16. Maintain close communication with faculty in every nursing course.
17. Remember that being a Nursing Student is temporary and that the reward at the end is worth it!

STUDENT WORKLOAD STATEMENT

The 'National Standards for Academic Collegiate Coursework' is described as follows:

- The 'average student' should expect to complete two to three hours of work outside of class for each hour of credit in order to earn an average grade (C). Thus, for a three-credit hour course, an average student should expect to do an average of six to nine hours of work outside of class per week in order to earn an average grade.
- If you are 'bright', you may be able to work fewer hours to receive an average grade. If you have a learning disability, you may have to work more hours to earn an average grade.
- If you are an average student who wishes to earn a higher grade (A or B), you will need to invest additional time in your assignments.
- If you are an average student who does not care about passing the course, you can work less.
- If you find that you are spending an appropriate amount of time studying, but you are not earning appropriate grades, PLEASE come talk to your instructors about it. They may be able to help you devise strategies to study more efficiently.

ADMISSION AND PROGRESSION POLICIES

Please refer to the University undergraduate catalog based on student admission year.

Essential Performance Standards and Functional Abilities for Nursing Students

The University of Lynchburg Department of Nursing is a rigorous and intense nursing program requiring both the mental and physical functional ability of the student. Students are responsible and accountable for the care of clients in a variety of settings and across the lifespan. The functional standards set forth are the essential standards necessary for the student to attain the knowledge, skill, and competencies for the entry level nurse. The National Council of State Boards of Nursing (NCSBN) and the American Association of Colleges of Nursing (AACN) has identified functional abilities required for nursing students and professionals. The Department of Nursing has adopted these basic standards as requirements for all nursing students. Students admitted into the nursing major must be able to meet the expectations of the program and clinical sites.

The University of Lynchburg Department of Nursingis committed to promoting a safe learning environment (on campus or off campus). In order to provide a safe learning environment, students must be able to perform the duties of their roles in a safe, secure, productive, and effective manner and remain able to do so through the entire time they are engaged in learning activities. Students who are not able to do so may present a safety hazard to themselves, their peers, other healthcare providers and the public. For this reason, all students must be physically and mentally capable of safely performing the essential functions of his/her role.

Qualified applicants are admitted and permitted to progress without discrimination with regard to race, color, national origin or ancestry, gender, age, religion, sexual orientation, veteran status or disability. Consistent with the Southern Regional Education Board's recommendations for Nursing education, University of Lynchburg Department of Nursing defines a qualified individual with a disability as "one who with or without reasonable accommodations or modification, meets the program's essential eligibility requirements" (Aiken, 2013). The University of Lynchburg Department of Nursingis committed to ensuring that otherwise qualified students with disabilities are given equal access through reasonable accommodations to its services and education for students with disabilities.

In addition to the standards of behavior and academic conduct set forth in the University of Lynchburg Hornet, the University of Lynchburg Essential Performance Standards and Functional Abilities for the Student Nurse role are provided below.

Critical Thinking

A student must possess the ability sufficient for clinical judgment. This includes (but is not limited to) the ability to:

- identify cause and effect relationships;
- problem solve
- predict/evaluate outcomes
- sequence information

Reading

A student must possess the ability to comprehend English language via written and computerized English language skills.This includes (but is not limited to reading documents) such as:

- protocols
- policies
- graphs
- computer screens
- bedside monitors

Arithmetic

A student must possess the ability to perform mathematical calculations in order to safely calculate and convert medication dosages, weigh and determine other forms of measurements. This includes:

- adding
- subtracting
- multiplying
- dividing whole numbers
- measure time
- calculate medication dosage
- count rates

Auditory

A student must possess auditory ability to monitor and assess health needs. This includes (but is not limited to) the ability to:

- hear and interpret information a patient is communicating verbally
- hear auscultatory sounds using a stethoscope
- hear auditory signals from technical equipment
- hear cries for help
- communicate over the telephone
- Physically respond to voices, alarms and emergency signals

Visual Acuity

A student must possess visual ability sufficient for observation and assessment necessary to provide nursing care. This includes (but is not limited to) the ability to:

- see drainage on dressings and drainage of body fluids
- note fluid levels in collection devices, syringes, and infusion devices
- read gauges, such as a sphygmomanometer, that monitor patient progress
- prepare medications,
- visualizing measuring increments
- see to administer treatments such as I.V. fluids and oxygen
- observe changes in patient skin color
- discriminate colors for diagnostic purposes
- assess movements of patients
- observe patient behavior, which is necessary in a rehabilitation or psychiatric setting

Tactile

A student must possess tactile ability sufficient to perform a physical assessment of a patient and to perform procedures necessary for nursing care. This includes (but is not limited to) the ability to:
- perform palpation and other functions necessary for a physical examination
- assess texture, shape, size, temperature and vibration
- perform therapeutic functions such as inserting a urinary catheter or I.V., changing dressings, and giving medications
- collect specimens necessary for assessment of the patient

Smell

A student must have the ability to detect environmental odors such as:
- smoke/gases
- foul smelling odors

Motor Function

A student must have sufficient motor function, neuromuscular strength, and coordination to effectively perform the activities required of a nurse. Examples include (but are not limited to) the ability to:
- transfer clients from wheelchair to bed and from bed to stretcher
- elicit information from clients using palpation, auscultation, and percussion
- manipulate diagnostic instruments to adequately perform all aspects of a physical assessment
- perform CPR
- administer intravenous, intramuscular, subcutaneous, and oral medications
- manipulate life support devices
- apply pressure to stop bleeding
- reach, bend and grasp with ease

Gross and Fine Motor Coordination

A student must have sufficient gross and fine motor coordination to:
- move about in patient care environments
- perform treatments and procedures

- calibrate and use equipment

Stamina
- A student must have sufficient stamina to sit, stand, move, and tolerate physically taxing workloads in skills lab and health care environments for periods up to 12 hours at a time.

Behavior/Emotional
- A student must possess the behavioral and emotional health to fully utilize his or her intellectual abilities in order to exercise good judgment and meet their patient's needs in a professional manner. The student must be able to: maintain professional, sensitive and empathetic therapeutic relationships with patients and their families.
- Contribute in a positive manner to the team of healthcare providers caring for patients.
- Examine and change his or her behavior when it interferes with a productive individual or team relationship while caring for patients.
- Respond to highly stressful and/or unpredictable situations in an effective and professional manner. Regulate him or herself in order to understand when the student is functioning outside the limits of the student nurse role.

Communication

A student must be able to communicate effectively and sensitively with clients, family members, and other members of the health care team. This includes expressive and receptive modes of verbal, nonverbal and written communication. Examples include (but are not limited to) the ability to:
- explain treatment procedures
- initiate health teaching
- document nursing assessment, nursing action, and client/family responses
- read patient documentation and important medical literature
- give an accurate report of patient information to other health care professionals and members of the client's health care team

Civility Charter for Virtual and In-Class

Civility is defined as an authentic respect for others requiring time, presence, engagement, and an intention to seek common ground (Clark and Carnosso, 2008).

University of Lynchburg Nursing students are held to the highest ethical standard. Incivility is unacceptable and is defined as rude, disruptive, and disrespectful. This includes any and all forms of disrespect for instruction, the professor, and fellow classmates. Students and professors expect a respectful teaching environment that ensures learning. Any behavior that displays disregard for others or actions that create an environment of disrespect for others will not be tolerated. Specific conduct components include:

Electronic devices: Use of electronic devices such as cell phones, laptop computers, Smart Watches, ipads, bluetooth devices and music players should not be disruptive to others. All cell phones should be silent during in-class and online classes. Smart Watches should be placed on airplane mode for labs and clinical. Please turn cell phones off during an in-class and online test or exam unless directed by faculty. When taking an exam in-class place all book bags, coats, and other items along the wall in the classroom as you enter for the test or exam.

Professional Attire for Events Outside of the Classroom: Students reflect the image of the Department of Nursing and the profession. A professional dress demonstrates respect for the profession and other health professionals. If dressed inappropriately, faculty may ask students to leave the event. Denim pants and shirts, regardless of color, sweatshirts, cut offs, shorts, and sportswear are unacceptable for professional events and presentations. Revealing clothing such as low cut blouses or midriff tops, see through and tight fitting clothes, and extremely short skirts, dresses, and shorts are unacceptable.

Attendance: Arriving on time and being prepared is an expectation and an agreed upon commitment when entering the Department of Nursing. Students are expected to participate in the classroom. Walking in late, sleeping and talking during class is unacceptable and distracting to others. Such behavior creates an environment that inhibits learning and faculty may ask students to leave the classroom. Communicate with your faculty before class begins if you expect to be tardy or if you are sick. If you miss four or more in-class or synchronous virtual classes you are subject to being withdrawn from the course.

Communication: Check emails frequently. You are expected to respond to emails from faculty within 48 hours. Faculty have up to 48 hours during the week (business days) to respond to student emails. Respectful and professional language is required when interacting with faculty, peers, and others. This also includes social media and any form of electronic communication.

Clinical Environment: Students are to present with a positive, open attitude towards peers, faculty, and others during the course of the clinical experience. The environment is one that is supportive and constructive. Uncivil nonverbal behaviors (eg, eye rolling, arm crossing, head tossing, etc) making rude remarks, using sarcasm, profanity, shows a lack of respect and regard for others. Punctuality is essential in the clinical environment. Missing a clinical is not acceptable. Emergencies must be reported to clinical faculty immediately.

Academic Environment: Displaying a sense of entitlement ('owed' a grade), pressuring faculty to agree to demands, challenging faculty knowledge or credibility is disrespectful and does not allow for individual learning. It is disrespectful to talk about a professor with other faculty. If you have a disagreement, it should be handled directly with your faculty member and reported to your advisor or chair if mediation is needed.

Civility is to be exercised in all professional, academic, and therapeutic relationships.
5/2021

Nursing Portfolio

A nursing portfolio differs from a resume in length and content. Typically, your resume is brief, summarizing your professional accomplishments and experiences in one or two pages. Your portfolio backs up your resume and supplements it. For example, you wouldn't list all of your continuing education activities on your resume, but you would keep these records in your nursing portfolio. It is also a place to keep all-important documents, such as certifications, credentials, licenses, and evidence of professional activities. The portfolio provides the details of your professional life, can help you plan for the future and enables you to market special skills, such as patient teaching, lecturing, or research. Currently students applying for extern positions and new graduates are being asked to bring their portfolio when they come for a job interview.

To assemble a portfolio you need to begin saving information related to your professional education and activities. Begin now to save and assemble copies of papers, clinical evaluations, awards, and credentials. These can be assembled in a three-ring binder with plastic insert pages or a pocket folder. When possible you may also wish to keep an electronic copy. The following general headings can be used to organize your portfolio:

- credentials,
- education/continuing education,
- clinical/job appraisals,
- reference letters,
- samples of work (papers, research, publications, presentations),
- awards,
- professional activities and associations,
- volunteer/community service activities.

Clinical Practices and Policies

CLINICAL POLICIES

A student's clinical performance is evaluated by faculty throughout a course. When a student's progress is not satisfactory or developing, the student will be given a written summary of outcomes not being met and recommendations for improvement. At the end of the clinical experience, the student meets with the faculty for a final clinical evaluation.

Clinical Performance Policy

A student's clinical performance is evaluated by faculty throughout a course. When a student's progress is not satisfactory or developing, the student will be given a written summary of outcomes not being met and recommendations for improvement. At the end of the clinical experience, the student meets with the faculty for a final clinical evaluation.

At final clinical evaluation there are three categories into which a student's clinical performance may be classified: Satisfactory Clinical Performance, Developing Clinical Performance and Unsatisfactory Clinical Performance (Results in Course failure).

The following criteria are used to determine clinical performance rating.

Satisfactory	
Almost Never Requires (<10% of the time) ● Direction ● Guidance ● Monitoring ● Support	Almost Always Exhibits (>90% of the time) ● A focus on the client or system ● Accuracy, safety & skillfulness ● Assertiveness and initiative ● Efficiency and organization ● An eagerness to learn
Developing	
Occasionally requires (25% of the time) ● Direction ● Guidance ● Monitoring ● Support	Very often exhibits (75% of the time) ● A focus on the client or system ● Accuracy, safety & skillfulness ● Assertiveness and initiative ● Efficiency and organization ● An eagerness to learn
Unsatisfactory	
Very often requires (50-75% of the time) ● Direction ● Guidance ● Monitoring ● Support	Occasionally Exhibits (25-50% of the time) ● A focus on the client or system ● Accuracy, safety & skillfulness ● Assertiveness and initiative ● Efficiency and organization ● An eagerness to learn

*Note: ALL Criteria must be MET at the Developing or Satisfactory Level by the end of the clinical experience (Any student performing at the U level at the end of the assigned clinical hours will Not Pass the clinical component of the course and will receive an Unsatisfactory in Clinical).
3/2020

PROCEDURE WHEN STUDENT HAS NOT DEMONSTRATED THE CLINICAL OUTCOMES:

1. When the student has not demonstrated the clinical outcomes, the student receives an unsatisfactory clinical performance rating and fails the nursing course.
2. The clinical faculty will inform the student that he or she has unsatisfactory clinical performance.
3. The Assessment and Progression Committee will be informed of the failure and determine the progression of the student in the program.

4. The student should meet with his or her faculty advisor and the Department of Nursing Program Chair in order to discuss options.
5. In order to clear the failure in the course, the student must subsequently repeat the entire course, didactic and clinical, and achieve a satisfactory course grade and satisfactory clinical performance rating. Repetition of the course is dependent on available space. See General Progression Policies.

PROCEDURE WHEN THE STUDENT IS UNSAFE IN CLINICAL PRACTICE:

When the clinical faculty determines that a student's clinical performance endangers patients or is deemed unsafe, the student may be removed without prior warning or notice from the clinical area for the remainder of course. The clinical faculty member informs the chair of the Department of Nursing, Clinical Coordinator and chairperson of the Assessment and Progression Committee of this situation. The Assessment and Progression Committee, along with the Department of Nursing will be informed of the unsafe practice and determine the progression of the student in the program.
2/2020

Clinical Outcomes Expected in all Clinical Courses

Some behaviors are part of the professional nursing role. These are introduced in the first clinical course and expected in all other clinical courses, which follow. It is expected that the student will:
ASSUME ACCOUNTABILITY
● Assume accountability for your own actions.
● Maintain confidentiality.
● Prepare as directed so that nursing care can be given safely.
● Adhere to Standard Precautions procedures established by CDC and listed in the student handbook.
● Adhere to agency policies and established clinical policies for the course including:
  ○ Arriving on clinical unit at time specified - Notifying instructor and unit if absence is unavoidable -
  ○ Adherence to dress code
  ○ Document according to agency policy and specified clinical outcome criteria.

RECOGNIZE THE VALUE OF INDIVIDUALITY AND THE PERSONAL
RESPONSIBILITY FOR LEARNING
● Use constructive criticism to improve nursing care.
● Ask for assistance appropriately.
● Seek learning opportunities.
● Through interactions with clinical instructor and completion of self-evaluation tool
● Identify own strengths & and areas for growth.
● Examine how own values and previous experiences affect caring behaviors.

- Share ideas with peers in clinical conferences.
- Submit assignments on time.

All students are expected throughout their student career to engage in the following conduct: respect authority, demonstrate patience, kindness, honesty, caring, open-mindedness, compassion, empathy, humility, politeness and take accountability for his/her own actions. Students will engage in active learning and take responsibility for their learning.
2/2020

Uniform Policy

Information regarding purchase of uniforms will be provided during the fall semester of junior year. Students are expected to convey professionalism through their dress and behavior in all clinical experiences. The clinical faculty will evaluate student appearance at each clinical and make the final decision about each student's professional appearance.

At the faculty discretion, If you are not properly attired, the faculty can:
- Give a verbal warning and discuss recommendations to correct your attire.
- Dismissed you from the clinical experience, which will result in an unexcused absence and a clinical performance alert.

When to Wear Your Uniform:
- Students wear the Lynchburg student nurse uniform (described below) only in clinical settings, as directed by clinical course faculty.
- Uniforms are NOT to be worn when students work as paid employees of any agency or institution.
- The uniform may be worn to class on campus if necessary.

How to Wear Your Uniform:
- **Uniform**
    - Short sleeve red v-neck scrub top with gray pants. The Lynchburg nursing patch must adhere to the left sleeve and Lynchburg nursing must be embroidered on the left chest. This must be purchased from the vendor as directed by the Department of Nursing.
    - A white, black, or gray short or long sleeve t-shirt, without emblems or writing, is appropriate to wear under the uniform top.
    - Optional: Gray lab coat with Lynchburg nursing patch adhered to the left sleeve that can be worn over the uniform in designated clinical settings. This optional coat must be purchased only from the vendor as directed by the Department of Nursing
    - Sweaters, jackets, or vests should not be worn when giving direct patient care.

- **Undergarments:**

    - Uniform must cover the torso (consider this when sizing and ordering) and undergarments must NEVER be visible, either directly or through the material.

- **Care:**
    - Uniforms must be laundered immediately after each clinical experience, this is important to reduce the spread of pathogens to others.

- ○ The uniform should be wrinkle free, ironed/pressed if necessary.

- **Socks & Shoes:**
  - ○ Black, gray, or white socks are acceptable.
  - ○ Low-heeled, closed-toed (no holes), leather upper sole, white or black shoes are to be worn with the uniform.
  - ○ Tennis shoes or sneakers are acceptable but must be all white or black, must not include any bold company logos.
  - ○ Standard nursing clogs that are secure to the foot may be worn.
  - ○ Shoes should be clean and polished.
- **Hair**
  - ○ Hair should be neat, clean, and secured away from face and neck.
  - ○ Only natural colors (no blue, purple, etc. hair)
  - ○ Long hair must be pulled back and secured away from face, neck, and shoulders (above the collar).
  - ○ Conservative hair accessories may be used as needed.
  - ○ Males are to be neatly shaven, mustaches and beards clipped neatly. See CDC recommendation.

- **Nails**

  - ○ Nails must be short and well groomed.
  - ○ No nail polish may be worn.
  - ○ No artificial nails are allowed for infection control reasons.
- **Tattoos**

  - ○ Tattoos or body art are permitted unless deemed offensive or controversial to coworkers, customers, patients, vendors, or others based on legally protected categories or factors beyond matters of preference (i.e., violence, nudity, substances, weapons, etc.).

  - ○ Instructors may ask a student to cover a tattoo or body art unless such covering creates a safety or infection prevention and control concern. Appropriate coverage includes: flesh colored band aid, white, black, or gray short or long sleeve t-shirt (or compression sleeves), without emblems or writing.

- **Jewelry**

  - ○ A watch with a second hand must be worn in all clinical settings.
  - ○ Electronic devices/watches that receive information must be put on silent or airplane mode in the clinical setting. Faculty reserve the right to ask the student to remove the electronic device.
  - ○ One plain ring band may be worn.
  - ○ Only one piercing per ear, this includes tragus and cartilage piercings. Plain gold or silver pierced earring studs may be worn. No hoop or dangle earrings are permitted.
  - ○ Ear "gauging" is not permitted.

- ○ All facial piercings (eyebrow, nose, tongue, etc.) must be removed or covered. A clear "spacer" is allowed or a flesh colored band-aid to cover.
- ○ There should be no visible body piercings.
- ○ No bracelets, necklaces, or other jewelry is permitted.

- **Equipment**
  - ○ The Lynchburg nursing student photo ID badge must be displayed and be worn above the waist with picture and name visible at all times. A badge extender with "Student Nurse" will be attached to the photo ID.
  - ○ Agencies may require site-specific ID badge which must be displayed, and must be returned to the agency at the end of each semester.
  - ○ Bandage scissors, penlight, and stethoscope are part of professional equipment and should be taken to all clinical experiences. It is the student's responsibility to purchase these professional items.
  - ○ iPads should be taken to all clinical experiences fully charged, unless otherwise directed by clinical faculty.
- **Other**
  - ○ Fragrances should not be worn during clinical experiences. This includes: perfume, scented body lotion, aftershave, etc.
  - ○ No artificial eyelashes.
  - ○ Cleanliness of the body and good dental hygiene is expected.
  - ○ No gum chewing is permitted in any clinical setting.

Required Criminal History Records Check

Various clinical agencies require that students provide evidence of a satisfactory Criminal History Records Check. The purpose of the Criminal History Records Check is to determine if a student has a felony conviction that would make the student ineligible by Virginia law to provide care in a clinical setting. Felony convictions include infractions such as (but not limited to):
Malicious Wounding, Abduction, Assaults and Bodily Wounding, Sexual Assault, Crimes Against Nature Involving Children, Abuse or Neglect of Children, Specified Obscenity Offenses, Possession of Child Pornography, Felony Distribution or Possession of Drugs, or any Felony Conviction Within the Past Five Years. Such infractions are called Barrier Crimes and defined by the Commonwealth of Virginia. A complete list of Barrier Crimes is available upon request from the chair of the Department of Nursing.

Prior to the start of clinical rotations, students are required to submit a request for criminal history records checks. The University of Lynchburg Department of Nursingis not responsible for discrepancies that may appear when a student completes a post-graduation/pre-employment criminal history records check. The Department Chair of the Department of Nursing will determine if background checks conducted for other purposes (as in the case of employment) will be

accepted as proof of meeting this requirement of the University of Lynchburg Department of Nursing. Students are responsible for any fees associated with these requests. The Department of Nursing program director or designee will provide the necessary information and facilitate the submission of these requests.

The Department of Nursing Chair will review the results of all criminal history records checks. All documentation related to the Criminal History Records Checks will be maintained on a secure website administered by the company providing the record check. Criminal History Records Check results will be maintained by the chair of the Department of Nursing for two years following the student's graduation from the Department of Nursing.
If a student has an unsatisfactory background check, the chair will notify the student, the clinical agency liaison, and the University chair of Students. In the event that a student has a felony conviction for a Barrier Crime, the student is not eligible to practice in a clinical setting and is required to immediately withdraw from the Department of Nursing.
Accepted 08/04, revised 07/14/06; 5/11, 3/2020

Agencies may require site-specific ID badge that must be displayed, and must be returned to the faculty at the end of each semester.
Bandage scissors, watch (with a second hand), penlight, and stethoscope are part of professional equipment and should be taken to all clinical experiences. It is the student's responsibility to purchase these professional items. iPad should be taken to all clinical experiences, unless otherwise directed by clinical faculty.

Health Requirements for Clinical Clearance-Important

Health requirements for clearance must be completed in Castlebranch and any additional onboarding requirements as designated by clinical sites and organizations.

Rev 5/90, 5/91, 7/97, 10/00, 6/03, 8/04; 5/11; 8/12, 3/2020 , 8/2024

CPR Certification Policy
All students accepted into the nursing program must provide proof of CPR certification. CPR certification should be **AHA** (American Heart Association) "BLS for Healthcare Providers." The AHA certification course requires a return demonstration of CPR skills for adult and infant skills. All students must provide continued CPR certification through the last day of clinical each year.

ANY STUDENT WHO DOES NOT COMPLY WITH THE DEPARTMENT OF NURSING HEALTH REQUIREMENTS POLICIES WILL NOT BE ALLOWED TO BEGIN OR CONTINUE WITH THE CLINICAL EXPERIENCE.

Standard Precautions

To assist nursing students in gaining knowledge from the Center for Disease Control and Prevention (CDC) guidelines and risks of blood borne pathogens, the University of Lynchburg Department of Nursinghas established the following guidelines: Students will receive information and instruction on standard precautions and risks of blood borne pathogens, in accordance with the most current CDC guidelines, prior to any exposure to clients/patients.
Standard precaution instructions will be reinforced and clinical supervision managed to ensure strict compliance in all clinical learning experiences.

Information Technology Clinical Use Guidance Document

Technology Policy for the School of Nursing

Mobile devices can be valuable tools for healthcare education when used appropriately. The following guidelines apply

- Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, iPods, Smart Watch, mobile devices, laptops or other electronic devices.
- Cell phones and all mobile devices must be on airplane mode or turned off during in- class, lab, virtual and clinical experiences.
- During classroom and clinical times these may be used only when authorized by faculty and for clinical activities, not personal use.
- Never give your user name or password to anyone. If someone other than yourself accesses your accounts this may jeopardize your ability to successfully complete the nursing program.
- No photos may be taken by students in the classroom, clinical agency or lab environments.
- No personal phone conversations or texting allowed at any time while in lab, class, or clinical.
- For combined cell phone/mobile device appliances, students are expected to have the equipment turned off if agency policy requires it and go to an area designated when accessing information on their mobile device.
- Be respectful to the client at all times. If you are using your university issued iPad at the bedside be sure to explain how this will help in their care.
- Faculty or hospital staff may ask to see what programs you are using at any time. Use of facility computers for personal use is prohibited.
- You must protect the confidentiality of patient information at all times in accordance with HIPAA. Students may not take any photographs of clients or client records, nor make Xerox copies of client records.
- Students who violate patient privacy with the mobile device will be subject to HIPAA infractions of the clinical agency and may be subject to disciplinary action. Failure to adhere to the social media policy may be subject to disciplinary action, which may include a clinical warning or dismissal from the nursing program.

- Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens, so may ~~be~~ mobile devices. Be sure to disinfect/decontaminate them as needed.
- Social networking sites: When contributing to a social networking site, it is important to remember that everyone can see and read what is placed on the site even if "privacy" options are selected.
- Keep your interactions professional and err on the conservative side when placing written communication or posting pictures. Always remember that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you and many recruiters now routinely search the social networking venues when considering people for hire. It is never appropriate to post photos or information about a patient. Never post identifying information of the clinical site or nursing program i.e your uniform and badge.
- Any violation of the technology policy can be subject to disciplinary action from the School of Nursing, which may include a clinical warning or dismissal from the nursing program.

Additional information may be found on the university's media website.

Rev 1/2020, 5/2021

CLINICAL PROGRESSION POLICY

An Unsatisfactory rating in clinical behaviors or unprofessional behaviors may result in clinical warning or clinical failure, based upon the professional judgment of the faculty.

Clinical Performance Alert and Clinical Failure Documentation/Contract

Clinical Performance Alert
A clinical performance alert will be issued for:
- Absences:
  - One unexcused absence from clinical.
  - Two clinical absences, regardless of whether excused or unexcused.
  - 2 tardy arrivals to clinical; tardy being greater than 1 minute late.
  - Failure to notify clinical faculty of absence, whether excused or unexcused.
- Failure to establish and maintain clinical clearance documentation.
- Unsatisfactory clinical rating on the immediate feedback form, midterm and/or final clinical evaluation.
- Improper use of technology.
- Issued at faculty discretion for when specific clinical objectives are not being met.

Students will be notified in writing and will meet with the clinical instructor and/or course coordinator.

The student is required to meet with the Dean of the School of Nursing. Specific clinical objectives not being met will be reviewed and a remediation plan will be developed. This remediation plan will contain the following:

• Clear evidence of deficit
• Specific objectives not being met
• Time frame for review and completion of remediation
• Consequences of plan not being met
• Schedule of meetings with course instructor
• Signature and date (faculty member and student)

Time spent on remediation will not count towards the student's clinical hours.

More than 1 clinical performance alert in the same clinical course will result in a clinical failure.

Clinical Performance Alert
Student Name:
Nursing Course:
Faculty Name:
Today's Date:
1. Which specific course objectives are not being met? What evidence supports this unsatisfactory evaluation?
2. What remediation must occur in order for the student to achieve a satisfactory clinical rating by the conclusion of this clinical rotation? Include specific student/faculty expectations and specific timeframes.
3. What are the consequences of this contract not being met?

Record the dates/times of all student/faculty meetings below.

Faculty Signature/Date Student Signature/Date

The original copy of this form will be placed in the student's file. The student, clinical faculty member, course coordinator, clinical coordinator and Director of the Program shall be given copies. Follow-up documentation that reviews the student's progress and clinical status will also be filed/disseminated in a like manner.

Clinical Failure Policy

Clinical failure may occur if the student cannot demonstrate the application of theoretical knowledge; unsafe, unprofessional, negligent, or incompetent clinical performance; or clinical absences. Clinical absences may result in an inability to meet course objectives and clinical failure. Students unable to perform at the minimal level of competency and students unable to correct deficiencies that resulted in clinical performance alert by the end of the clinical rotation will be given a clinical failure.

When a student's clinical performance endangers patients, is deemed unsafe, or exhibits unprofessional behavior, the student may be removed, without prior warning or notice, from the clinical area for the remainder of the clinical rotation, resulting in failure of the course. A meeting will be arranged with the student, clinical instructor, course coordinator, and Dean of School of Nursing to discuss the situation and to determine the progression of the student in the School of Nursing. At any time during the course of a clinical rotation, the clinical faculty member and/or course coordinator may request the advice of the Assessment and Progression Committee in making decisions regarding placing a student on clinical warning or assigning a clinical failure. 3/20

Clinical Attendance Policy

Students are required by regulatory and accrediting agencies to complete a minimum number of hours in clinical rotations. All students are responsible for arranging transportation to and from the clinical site. Therefore, attendance is mandatory for all clinical experiences. Any missed clinical time must be made up.
Arrangements for making up clinical time are based on availability of the clinical site, faculty availability, specific learner needs, and length of clinical rotation. Progression in the major may be delayed, including a course incomplete, until clinical time is made up.

Absences will be individually addressed for each missed clinical experience. Clinical schedules should be prioritized; appointments, work, meetings, and/or other personal events should be scheduled outside clinical hours. It is unprofessional to miss clinical.

Students should arrive in advance of the stated time for clinical and be prepared to start the clinical experience on time. Students who will be tardy (being greater than 1 minute late) or absent from clinical must notify the clinical faculty member 90 minutes or more before the start of the clinical day by e-mail and telephone. Sending word by a classmate/friend is not an acceptable method of communicating absence or tardiness. The Honor Code Policy applies to all clinical absences.

Unexcused Absences:
- Faculty may consider the absence as unexcused if the student fails to comply with notification timeframes and/or procedures.

- Examples of unexcused absences may include, **but are not limited to**:
  - Missing clinical for unapproved events.
  - Events/appointments for outside work responsibility, interviews, clubs, sororities, fraternities, etc. will not be accommodated by clinical faculty.
  - Not providing evidence of receiving healthcare for illness, if requested.
  - Unapproved travel. Travel arrangements, such as with Spring or Thanksgiving break, or pre-planned family vacations will not be excused. These events are expected to be scheduled outside of clinical commitments.
  - Failure to establish and maintain clinical clearance documentation.

Excused absences:
1. Absence due to illness, injury, or other medical reasons
   a. Students must be afebrile, without fever reducing medicines, and without symptoms for 24 hours prior to returning to clinical.
   b. Examples of illnesses that would warrant clinical absence:
      - A fever of 100.4 F or higher within the past 24 hours;
      - productive cough with fever;
      - sore throat with fever within the past 24 hours;
      - diarrhea within the past 24 hours;
      - vomiting within the past 24 hours;
      - Urgent or emergent medical procedures.
   c. For medical issues that preclude the student from attending clinical, documentation must be provided from the healthcare provider and must include a date when the student is FULLY medically cleared to return to clinical and is fit for duty. A medical leave of absence may be appropriate in this situation depending on the length of absence from clinical.
2. Absence due to court appearances.
3. University sanctioned events, such as music or athletic games. However, priority is given to the clinical requirements.
4. Severe illness or death of an immediate member of the family (parent, grandparent, sibling). Students may be asked to provide evidence of illness or death.

A clinical performance alert will be issued for:
- Absences:
  - One unexcused absence from clinical.
  - Two clinical absences, regardless of whether excused or unexcused.
  - 2 tardy arrivals to clinical; tardy being greater than 1 minute late.
  - Failure to notify clinical faculty of absence, whether excused or unexcused.

Clinical Simulation Guidelines

Student Medical Emergency and/or Injury Policy

Policy   [Student Medical Emergency Policy](#)

Form   [Student Medical Injury Form for Student to Complete](#)

HIPAA Policy

University of Lynchburg Department of Nursing's Health Insurance Portability & Accountability Act (HIPAA) Policy

Students in the University of Lynchburg's Department of Nursing(academic and clinical setting including simulation) are required to abide by the health information privacy requirements of the federal Health Insurance Portability and Accountability Act (also known as HIPAA Privacy Rule).

Maintaining confidentiality is a critical component of nursing practice. Federal regulations guide the scope of practice of health care workers to safeguard protected health information through the Department of Health and Human Services and the Health Insurance Portability and Accountability Act (HIPAA).
[HIPAA](#) Click on the link for details.

Students who violate requirements of HIPAA may be subject to dismissal from the School of Nursing. A HIPAA violation in any clinical site in which a student is assigned may result in dismissal from that site. Students are informed of the requirements of HIPAA through training they undergo when admitted to the Department of Nursing. Additional training may be provided by clinical institutions in which the student practices. Reminders of these requirements occur at the clinical level. A Statement on the Privacy of Patient Information is included in each course syllabus. The following is a list of guidelines to be followed by students enrolled at University of

Lynchburg Department of Nursing: (The program is not limited to this list)
1. Students are not to discuss any information or records concerning any patient without proper authorization. Unauthorized release of confidential information may constitute grounds for dismissal and civil action.
2. When discussion surrounding private health information about a patient is necessary, the discussion will be held in a private area away from patients and visitors.
3. Patient problems are not to be discussed with another patient by the student.
4. Patients are not to be named or discussed with anyone outside the facility setting.
5. Dispose of any private health information in proper bins or shred prior to leaving any clinical site.
6. Do not use patient names, date of birth, medical record number, or social security numbers

on University of Lynchburg Department of Nursing's written assignments.

7. Do not share private health information with family members, peers or those individuals who are not directly involved with the care of the patient.
8. Information shared during the clinical day and pre/post conference is not to be shared outside of the conference area.
9. Students may not leave/save any patient, family, faculty, clinical facility or student information on any open access I-pad, computer, or open in public areas for visitors to view on a clinical site. Computer screens and I-pad screens are not to be left unattended. Students are expected to log out before leaving the work areas.
10. Students are not allowed to share their personal login or password information.
11. Students must adhere to the social media policy of the health care institution.

Reviewed: 6/18, 3/2020

Reasonable Accommodations for Disabilities

[Center for Accessibility and Disability Resources Information](#)

Skills Assessment Tool

The nursing program uses a checklist for verification of skills. The checklist, LSMAC Lynchburg Skills and Medication Checklist, can be found on the U of L Nursing Moodle site. University of Lynchburg Skills and Medication Administration Checklist (LSMAC)

3/2020, 8/2024

Critical Thinking Criteria

Critical Thinking Definition-Critical thinking skills are a sought-after quality in professional nurses and involve the gathering and analysis of data to draw a reasonable conclusion for decision-making and problem-solving in the provision of safe and competent care.
Rev. 1/20

Internships in Nursing

Internships are designed for students who wish to earn college credit for experiential learning beyond clinical practice in major nursing courses. Placements are made in organizations/institutions/agencies that provide students with experiences related to their major and/or course of study. Nursing majors who are juniors or seniors and who meet entry internship

requirements are eligible to apply. You should discuss internship opportunities with your advisor and Career Development Office.

Grading Scale

All nursing courses use the following grading scale:

A+ 97-100   A 93-96   A- 90-92
B+ 87-89   B 83-86   B- 80-82
C+ 77-79   C 73-76   C- 70-72
D+ 67-69   D 63-66   D- 60-62
F Below 60

Nursing 397: Independent Study in Nursing (1-3 credits)

Students may take an independent study in nursing to pursue study in a topic not covered by available courses. Students must receive approval from a faculty sponsor and school chair, and must have junior or senior status. One to three credits can be allotted for the independent study.
Prior to approval students must complete University of Lynchburg Nursing Independent Study Form and the form below that is a requirement for University of Lynchburg. The form must be completed and submitted at least 30 days prior to the semester in which the independent study will take place.

Independent Study Forms Required form by University of Lynchburg

Code of Academic Conduct

INTRODUCTION
All University of Lynchburg students are obligated to the Academic Honor Code and rules of behavior as mandated in the University of Lynchburg Hornet. Standard sanctions for violation of these rules of behavior are enforced as outlined in the Hornet.

The nursing faculty adheres to the following policies as well as those of University of Lynchburg. The education of nursing students is based on the concept that integrity, a sense of responsibility and self-discipline are inherent in the profession of nursing. The responsibility of the individual student to sustain high ethical standards is parallel to the requirement that the professional nurse is accountable for professional standards in the practice of nursing. The continuation and enhancement of ethical standards within the academic community and nursing profession are the individual responsibility of each student and faculty member. Mutual respect and trustworthiness between faculty and students promotes optimal learning. This respect and trust develops as a
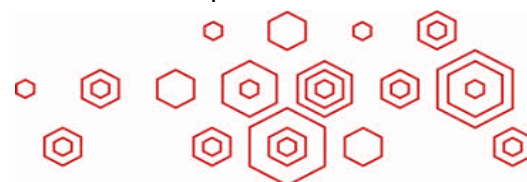
result of both parties being aware of behavioral expectations. The following are definitions utilized by the faculty of unacceptable behavior: All situations will be brought to the APC Committee.

1. Plagiarism
   Work introduced for advancement in the program which in part or whole is not entirely the work of the student without attributing those same portions to their correct source.
2. Cheating
   Using unauthorized notes, study aids and/or information from another person or source on an examination, report, paper or other evaluative document; unauthorized altering of a graded work after it has been returned, then submitting the work for regrading; and allowing another person to do all or part of one's work and to submit the work under one's own name.
3. Fabrication
   Presenting data or other information in a piece of work which was not gathered or verified in accordance with guidelines defining the appropriate methods for collecting or generating data and/or failing to include a substantially accurate account of the method by which the data were gathered or collected.
4. Aiding and abetting dishonesty
   Providing material or information to another person with knowledge that these materials or information will be used improperly.
5. Assignments
   Although independent study is recognized as a primary method of effective learning, at times students benefit from studying together and discussing home assignments and laboratory experiments. When any material is to be turned in for inspection, grading, or evaluation, it is the responsibility of the student to ascertain what cooperation between them, if any, is permitted by the instructor.
6. Falsification of academic records and official documents
   This includes: altering documents affecting academic records; forging signature of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition or any document designed to meet or exempt a student from an established program or University regulations.
7. Abuse of computers and other facilities. Any intentionally serious abuse will be considered in violation of the Code of Conduct.

Honor Violations
Within nursing clinical courses, students are expected to exhibit behavior appropriate to the profession of nursing. They must assume personal responsibility for being in a healthy physical and mental condition in order to give safe nursing care. They should come to clinical prepared with the knowledge and skills necessary to give this care.

Unacceptable behavior includes, but is not limited to the following:
- Providing nursing care in a predictably unsafe or harmful manner.
- Performing a procedure without competence or supervision. ALL procedures must be supervised. If the faculty member is occupied, the student must wait until the faculty
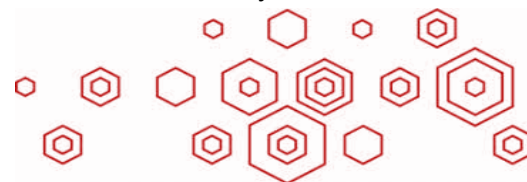
member is available. If it is not prudent to wait, the student may observe the nurse do the procedure.

- Willfully or intentionally do physical and/or mental harm to a client. - Exhibiting careless or negligent behavior in connection with the care of a client.
- Failing to find alternative measures for that care to be delivered, if unable to assume the assigned and necessary care of a client.
- Being disrespectful of the privacy of a patient/client.
- Using the full name or position of a client in written assignments that will be removed from the clinical area.
- Discussing confidential information in inappropriate areas; such as elevators, cafeteria, or on social media with inappropriate persons, such as roommates or media representatives.
- Falsifying patient/client records.
- Failing to report omission of/or error in treatments or medications, fabricating patient experiences, and altering the patient record.
- Being under the influence of illicit drugs or alcohol in the clinical setting.

INFRACTIONS OF THE NURSING CODE OF ACADEMIC CONDUCT

It is recognized that the unacceptable behaviors described above are often indications of need for assistance by the student. Each incident and each individual involved are unique, and all mitigating circumstances are considered with each infraction. This does not suggest that infractions be dealt with lightly. Rather, the faculty will view the case seriously and determine a course of action aimed toward assisting the student. To assist students to function within guidelines set forth in this document, the following will be applied:

- Infraction of Rules 1-5 will result in no credit (0 points or 0%) for the work in question. In addition, the student will not be given an opportunity to make up the points lost. A second infraction of the above rules will result in a further review of the situation by the Assessment & Progression Committee.
- Infractions of Rule 6 and/or Rule 7 will be dealt with as deemed appropriate by the faculty.
- Honor violations related to clinical performance may result in the student being removed from the clinical area, the course, or from the Department of Nursing.

Rev 3/5/20

Testing Policy

Absenteeism During Exams

All exams are to be taken as scheduled. If a student misses an exam, the faculty must be notified by phone or email prior to the start time of the exam. Only in the instance of a verified illness of the student or a verified instance of death in the immediate family will a makeup test day be permitted. Absences for participation in University of Lynchburg events will need to be reported to faculty in advance of the exam and rescheduled per the faculty. Failure to make previous arrangements and missing a scheduled exam will result in a zero for that exam.

An alternate form of the exam may be administered to those students who miss an exam. Special concerns and extenuating circumstances should be discussed with the faculty.

Room Regulations

Books, laptops, backpacks, purses/wallets, calculator/pencil cases, food items, caps or hats with brims, calculator, papers of any kind, recording or photographic devices are not allowed during an exam. All personal belongings will be deposited in a common area designated by the professor. You are not permitted to access your personal belongings during the test. Textbooks, notes, other reference materials and cell phones (turned off) must be put away and placed in the designated area by the professor. This includes a smartwatch or any other device that can potentially access the internet.

Students should discuss special concerns with the faculty. In case of family emergency, the student can leave the phone with the faculty. All students are to have gone to the restroom prior to the start of the test. If a student has a health issue that will require a trip to the restroom during class, the faculty will be made aware of this prior to class, preferably by a medical excuse note. If you must leave (to go to the restroom), you will not be permitted to make up time lost. Children are not allowed in the room during an exam.

Students will not receive extra time to finish their test if they arrive after the honor code has been read and the exam started. Students will receive a 5 point deduction from their overall test score if they arrive after the start of the exam.

Cheating

All students are to abide by the University of Lynchburg Honor Code
(see http://www.lynchburg.edu/student-handbook-policies/honor-code):

"I understand the importance of honor in any community. Only by maintaining a strict standard of honor can we expect to achieve any measure of academic or social excellence. I, therefore, pledge that during my tenure as a student at University of Lynchburg, I will not lie, cheat, or steal either in University affairs or in the environs of the University, nor tolerate such actions by fellow students."

Any student suspected of and/or caught cheating (including the use of unauthorized materials during testing) is considered for scholastic dishonesty. Integrity: Cheating or sharing of information on a test or an exam is a violation of the University of Lynchburg honor code and is subject to dismissal from the program. Faculty and students promote an environment of intellectual honesty and trust. Refer to the Hornet Lynchburg Student Handbook for disciplinary policies and procedures.

Computerized exams: when the student opens the computerized exam the Honor Code is in effect. Opening the exam signifies that the Honor code has been acknowledged and is signed by the student. The faculty will include an acknowledgement page regarding the Honor Code Pledge at the beginning of each exam.

A student may be dismissed from the exam for the following:
- utilizing notes or any of the prohibited aids
- giving or receiving help during the exam
- attempting to take the exam for someone else
- failing to follow the faculty's instructions after being warned
- using behavior that significantly interferes with or disrupts testing
- attempting to copy exam materials

Dismissal from an exam is not limited to the above reasons. Because there is an obligation to report scores that accurately reflect the performance of each student, exam administration and exam security standards have been designed to assure that all students are given the same opportunity to demonstrate their abilities and to prevent some students from gaining an unfair advantage over others because of testing misconduct. All testing irregularities as well as exam scores believed to be earned under unusual or nonstandard circumstances are routinely reviewed according to University of Lynchburg Honor Code policies.

Exam taking

Students should refrain from going in and out of the testing area. When students have finished the exam, students must close their testing device; no class materials may be retrieved or utilized until all students have completed the test. If the need arises, exams can be given via alternate formats per faculty discretion.

Students may use the scratch paper provided by the test proctor, **but will not receive credit for any responses written on it**.

After submitting the exam, students are required to show the exam is completed to the faculty member and turn in the scrap paper with the student's name documented on said paper.

The faculty will not answer any questions concerning the content of the exam or the meaning of any questions. The faculty WILL assist you with any technical difficulties.

Test Remediation

It is highly recommended that students scoring below 80% on any exam will attend a test remediation with their faculty prior to the next exam. Unless otherwise specified, NO notes may be taken during the review. Cell phones or recording devices are not allowed in a review session with faculty.

Special Considerations/Accommodations

Faculty will adhere to the policy from the **Accessibility and Disability Resources (ADR)** Accommodations in individual classes will be effective when the student provides the professor with a copy of his/her Accommodation Memo.

Grievance Policies

The School of Medicine and Health Sciences policy for student grievances regarding grades is further described in the University of Lynchburg Catalog and on the website. See University of Lynchburg Catalog, Review of Grades.

Leave of Absence or Withdrawal

In accordance with the University of Lynchburg policy regarding Leave of Absence, "a student may obtain a leave of absence from the University for personal reasons such as illness, to study abroad, or to complete an internship." To request a leave of absence, the student must contact the faculty advisor and the chair of the Department of Nursing. If a leave of absence occurs while a semester is in progress, grades will be assigned for that semester according to normal policy governing withdrawal from courses. A student who intends to take a leave of absence should follow the guidelines outlined in the University of Lynchburg Catalog. To request a medical leave of absence, a student should follow the guidelines described in the "Medical Leave of Absence" section in the University of Lynchburg Undergraduate Catalog.

A nursing student who anticipates returning from a leave of absence must notify the chair of the Department of Nursing prior to November 1 for entry into the spring semester and prior to April 1 for entry into the fall semester. Enrollment in nursing courses upon return from a leave of absence is contingent upon availability of space and therefore is not guaranteed. Students re-entering the Department of Nursing after a leave will be expected to meet all progression procedures (AHA CPR, health exams, immunizations, TB testing, and health insurance) appropriate to the returning level. In addition, the student will need to repeat a background check and a urine drug screen.

WITHDRAWAL
A nursing student who withdraws from the University must contact the faculty advisor, the chair of the Department of Nursing, and notify the University in writing. If withdrawal occurs during the semester, a withdrawal form, available from the Registrar's Office, must be completed. Grades will be assigned according to the normal policy governing withdrawal from courses.

Library Resources

KNIGHT-CAPRON LIBRARY

Library resources at University of Lynchburg are available in both print and electronic form. See the following websites for further information.

General library information www.lynchburg.edu/library

For Library resources online for nursing go to https://libraryguides.lynchburg.edu/nursing

Nursing Computer Lab

ACCESS AND USE OF COMPUTERS

Use of Computer Lab in the Department of Nursing:
This lab is for the use of nursing students and nursing faculty and staff.
Use is on a first come basis. In the rare instance when computers are needed for a specific class, advance notice will be posted of times computers will be unavailable to others.

ACCESSING HELP

Contact the ITR department (Information Technology Resources) at x8350 for ALL assistance with computer problems. This includes hardware and software problems, as well as placing orders reporting problems with the laser printer in the Nursing Computer Lab.
If you experience a software problem when you have been assigned work to do on that software, report the problem to ITR (call ext. 8350 or 434-544-8350 or e-mail help@lynchburg.edu), the technical support department of the company who makes the product, and to the faculty member who made the assignment. For persistent problems, contact the Academic Achievement office so follow-up can be initiated. If you experience problems with your printing account being charged for documents that did not print out, contact the ITR department to inquire about this.

CARE OF COMPUTER PROGRAMS
Copyright laws apply to software programs, thus software may be copied only when the publisher so specifies.
If a disk is destroyed it is the responsibility of the user to replace it.

SOFTWARE AVAILABLE FOR USE
There are a variety of general software programs available in both the nursing computer lab and in the Hopwood and Hobbs computer labs.

IMPORTANT REMINDERS
Students aren't allowed to use the Nursing department copier machine. If you need additional copies and don't wish to use your printing account to print them, you may go to the Library.
NO food or drinks are allowed in the nursing computer lab.
Students are to be courteous to fellow students using the computer lab. This includes being considerate of others who are working by not engaging in loud conversations.
Copies that are printed out and not retrieved from the printer may be thrown away if they are left there for a period of time. Be sure to retrieve what you print out from the printer before leaving.

Nursing Skills Laboratory

The Nursing Skills Laboratory will be available by appointment with clinical or lab faculty except during regularly scheduled class or lab times.

PRACTICING
In clinical and laboratory nursing courses, students will be required to demonstrate selected skills in the Nursing Skills Lab. The course faculty will indicate when the required skills are to be demonstrated. Practice materials will be available at faculty discretion to allow practice of certain skills. Prior to the time when the required skill must be completed, it is the student's responsibility to practice the skill and be prepared to perform the return demonstration at the designated time set by the course faculty. In order to satisfactorily complete the nursing course, students must successfully complete all required skills. Students are supplied with skills items throughout their experiences. Items are the responsibility of the student and may be used in return demonstrations.

ACCOUNTABILITY
Any time a faculty member or student uses the Skills Laboratory for any purpose, i.e., teaching, practice, or return demonstration of a required skill, each person is responsible for returning supplies to the proper storage location and leaving the lab tidy. Students are required to sign the statement of financial responsibility related to use of laboratory equipment that is included on the last page in their Nursing Student Handbook.

SIGNING OUT EQUIPMENT
Students are required to sign out any equipment borrowed from the lab and to return it promptly in good working condition. Per the Nursing Student Handbook, any destroyed or lost laboratory equipment in the student's possession will render the student financially responsible to replace those items.
Passed 10/88; Distributed to students 1/89; Revised 12/92; 7/95; 7/02, 9/1 Reviewed 12/19

Financial Aid For Nursing Majors

Nursing majors qualify for the general financial aid available to all students at the University of Lynchburg. However, there are additional outside sources of financial assistance which are available exclusively to nursing students. The following suggestions can increase the probability of obtaining a scholarship to help with educational costs.

Start early to seek resources. Students who apply early are usually the ones who get the best and largest awards. Monies for financial aid are exhaustible, use this guide, the University of Lynchburg Office of Financial Aid brochure, the Internet, and any other sources that you may find to identify resources for which you may be eligible.

Meet deadlines for requesting applications and for filing the application. Some foundations do not consider applications which do not arrive by the filing date.
Complete all information on the application and submit all additional information requested. Applications that are incomplete often delay the review process or may cause the applicant to be ineligible for financial aid.

Additional specific to nursing include hospitals and foundation monies may be found posted on the bulletin boards in the McMillan Nursing Building. For information on financial aid, contact the Financial Aid Office at the University of Lynchburg and visit the website for financial aid at https://www.lynchburg.edu/admission/financial-aid/ .
8/87 Rev 3/90; 6/92; 5/02, 6/06, 5/18, 12/19

Program Honors/Awards

The University of Lynchburg Nursing recognizes outstanding students who have served and supported the program's mission and goals. The Description and Criteria for program awards is found below. Students chosen for program awards will be informed by the chair of the Department of Nursing and will be honored at the Awards Ceremony. Attendance at the award ceremony by the recipients is mandatory to receive recognition. If the recipient is unable to attend the award ceremony, the award will be forfeited.

DESCRIPTION AND CRITERIA

B. Yvette Otey Spirit of Nursing Award
The B. Yvette Otey Spirit of Nursing Award is given in honor of Yvette Otey, '96, a former faculty member and the University of Lynchburg nursing alumna, who embodied the spirit of nursing through clinical excellence, compassion, and dedication to patients, families, colleagues, and students. Her leadership inspired innovation in curriculum design and student-centered teaching strategies. Nursing students valued her as a caring and conscientious advisor. The recipient of this award will be a senior who demonstrates the spirit of nursing through interactions with others and through nursing care provided in the clinical setting. The student's GPA should be at least a 3.0 overall.

Catherine S. McGehee Teddy Bear Award
The Catherine S. McGehee Teddy Bear Award, in honor of a former pediatric faculty member, Catherine S. McGehee, is given to a junior who has demonstrated outstanding ability to holistically care for families and children. The award recipient consistently incorporates developmental issues, including play, into planning care for children and families. The candidates will be nominated based on the following criteria: QPA of 3.0 or better; Interest in the pediatric population; Development of good relationships with families and children.

Linda L. Andrews Xi Upsilon Leadership Award

The Linda L. Andrews Xi Upsilon Leadership Award is given in honor of Dr. Linda L. Andrews, former faculty member and chair of Health Sciences and Human Performance. For more than 30 years, Dr. Andrews' leadership exemplified a strong commitment to the profession of nursing and the Lynchburg College Department of Nursing. She was a founding member of the Xi Upsilon Chapter of Sigma Theta Tau and was dedicated to its mission. The recipient of this award will be a senior nursing student who has demonstrated superior achievement, leadership qualities, high professional standards, creative work, and a commitment to the ideals and purposes of the nursing profession. The student's QPA should be at least a 3.0 overall.

Student Nurses' Association of the University of Lynchburg (SNAUL) Award
This award recognizes an outstanding nursing student for participation in the activities of the Student Nurses' Association of University of Lynchburg (SNAUL). The awardee has demonstrated: Leadership by serving as a SNAUL officer; Community service; Potential for contribution to professional organizations of nursing.

Teresa Christy Award
The Teresa Christy Award is awarded to a senior nursing student for outstanding ability in academic achievement and nursing practice. The student receiving this award has excelled in the academic and clinical area in the Department of Nursing And has the potential to be an outstanding nurse leader in the future. In the beginning of the spring semester of the senior year, candidates are nominated by the nursing faculty based on their overall accomplishment in the nursing major. The award is named in honor of Dr. Teresa Christy, a contemporary nurse leader, educator, and historian, who has influenced the direction of nursing through her teachings and publications in the field. Criteria for the award include: QPA of 3.5 or better, outstanding clinical performance in all nursing courses, excellent interpersonal skills, and potential contribution to the nursing profession. Rev. 1/20

Sigma Theta Tau

Our Department of Nursing Honor society was first developed in 1992 and became the Xi Upsilon Chapter of Sigma Theta Tau the International Honor Society for Nursing in April 1996. The purposes of Sigma Theta Tau are to:
▪ Recognize superior achievement.
▪ Recognize the development of leadership qualities.
▪ Foster high professional standards.
▪ Encourage creative work.
▪ Strengthen commitment to the ideals and purposes of the profession.
Student members are elected from enrolled senior nursing students who meet the requirements of Sigma Theta Tau. Other eligible candidates apply under the community leader category. Further information is located on the nursing website. https://www.nursingsociety.org

Student Nurses' Association

The National Student Nurses' Association (NSNA) is the only national organization for nursing students and the largest independent student professional organization in the United States. Flowing from the NSNA are individual state associations and, from the state associations, school chapters are formed within that state. See webpage links below for more information on the Student Nurses' Association of University of Lynchburg (SNAUL) and The National Student Nurses' Association:

https://www.lynchburg.edu/academics/majors-and-minors/nursing/student-organizations/

Nursing Class Officer Role and Responsibilities

The committee known as the Student Nurse Advisory Committee (SNAC) was established. The following guidelines assist the nursing classes to carry out responsibilities during the academic year.

JUNIORS
Class officer elections take place the second week of class:
President:
- Liaison between program and class to facilitate class activities and to represent class
- Required to participate in the Student Nurse Advisory Committee
- Required to be the class representative to the Curriculum Committee
- Encouraged to participate in Department of Nursing social events and SNAUL activities
- Act as an usher for the Senior Pinning Ceremony
- Senior Class President contacts Junior Class President to request volunteers

Vice President:
- Required to participate in the Student Nurse Advisory Committee
- Required to be the class representative to the Assessment and Progression Committee (APC)
- Act as the class representative to SNAUL
- Encouraged to participate in Department of Nursing social events and SNAUL activities
- Act as an usher for the Senior Pinning Ceremony

SENIORS
Class officer elections take place by the second week of class.
President:
- Liaison between program and class to facilitate class activities and represent class.
- Required to participate in the Student Nurse Advisory Committee
- Required to be the class representative to the Curriculum Committee
- Encouraged to participate in Department of Nursing Social events and SNAUL activities

- Address the Seniors with a 10 minute speech at the Senior Pinning Ceremony
- Contact Junior Class President to request ushers
- Works with designated faculty and Administrative Assistant to plan invitations and programs

Each Class President is the person responsible for initiating class meetings to get tasks completed and/or contacting the appropriate faculty member when further detail and assistance is necessary. The Class President is a leader and works with peers to achieve class cohesion. Rev. 1/20

Student Nurse Advisory Committee

The Department of Nursing Faculty welcomes and strongly encourages students to become active in the Department of Nursing And college committees. This avenue provides students an opportunity of giving input into the organization and to influence the development and change of student policies. The President and Vice President of each class are expected to actively engage and participate in the Student Nurse Advisory Committee (SNAC) and the committees below to serve as a link between students, faculty and the program. The Department of Nursing Chair will meet monthly with the committee to provide program updates and gather feedback from the committee. Membership includes the chair of the Department of Nursing and student leaders identified as the President and Vice President of the sophomore, junior, and senior classes. The mission of the committee allows students to be involved in shared governance.

Purpose of the Committee:
1. Offer feedback on items discussed at the Nursing Faculty Meeting.
2. Student leaders will be responsible for conveying the changes to nursing students during student meetings. Student leaders may engage in a discussion with the chair during SNAC meetings. Formal concerns are to be submitted in writing to the chair Program chair of the Department of Nursing within 24 hours after the student meeting is held.
3. To allow Student Leaders to submit suggestions for strategies to promote a sense of community among nursing students and the college.
4. Update and discuss happenings in the Department of Nursing.

Committee Members: Consist of the President and Vice President from each nursing class. Attendance at the monthly student advisory committee is required of its members.

STANDING COMMITTEES
The standing committees of the Department of Nursing are:
Assessment and Progression Committee and the Curriculum Committee
There is student representation on committees. At the beginning of the regular academic year, students are provided with information on meeting times and purposes and functions of committees. Students who volunteer to serve meet with the standing committee according to the

approved schedule. If a committee meeting necessitates discussion of particular students, the committee chair will request that student representatives leave and be readmitted at the end of the discussion.

AD HOC COMMITTEES
Students may be asked to participate in Ad Hoc Committees formed to study a special issue or to examine or draft policies. We hope you will assist faculty on these special committees when asked.

College Committees

There are numerous college student organizations, including the Student Government Association, in which nursing students are encouraged to participate. See the University student handbook HORNET for a description of the committees and councils and the process by which students become active.
Rev. 1/20

Professional Fee & Technology Fee

A non-refundable professional & technical fee will be assessed bi-annually to all students to cover the cost of standardized ATI (Assessment Technologies Institute, LLC) computer testing and review modules/books, nursing skills laboratory supplies, devices, iPad, and other related items required for the undergraduate Department of Nursing. These fees are billed directly to the student's account and will appear on the monthly statement when billed. Please refer to the University of Lynchburg nursing webpage for detailed information regarding Department of Nursing fees for traditional students and non-traditional summer entrants. Rev. 3/20

Standardized Tests

Standardized test administration occurs in the sophomore, junior, and senior years. All students are required to take these tests. The standardized tests may be incorporated into course and clinical time schedules, or they may be given on weekends or evenings. If a time other than class or clinical is necessary, advance notice will be given to students by the faculty. Students are expected to make arrangements to be available for the specified test date. The tests that the Department of Nursing currently uses have been developed by the company, Assessment Technologies Institute, LLC (ATI). Rev. 3/20

NCLEX Success Recommendations/Application

The National Council for Licensure Examinations for Registered Nurses (NCLEX) is given by computer. The application forms from the Virginia Board of Nursing are now available online at www.dhp.virginia.gov. The University of Lynchburg Program Code is: US28508200. Once deemed eligible to test (after graduation) students may make appointments for testing dates. The process for this is clearly outlined in the application packages. There are two applications – VA (or the state where you're planning to apply) and PearsonVue, the testing agency. Please follow directions on the forms for payment of fees.

Students who are successful in graduating from the University of Lynchburg Department of Nursing are encouraged to apply for the National Council for Licensure Examinations for Registered Nurse (NCLEX). It is highly recommended and encouraged that students take the exam when the "green light" is received from ATI. The "green light" demonstrates that the student is prepared and ready to pass the NCLEX. For more information visit https://www.ncsbn.org/1213.htm. This link will lead you to a candidate bulletin with additional information regarding the NCLEX exam.

Students who intend to take the examination outside the state of Virginia must obtain the necessary forms from the State Board of Nursing in the state in which they intend to be licensed. For additional information regarding the application and registration process, visit https://www.ncsbn.org/nclex-application-and-registration.htm. Students are responsible for getting official transcripts sent to the Board of Nursing in the state where they intend to take their examination.* The NCLEX application will be discussed in NURS 402 during the spring semester of the senior year.
Rev. 1/20

ACCREDITATION AND LICENSURE REQUIREMENTS
The University of Lynchburg's nursing program has been approved by the Virginia Board of Nursing and has full national accreditation with the Commission on Collegiate Nursing Education (CCNE). To practice as a professional nurse in the United States, one must have their Registered Nurse license (RN). Upon successful completion of the nursing program and awarding of the Baccalaureate of Science in Nursing (BSN) degree the graduate may take the national NCLEX-RN examination. Graduates have the choice to take the exam in the state they choose. The

Parking

University of Lynchburg
Student parking is allowed in the designated areas listed in the college handbook HORNET. Adhere to the agency parking policy. Please check with the clinical faculty for updates. Students are required to carpool as much as possible. All students are expected to cooperate and park where indicated or may otherwise be towed. Centra Lynchburg General Parking

3/20

Snow Policy

If you would like to check on the college status due to inclement weather dial 544-7669 (544-SNOW). If the University is closed due to inclement weather, nursing classes and scheduled clinical experiences are also canceled. In the event of inclement weather which does not force closing of the college as a whole, faculty will notify students if clinical experiences are postponed or canceled. In all cases, individuals should use good judgment about the safety of travel and notify course faculty if road conditions are too hazardous to attend the experience.
3/20

Program Advising

Students accepted to University of Lynchburg for nursing as a major will be assigned a nursing faculty advisor. The orientation advisor may not be the student's permanent advisor. Check with the Administrative Assistant in the Department of Nursing if you have questions regarding your assigned advisor.
3/20

Registration For Clinical Courses

Rather than registering for a clinical group via the usual online registration, students will register for the theory section only as follows:
Junior: NRSG 300 and 300L, NRSG 341 theory course. You will not be able to register for NRSG 335 or NRSG 336 theory. The nursing faculty will then assign the student a clinical group.
Senior: Fall - NRSG 412, 418, 428 theory course. Spring NRSG 402, 410, and 419. You will not be able to register for NRSG 418L or 428L. The nursing faculty will then assign the student a clinical group. Decisions regarding fall clinical groups will be made in August, and for spring courses in January. Due to the variety of clinical sites used to enhance learning, students should be available for both AM and PM clinical rotations throughout the semester.

Receipt of Student Handbook Form, Statement of Financial Responsibility, and University of Lynchburg Department of Nursing Acceptance of Functional and Technical Standards

After reading the entirety of the handbook and exploring the links, click on the blue link below and complete the signature form indicating receipt of the electronic student handbook and the statement of financial responsibility.

Student Nurse Handbook Signature Form