
Oklahoma Baptist University

School of Nursing

2024-2025

Student Handbook

Table of Contents

Please click on the link to the policy you wish to review.

Section I: General School of Nursing (SON) Information	5
Accreditation.....	6
Mission, Purpose, Vision	7
Philosophy, Organizing Framework, Student Outcomes.....	7
Section II: Admission	11
Admission to Upper Division Nursing Courses.....	12
Criteria for Conditional Admission in Upper Division Nursing Courses	14
Admission to LPN-BSN.....	15
Section III: Progression	16
Progression Criteria	17
Readmission.....	18
Degree Completion	18
Withdrawal	18
Grievance/Complaint Procedure.....	19
Dismissal.....	19
Section IV: Professionalism	21
Statement Regarding Self-Care Required for Health Care Practice.....	22
Background Checks	22
Confidentiality of Client Information	23
Dress Code.....	23
Substance Use	25
Professional Behavior, Code of Ethics.....	28
Employment	30
Employment of Undergraduate Nursing Students or Non-Licensed Graduates Guideline	30
NCLEX-PN – National Council Licensing Exam for Practical Nurses	30
NCLEX-RN – National Council Licensing Exam for Registered Nurses.....	30
Oklahoma Board of Nursing Notification.....	31
Student Nurses’ Association (SNA).....	32
Sigma Theta Tau	32

Section V: School of Nursing	33
Use of School of Nursing Facilities	34
Chapel Attendance.....	34
School of Nursing Attendance.....	34
Practicum Attendance and Make-Up.....	35
Clinical Practicum Requirements	36
Course and Contact Hour Credit for Clinical/Lab Experiences	41
Transportation	41
Health and Safety Concerns	41
Home Visits Safety Policy	41
Simulation Lab Guidelines	42
Skills Lab.....	43
Academic Honesty.....	43
Turnitin Benchmark	44
Student Assignments	44
Alternative Assignment Policy	44
Late Assignments	44
Grading Scale	45
Theory Course Exam Policy	45
Student Handbook and Theory Course Exam Policy Signature Page.....	45
Testing Guidelines	45
Late/Make-Up Exam Policy.....	46
Exam Review Guidelines.....	46
Communication of Test and Course Grades	47
Exam Scores and Rounding Course Grades Policy.....	47
Testing Alternative Due to Technological Difficulty	47
Pre-Clinical Medication Safety Exam Policy.....	47
School of Nursing Comprehensive Testing Policy.....	49
ATI Incentive Policy	50
Estimated Fees and Expenses for Nursing Students*	50
Faculty Office Hours	51
Reference Request	51
Student Communication.....	51

Severe Weather Conditions 52
Pinning 52

Section I: General School of Nursing (SON) Information

Accreditation

The baccalaureate degree program in nursing at Oklahoma Baptist University is accredited by the Commission on Collegiate Nursing Education (<http://ccneaccreditation.org>).

The Baccalaureate of Science in Nursing degree program received accreditation by the Commission on Collegiate Nursing Education (CCNE) on April 28, 2015, and has continuing accreditation status for 10 years, extending to June 30, 2025.

The Oklahoma State Board of Nursing (www.ok.gov/nursing) has granted continued approval.

Mission, Purpose, Vision

Mission Statement

Mission of Oklahoma Baptist University

As a Christian liberal arts university, Oklahoma Baptist University (OBU) transforms lives by equipping students to:

- pursue academic excellence
- integrate faith with all areas of knowledge
- engage a diverse world, and
- live worthy of the high calling of God in Christ.

Mission of the School of Nursing

The mission of the OBU School of Nursing (SON) is to educate students to become professional, caring, competent nurses who are prepared to integrate personal faith with the discipline of nursing while engaging in Christian service within a diverse world.

Purpose

The SON exists to offer an education program for the preparation of a professional nurse within the framework of a liberal arts Christian School.

Vision

The intent of the nursing program at OBU is to be a pace setter for excellence in professional nursing education.

Philosophy, Organizing Framework, Student Outcomes

Philosophy

The SON offers a program that combines a professional and liberal arts education within a Christian university. The philosophy of the SON clarifies the structure underpinning the program. The overarching goal is to produce caring, competent professionals who are prepared to integrate personal faith with the discipline of nursing and who can engage in service within a diverse world.

Organizing Framework

The nursing curriculum is built on the foundation of liberal arts, a Christian faith-based understanding of humanity, the physical and social sciences, and the management of information.

Faculty believe professional, relational nursing practice is developed by cultivating a spirit of inquiry and maintaining a consistent focus on promoting the health of varied populations. Spirit of inquiry, relational practice, professional practice, and health focus are addressed in levels of increasing complexity as the student progresses through the nursing program.

Spirit of Inquiry— An academically excellent general education not only lays the groundwork for professional reasoning but also ignites intellectual curiosity within the learner. Professional reasoning and a persistent sense of curiosity optimize patient outcomes and advance nursing knowledge and practice. The nursing curriculum structures leveled learning experiences regarding ordered, persistent thinking through the skills of gathering evidence, critical thinking/reflecting, and clinical judgment/reasoning with the goal of using clinical imagination to create innovative solutions (Benner et al, 2010, pp. 84-86)

Relational Practice—Nursing is integrally involved in transformative work that centers around conscious relationships with others. Building on a faith-based liberal arts foundation, the nursing curriculum provides leveled learning opportunities regarding relational practice through the development of communication skills, mutuality, teamwork and collaboration (IOM, 2011).

Professional Practice—Professional practice is demonstrated through the various roles of a professional nurse. Formation of the professional role is at the heart of educating nurses (Benner et al, 2010, pp. 86-87). The nursing curriculum provides leveled learning experiences regarding the formation of professional practice through opportunities to be provider, coordinator, designer, and leader of health care.

Health Focus—Professional nursing practice centers around the health promotion of varied populations. The curriculum provides leveled learning opportunities regarding the focus of health care beginning with individuals/self, moving to families, communities and systems (AACN, 2014).

The development of professional and relational practice based on ordered thinking infused with a spirit of inquiry prepares learners to integrate faith, ethics and social justice in their professional roles, to seek quality and safety in delivered care, and to promote health for diverse populations in each level as they progress through the program. Diversity can be defined as being composed of differing elements (Diversity, 2018). Diversity should attract both students and faculty from a variety of backgrounds to create a multicultural community of learners. Diversity should also assist with the development of skills which facilitate the care of a range of individuals, families, communities and systems. These values are central to OBU and to nursing's professional standards which are found in the American Association of Colleges of Nursing's Essentials of Baccalaureate Education (AACN, 2018), the Institute of Medicine's Future of Nursing report (IOM, 2011), Quality and Safety Education for Nurses (QSEN) (<http://qsen.org/>, 2016) and AACN's Public Health: Recommended competencies (AACN, 2014).

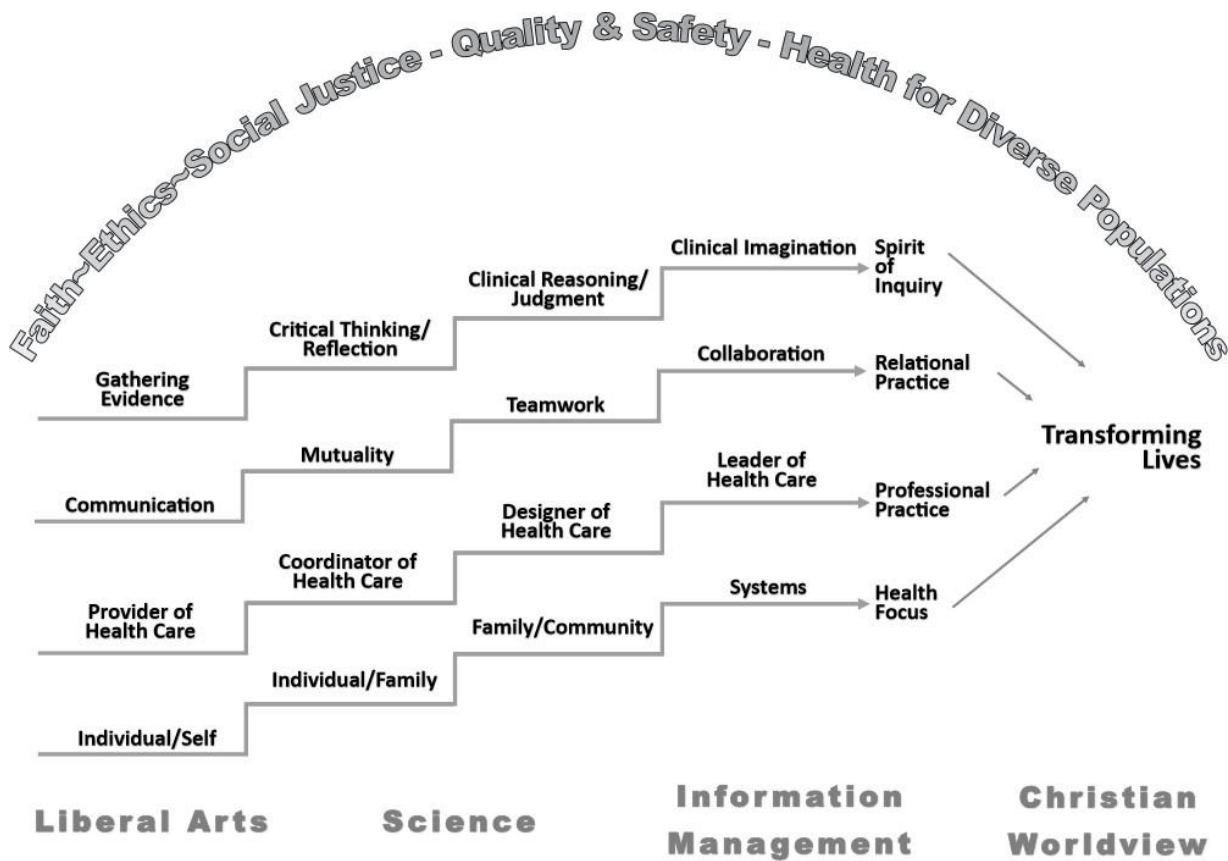
The SON also offers a program option which allows further educational development for nurses holding a practical nursing license. This degree provides the opportunities to refine one's professional, relational, health-focused practice with excellence and a basis in Christian faith.

In addition to a curriculum that is clearly structured, faculty believe optimal learning takes place in an interactive, reflective environment with the guidance of expert faculty (Benner et al,

2010, pp. 82-84). Starting with professionals who are committed to Christian higher education, nursing education at OBU facilitates a transformative process to which learner, teacher and recipient of care all contribute and benefit.

References

- AACN (American Association of Colleges of Nursing). (2018). Essentials of baccalaureate education. Washington DC: American Association of Colleges of Nursing.
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- Diversity. (2018). Merriam-Webster.com. Retrieved 9/10/18 from <https://www.merriam-webster.com/dictionary/diversity>.
- Henson, R.H. (1997). Analysis of the Concept of Mutuality. *Journal of Nursing Scholarship*, 29(1), 77-81.
- IOM (Institute of Medicine). (2011). *The Future of Nursing*. Washington DC: National Academies Press.



Student Outcomes

A graduate from OBU will:

- Demonstrate proficiency in an academic or professional discipline in a liberal arts context and engage in the process of academic discovery as a life-long learner.
- Think critically and creatively about complex problems in order to develop, communicate, implement and evaluate innovative solutions.
- Integrate Christian faith and worldview in broad and discipline-specific contexts in a diverse world by analyzing, evaluating, and engaging in issues of local, regional, national, and global importance.

Upon completion of the BSN program, students will:

- Apply clinical judgment/reasoning to diverse populations, providing safe, quality, health-focused care based on current evidence.
- Work in collaboration with individuals, families, communities, and professional colleagues as a provider and leader in health care delivery.
- Exercise stewardship in the management of fiscal and human resources, engagement in civic and regulatory processes, and competence in management of information and technology.
- Integrate faith consistent with a Christian worldview into professional practice, demonstrating ethical integrity, accountability, and a commitment to respect and compassion for all.
- Demonstrate commitment to life-long learning and professional growth.

Section II: Admission

Admission to Upper Division Nursing Courses

After being accepted into the University and having completed or being currently enrolled in NURS 2213 Pathophysiology, the student may apply for enrollment in the upper division nursing courses. An application for admission may be obtained from the SoN website.

It is important that applicants understand the following facts before being admitted to a course of study ending in a nursing license.

- Immunization of health care providers is required. This is to protect immune compromised patients from exposure to communicable disease. OBU cannot guarantee a clinical placement for students who choose to not be immunized. Without clinical placement, the student cannot complete a nursing degree.
- A urine drug screen is required. Marijuana is an illegal drug at the federal level. Any agency receiving federal funds of any kind is prohibited from allowing marijuana use. Health care agencies receive federal funds. Additionally, health care agencies prohibit providers' use of any substance which might impair judgment and put patients at risk. Therefore, it is possible that a student who tests positive for marijuana, even if it is for medical purposes, may not be granted a clinical placement in some health care agencies. Without clinical placement, the student cannot complete a nursing degree.
- A state and national criminal background check is required. Certain crimes prohibit individuals from holding a license to practice nursing. If these crimes are identified by the background check, it is possible that a student may not be granted a clinical placement in some health care agencies. Without clinical placement, the student cannot complete a nursing degree. Before beginning a nursing course of study, if there is a crime in an individual's background, an Initial Determination of Eligibility for Licensure can be obtained from the Oklahoma Board of Nursing.

The Oklahoma Baptist University School of Nursing is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for (registered or practical) nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search including fingerprinting, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

- A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
- A pending or approved application for asylum in the United States;
- Admission into the United States in refugee status;
- A pending or approved application for temporary protected status in the United States;
- Approved deferred action status; or
- A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition, or certificate; issue a license, recognition, or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition, or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made. Potential applicants to state-approved education programs, with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The *Petition for Determination of Eligibility for Licensure or Certification* form can be accessed at <https://oklahoma.gov/nursing/criminal-history.html>

Each applicant is considered by a committee composed of faculty from the SON. Admission to and continuation in the nursing program requires a professional review by the faculty. Criteria for admission and progression in the nursing area of concentration are outlined below. These criteria must be met prior to enrollment in junior-level nursing courses.

Official verification of the following clinical requirements is mandatory for admission to the SON.

- Immunization records or titers demonstrating immunity to:
 - Measles
 - Mumps
 - Rubella
 - Varicella (Chicken Pox)
 - Hepatitis B
 - Tetanus, Diphtheria & Pertussis (Tdap)
 - Coronavirus (COVID) or a [Declaration of Intent to Decline](#)
- Health Insurance
- Criminal Background Check
- Urine Drug Screen

The following must be completed in the month of May ONLY:

- TB testing (PPD, Tspot, IGRA, or QuantIFERON)
- CPR Certification

The following must be completed July 15th-August 31st:

- Signed—Confidentiality Statement
- Signed—Student Handbook Signature Page
- Signed—A Statement of Intent to Participate
- Signed—Theory Exam Policy
- Completed—NESA mandatory education

The following must be completed October 1st-25th:

- Influenza vaccine

For more detailed information, see the [Clinical Practicum Requirements Policy](#) in SON student handbook.

Criteria for Conditional Admission in Upper Division Nursing Courses

The following criteria must be met for conditional admission into the nursing program:

- Complete online application and pay application fee.
- Earn a minimum 2.8 cumulative GPA.
- Complete all Clinical Practicum Requirements.
- If the student has attended any nursing programs previously, submit a letter from the Dean/Director/Chair stating that the student left the program in good academic standing. This must accompany the application.

For the courses listed below, the following applies:

- CHEM 1124 Intro to Chemistry
- BIOL 2354 Human Anatomy
- BIOL 2364 Human Physiology
- BIOL 3274 Microbiology
- MATH 1163 College Algebra
- MATH 2003 Statistics
 - A student must complete the courses with a minimum grade of "C".
 - A student may repeat any course only one time.
- SOCI 1223 Intro to Sociology
- PSYC 1223 Intro to Psychology
- NURS 1101 Cornerstone
- NURS 2013 Development and Nutrition
- NURS 2213 Pathophysiology

Students not meeting the conditional admission requirements may request a *Review of Circumstances* be completed by the Chair of Nursing. Students should complete and submit the *Review of Circumstances* form to the Chair, who will then present to the nursing faculty for consideration. Potential factors to be considered include:

- College credits that are older than 5 years
- Returning to college after a gap in years
- Required GPA on the last 60 hours
- Required GPA only on the courses being used to meet the BSN degree requirements
- Current healthcare experience

Criteria must be met for full admission into the nursing program:

- Upon admission to the upper division nursing program, the applicant may have a maximum of 9 non-nursing credit hours to complete. The outstanding 9 credit hours do not include courses in the plan of study for the SON. The student must have these outstanding credits completed by the start of the Senior I semester to progress into the senior year of the program.
- All conditional requirements must be completed.
- For courses taken at another college or university, all official transcripts must be in the Academic Center no later than August 15th, of the admission year, or the student will not be considered for admission.
- In the event that the SON must limit the size of the nursing cohort, applicants will

be ranked according to GPA. Students enrolled at OBU full-time for at least one semester will receive priority over new transfer students.

Admission to LPN-BSN

See OBU School of Nursing website for program requirements:

<http://www.okbu.edu/nursing/lpn-bsn.html>

Section III: Progression

Progression Criteria

See OBU School of Nursing website for full progression criteria.

<https://www.okbu.edu/nursing/progression-criteria.html>

Once a student has been admitted to the SON, the following progression criteria must be met to remain in the program:

- Student must achieve at least a C in all Nursing Area of Concentration courses.
- Students are limited to two academic course failures within the nursing program. If a student fails a third course, they will be withdrawn from the program and unable to continue working toward a Bachelor of Science in Nursing degree at OBU.
- A student may repeat any course only once.
- Students must achieve a 95% score on the Medication Safety Exam each semester.
- Achieve a minimum average of 70% on exams in all nursing courses.
- Maintain current Clinical Practicum Requirements.

Students unable to progress due to exceeding the course failure rule may submit for a review by the Student Affairs Committee within the nursing department. Students interested in receiving a review should complete the Student Affairs Committee Petition Form located on the SON website.

Section 504 Statement: Pursuant to Section 504 of the Vocational Rehabilitation Act Of 1973, any student who has a documented disability (or would like to pursue documenting a disability) should contact the Student Services Center as soon as possible to discuss potential accommodations. Identification is the responsibility of the student.

In order to be admitted or retained in the program after admission, all applicants will possess:

- Sufficient visual acuity, such as is needed in accurate preparation and administration of medications, and for the observation necessary for client assessment and nursing care.
- Sufficient olfactory acuity to detect the presence of unusual odors, such as a wound infection.
- Sufficient auditory perception to receive verbal communication from clients and members of the health care team and to assess health needs of people through the use of monitoring devices such as stethoscopes, IV infusion pumps, fire alarms, and other monitors which emit audible signals.
- Sufficient gross and fine motor coordination to respond promptly and to implement the skills required in meeting the safety needs of a client. These include, but are not limited to, the manipulation of equipment, performance of CPR, assisting a client with daily hygiene, positioning and ambulating clients, and administration of medications.
- Sufficient communication and language skills (speech, comprehension, reading, and writing) to communicate effectively with clients, families, and members of the health care team, as may be necessary in the client's interest and safety.
- Sufficient intellectual functioning and emotional stability to plan and implement care for clients.
- Ability to manage personal health status.

Students who have a need for services due to disabilities, please contact the Director of Student Services. Students will also need to notify the SON faculty in writing that a disability exists at the time of admission to the upper division nursing courses or if a disability occurs during enrollment in the nursing program. Documentation from a qualified professional will be requested to validate the student's ability to provide safe nursing care. Continuation in the nursing program will be based on the student's ability to provide safe nursing care to clients.

Readmission

Students who are not continuously enrolled at OBU for one or more semesters and who have not applied for a Leave of Absence are required to make application for readmission to the University. This process involves completion of an application form and payment of the designated fee.

The student under academic suspension normally may apply to the Provost for re-admission. Reinstatement of the student is not automatic but depends on the quality of evidence submitted to the Provost to justify belief that normal progress may be made toward satisfaction of degree requirements. Reinstated students must pass all courses attempted for each succeeding semester or a second suspension will result (<https://www.okbu.edu/catalog/index.html>).

If a student withdraws from upper division nursing courses because of academic, personal, or economic reasons, or if there is a break in enrollment or a leave of absence from the SON, the student must request the opportunity to re-enter and continue working toward the nursing degree. The nursing faculty and chair evaluate the previous academic record of the student, the reasons for withdrawal, and the student's rationale for requesting re-entry. Re-entry is not guaranteed and all policies in place at the time of re-entry apply to the student.

Degree Completion

In addition to OBU graduation requirements, a nursing student cannot receive a final transcript unless they have achieved the required benchmark on all designated Assessment Technology Institute (ATI) Mastery Exams within the SON. Students who do not achieve required ATI benchmarks are required to provide proof of completion of an NCLEX review course within 8 weeks after graduation. Upon validation of ATI benchmark achievement and/or completion of an NCLEX review course, the final transcript will be released. (see ATI Comprehensive Testing Policy, Section V)

Withdrawal

To earn a Bachelor of Science in Nursing, a student must achieve at least a C in all nursing concentration courses. If a student withdraws (W) from any nursing course(s) and is not in good academic standing, the "W" will be counted as a failure; each withdrawal counts as one failure. If a "D", "F", or "W" is earned on the second attempt in any of the nursing concentration courses, the student will be required to withdraw from the SON.

Grievance/Complaint Procedure

The Student Complaint and Grievance Policy does not supersede specific policies involving special cases such as academic integrity and grade appeals, Title IX, sexual harassment, and due process within discipline procedures/hearings. Those special cases have specific policies and procedures that are outlined separately. A student who is unsure of which policies or procedures should be followed may discuss the matter with the Dean of Students, Director of Human Resources, or the Title IX coordinator.

University policies provide the opportunity for students to file informal concerns or complaints, or formal grievances concerning any member of the University community while acting in an official capacity (e.g. faculty member, administrator, staff member). Information regarding procedures may be obtained from the Academic Center and/or the Office of Student Development.

Following the investigation, evaluation, and resolution of the formal grievance, the student and the University department/School will receive a written report of the outcome of the dispute. If the student's concern is not resolved at the formal grievance level, then the student is able to submit a final formal written grievance to the President by following the procedures outlined below.

This policy and form may be accessed via the Oklahoma Baptist University website.

<https://www.okbu.edu/student-life/student-grievance-policy.html>

Dismissal

See Oklahoma Baptist University Academic Catalog for Academic Probation, Suspension, and Withdrawal Procedures. <https://www.okbu.edu/catalog/index.html>

Categories of penalties:

- Disciplinary reprimand – an official statement to the student advising him/her that a violation has occurred, and that if immediate changes in behavior do not occur, the student may face more severe action.
- Disciplinary Fine - A monetary fine associated to the violation.
- Disciplinary probation – this condition encumbers the student's good standing in the University for a stated period of time. Penalties can include, but are not limited to, the loss of University-administered financial aid (i.e. academic scholarships, endowed scholarships, talentships, athletic scholarships, etc.); restriction from participation in University-sponsored groups (i.e. fine arts organizations and athletics); restriction from living in University-owned property; and restriction from holding office in University-sponsored organizations. Disciplinary probation can also include assigned counseling sessions, educational activities, and/or community service hours relating to the violation. Failure to complete any assigned counseling sessions, educational activities, and/or community service hours in the manner

prescribed by the hearing officer or body results in further disciplinary action.

- Disciplinary suspension – for a fixed period of time the student may not remain on nor visit the campus to participate in any academic or other activity. A student who has been suspended for disciplinary reasons must petition for readmission at the conclusion of the suspension. Readmission to the University may require the completion of assigned counseling sessions, educational activities, and/or community service hours.
- Disciplinary expulsion – The student is denied the right to participate in any academic or other activity for an unspecified period of time. In addition, the student may not remain on nor visit the campus for this unspecified period of time. Only under the most unusual circumstances will a dismissed student be readmitted to the University. Readmission to the University may require the completion of assigned counseling sessions, educational activities, and/or community service hours. (OBU Student Handbook: <https://www.okbu.edu/student-life/handbook.html>).

Nursing students are subject to the same discipline as other university students for the violation of university standards. Students who are unable to meet the minimum standards specified in the SON's Admission and Progression Criteria are not permitted to continue in the nursing program. Moreover, students may be required to withdraw from nursing courses, regardless of academic standing, for any of the following reasons in addition to others enumerated in the Handbook:

- Demonstrated lack of ability for nursing
- Unsafe nursing care
- Physical or emotional condition of a nature that limits or potentially limits the student's ability to provide safe nursing care
- Excessive absences
- Violation of the professional behavior expectations
- Violation(s) of the American Nurses Association Code of Ethics
- Demonstrated dishonesty of any form
- Breach of the confidentiality of client information
- Violation of the SON's policy for home visits
- Use of test banks specific to any textbook or any faculty-constructed exams is cheating and subject to OBU Academic Dishonesty Policy. Disciplinary action can result in failure of the course and up to dismissal from the program.

Section IV: Professionalism

Statement Regarding Self-Care Required for Health Care Practice

The practice of providing health care presents some risks. These include, but are not limited to:

- exposure to infectious disease through blood, body fluids, droplet or air-borne transmission
- exposure to offensive, inappropriate, or dangerous conduct by patients or clients
- exposure to psychologically, socially, and morally challenging situations
- exposure to radiation
- exposure to hazardous chemicals
- risk of physical injury, such as back injury

It is important that individuals choosing careers in which they will provide health care to others enter the profession aware of the risk and prepared to practice necessary personal self-care strategies.

Required clinical experiences are a component of the academic programs in the SON. These experiences allow students to develop clinical reasoning skills and practice skills learned in class and lab. Sites selected for student experiences will take reasonable measures to protect students' health and safety. The SON will provide training related to potential hazards and prevention techniques. Even with such measures, there are risks inherent to clinical experiences that cannot be eliminated.

Statement Regarding Infectious Disease and Consent to Participate in Clinical

Adults of any age who have underlying medical conditions like heart or lung disease or diabetes and who have experienced systemic health and social inequities, including racial and ethnic minority groups and people with disabilities, can be more likely to develop serious complications from COVID-19 illness (CDC, retrieved August 5, 2024, [Precautions related to underlying conditions](#)).

Nursing students are required to sign a Statement of Intent to Participate to be kept in their SON files. Please see the following link for the statement of intent to participate to be signed and submitted. <https://www.okbu.edu/nursing/documents/student/intent-to-participate.pdf>

Background Checks

A background check is required upon admission and may be updated based on agency requirements. Results of the background check are reported to the SON and any healthcare facility in which the student is placed as part of their clinical education. An unsatisfactory background check:

- May result in denial of final admission to the nursing program.
- May restrict the entrance of a student to healthcare facilities. Facilities will be able to view the results of the background check on students scheduled for clinical practicums.
- May impede or halt the student's progression in the nursing program.
- May result in the student being moved to another clinical site or asked to withdraw from the course if other sites are not available.
- May result in a graduate being unable to take the RN licensing exam after graduation. Before beginning a nursing course of study, if there is a crime in an individual's background, an Initial Determination of Eligibility for Licensure can be obtained from the Oklahoma Board of Nursing.

Confidentiality of Client Information

Students and faculty in the SON will have access to information which is confidential. The sources of this data will include, but not be limited to, clients, families, nursing staff, other health professionals, other caregivers, peers, faculty, and clinical agencies. The confidentiality of this information must be maintained at all times. Discussion of confidential material outside of the classroom or clinical setting and discussing or posting confidential information on any electronic social media outlet is prohibited.

Furthermore, the privacy of the sources of confidential information must be protected in the written assignments completed by nursing students as a part of their clinical practicums. These written assignments should not contain the names of any clients, families, nursing staff, other health professionals, other caregivers, peers, faculty, or clinical agencies.

The student's failure to maintain the confidentiality of information is subject to review by the nursing faculty. Furthermore, this behavior is identified as unprofessional conduct by the Oklahoma Nurse Practice Act. A violation of confidentiality is subject to prosecution under Oklahoma Law.

Nursing students are required to sign a Statement of Confidentiality to be kept in their SON files. Students may be required to sign additional confidentiality statements for clinical agencies. Please see the following link for the confidentiality statement to be signed and submitted.

<https://www.okbu.edu/academics/documents/student-confidentiality-statement.pdf>

Dress Code

The purpose of the dress code for the SON is to promote a professional appearance. When acting in the capacity of nursing students and potential members of the nursing profession, students are to be dressed and groomed in a manner which will enhance client confidence as

well as respect from nursing colleagues and other health professionals. OBU is a member of the Nurse Education and Service Administrators (NESA) consortium, which oversees policies and procedures for schools of nursing in their clinical partnerships with health care facilities. As a member, OBU is required to be compliant with NESA policies. If any NESA dress code policies change mid-academic year, students will be notified and required to be compliant with the updated policies. Student attire in all practicum experiences will comply with safety standards and facilitate job performance.

Personal Grooming

- Hair will be clean and worn in a manner that does not cause the client or family to focus on the appearance rather than the competence of the nurse. Non-natural hair tones are not permitted. Hair must not interfere with performance or infringe on sanitary conditions. For example, hair must not fall forward into the face, on the work area, or on the patient.
- Scarves, ribbons, or large ornaments must not be worn in the hair. Headbands of solid black, white, or gray coloring will be permitted, so long as they measure less than two inches in width.
- Moustaches, beards, and sideburns must be closely and neatly trimmed, and must not interfere with personal protective equipment (PPE). Moustaches must not be below the corners of the mouth. There will be no developing beards or moustaches.
- Makeup must be conservative. No false eyelashes are allowed.
- Fingernails should be clean, and the length of the nail must not interfere with the care or safety of the client. Artificial nails, gel nails, or nail polish of any kind will NOT be allowed during the clinical experience.
- Perfumes, colognes, or scented lotions must not be worn.
- The student should regularly bathe and use deodorant.
- Chewing gum is not permitted in any clinical practicum.
- Body art and/or tattoos may not be visible when the student is in uniform. Students will be required to cover visible tattoos during clinical practicum.
- Nose rings, tongue rings, other facial jewelry, and/or fingernail jewelry are not permitted. Flesh colored plugs for gauged ears, nose rings, etc., are permitted.

School of Nursing Uniform

- Uniforms must be non-form fitting, neat, clean, and wrinkle-free.
- The official uniform will consist of a green top and green scrub pants. The scrub pants should be non-transparent material.
 - If a student chooses to wear a shirt under the green scrub top, it must be a solid black, white, or gray short-sleeved or long sleeve shirt of a moderate weight fabric.
 - High quality tee shirts are acceptable. No design or insignia should be visible.
 - Scrub pants must be an appropriate length, touching the top of the shoe, and not be below the heel of the shoe. Cuffed pants and jogger pants are prohibited.
 - Articles of clothing, such as surgical scrubs, provided by the institution for specific

- clinical settings must be worn only in that clinical agency.
- No hoodies, jackets, lab coats, or coats are allowed.
- The SON patch must be worn on the left sleeve of the scrub top, two inches below the shoulder seam.
- The SON name tag must always be at chest level in plain sight in every clinical setting.

Clothing for Clinical Experiences Outside of Hospital or Nursing Home

When clinical experiences allow for wearing clothing other than uniforms, the clothing must be appropriate for business dress. The color and style of the clothing should not cause the client or family to focus on the appearance rather than the competence of the nurse.

Footwear

Footwear should contribute to a professional appearance. Sturdy, comfortable shoes with non-skid soles are required and should be clean. For any clinical setting, shoes should have a closed heel and toe. Shoes must contain only black, gray, or white coloring without distracting patterns. Clogs, slides, sling-backs and high-top tennis shoes are not permitted. Shoestrings must be clean and of the same color as the shoe or white.

Jewelry

The wearing of jewelry must be kept to a minimum. Jewelry which is acceptable includes: a watch; one or two professional pins; a finger ring when it will not interfere with work performance or safety. One pair of small earrings which are contained on the earlobe are acceptable; hoops, dangling earrings, and other body ornamentation are not acceptable.

Consequences of Failure to Follow Dress Code

Students who do not adhere to the published dress code will not be allowed to attend lab (skills, health assessment, or simulation) or practicum and a Counseling Record will be completed. An unexcused absence will be recorded, and the clinical grade penalized according to the SON attendance policy.

Exceptions to the Dress Code

When religious or cultural practices require a change in the dress code, the student may petition the faculty for an exception to the policies with final approval from the Chair. This request must be presented in writing prior to the beginning of the semester. The specific religious beliefs or cultural practices must be cited.

Substance Use

Statement of Philosophy

The SON supports the University policy prohibiting possession and or distribution of alcohol and illicit drugs by students, employees, and others on University premises or in connection with any University activity. The University may discipline a student for the violation of alcohol or drug laws wherever that violation occurs. Because marijuana is an illegal drug under federal law, it is considered an illicit drug, both at OBU and at all related clinical agencies.

The nursing faculty believe they have an ethical and professional responsibility to provide a safe teaching and learning environment for students. Nursing faculty also have an obligation to ensure the safety of clients who receive nursing care from OBU nursing students.

Drug Screens

Drug screens will be required upon admission and can be requested for cause while enrolled in the program. Drug screens will be updated based on agency requirements. Students with positive drug screens will be prohibited from going to clinical agencies and dismissed from the program.

A urine drug screen is required. Marijuana is an illegal drug federally. Any agency receiving federal funds of any kind is prohibited from allowing marijuana use. Health care agencies receive federal funds. Additionally, health care agencies prohibit providers' use of any substance which might impair judgment and put patients at risk. Therefore, it is possible that a student who tests positive for marijuana, even if it is for medical purposes, may not be granted a clinical placement in some health care agencies. Without clinical placement, the student cannot complete a nursing degree.

Indications of Possible Substance Abuse

Manifestations of substance abuse are variable. However, the following categories may be indications of this problem:

Physiologic:

- Slurred or rapid speech
- Trembling hands; persistent rhinorrhea
- Altered pupil dilation
- Flushed face
- Red eyes
- Swollen face
- Odor or scent of chemical or substance
- Unsteady gait
- Declining health

Behavioral:

- Excessive absenteeism and/or marked changes in class attendance
- Changes in punctuality
- Late assignments with elaborate excuses for not meeting deadlines
- Reduced attentiveness in classroom and/or clinical setting
- Isolation or withdrawal from peers and faculty
- Unsafe clinical performance resulting in placing clients at risk
- Errors in decision-making in clinical settings
- Leaving clinical area frequently

- Illogical or sloppy charting
- Decreasing classroom and/or clinical productivity
- Changes in mental status: forgetfulness, confusion, decreased alertness, extreme mood swings, and irritability
- Inappropriate responses
- Dishonesty
- Changes in personal appearance such as an unkempt appearance
- Memory loss

Process for Addressing Suspected Substance Abuse

When a nursing faculty member observes characteristics of substance abuse by a nursing student in the practicum (clinical, simulation lab, skills lab) or classroom setting, the student will be:

- Removed to a private area where the faculty will talk with the student concerning these observations.
- Given an opportunity to respond to the faculty's observations.

If this incident occurs within a clinical setting:

- The student will be relieved immediately of further clinical responsibilities for that day.
- The student will be required to provide a for-cause urine drug screen at their expense within two hours of the incident. If time exceeds two hours, the drug screen will be considered a positive.
- If an off-site testing location is required, the student may not transport themselves to the testing site.
- If possible, the drug testing will be performed at the clinical facility. If not, the student will be transported to a designated Drug/Alcohol Testing Provider location by a designee of the Chair of the SON, who shall wait with the student until urine drug screening is completed.
- Designee will transport student back to the location from which the student was transported.

Notification of Use of Prescribed and/or Over-the-Counter Medication

The student must notify the SON clinical faculty, course coordinator, and/or advisor whenever he/she is taking a prescribed or over-the-counter drug that the student has been advised will, or based on the drug profile, is likely to impair job performance (e.g., drowsiness, diminished ability to focus).

The notification should occur prior to attending clinical rotation at any site. The student will be assessed by faculty to determine if they are safe to enter the clinical site.

Professional Behavior, Code of Ethics

Professional behaviors include the personal attributes and conduct expected of the individual engaged in the practice of nursing. Courteous behavior is expected in the classroom and clinical settings. Students are expected to demonstrate responsibility for their personal and professional learning and to practice assuming responsibility for their own behavior in every setting, especially in the clinical setting. Students will be graded in all courses on professionalism. The SON is responsible to respond and investigate any unethical behavior involving but not limited to the abuse of any substance by a student while enrolled (this includes semesters as well as periods between semesters) in the SON.

The SON upholds the highest ethical standards and as such is obligated to develop nursing students into professional nurses capable of providing culturally competent care based on mutually respectful interactions. Students are expected to provide client privacy, confidentiality, and safety, while accepting individual accountability. Professional conduct includes but is not limited to the following:

- Provides services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of the health problems.
- Safeguards the client's right to privacy, assumes responsibility and accountability for individual nursing judgements and actions.
- Demonstrates competence and acts to safeguard the client and the public when health care and safety are affected by incompetent, unethical, or illegal practice of any person.
- Exercises informed judgement based on the level of education.
- Demonstrates caring and concern for the client.
- Participates in the professional efforts to educate the client about self-care and the public about the role of nursing.
- Interacts with others in a respectful manner.
- Collaborates with members of health professions and other citizens in promoting efforts to meet the health needs of the public.
- Follows the Ten Core Rules of Netiquette in online environment as outlined at <http://www.albion.com/netiquette/corerules.html>

Unprofessional conduct includes failure to adhere to the applicable standard of care and a pattern of practice or other behaviors which demonstrate incapacity or incompetence to practice as a nursing student. Failure to uphold the Code of Ethics will result in disciplinary action which includes counseling and possible dismissal from the nursing program.

Unprofessional conduct includes but is not limited to:

- Performing acts beyond the authorized scope of the level of nursing
- Assuming responsibilities without adequate preparation
- Failing to take appropriate action or to follow policies and procedures
- Inaccurately recording, falsifying, or altering a patient's record or agency record

- Physical or verbal abuse
- Violation of confidentiality
- Diversion of drugs, supplies, or property of patients or agencies
- Commission of a felony
- Abuse of alcohol or other habit-forming drugs
- Mental or physical incompetence
- Violation of agency policies or professional standards
- Failure to follow appropriate rules of Netiquette

At the discretion of the faculty, any student who violates professional conduct is subject to the following consequences:

- Verbal warning with re-direction
- Written warning with re-direction
- Dismissal from clinical/classroom for unprofessional behavior
- Recommendation for dismissal from the program

Unsafe Nursing Care

Unsafe nursing care can lead to probation or dismissal from the nursing program. Unsafe nursing care is behavior that is a risk to the health and safety of the client and/or other nursing staff. Students displaying any of the behaviors outlined below may be removed from the clinical setting by the faculty.

Unsafe nursing care includes, but is not limited to the following:

- Failure to recognize negative self-attitudes and their effect on others
- Failure to carry out manipulative or communicative nursing skills safely
- Engaging in activities which do not fall within the realm of nursing practice
- Engaging in activities for which the student is not prepared
- Performing acts beyond authorized level of education
- Failure to use the nursing process
- Lying or deliberately giving inaccurate information
- Failure to communicate effectively
- Failure to anticipate, identify, or meet clients' needs
- Failure to possess and exercise on behalf of the client the knowledge and skills ordinarily possessed and exercised by a reasonable and prudent nurse in similar circumstances (malpractice)
- Failure to do what a reasonable person with comparable education would do or doing what a reasonable person would not do (negligence). Examples of negligence are abandonment, sleeping on the job, failure to provide appropriate nursing care, leaving side-rails down, leaving a client unattended.

- Engaging in care for a client while the student's physical, mental, or emotional condition is altered constitutes a threat to others. For example: communicable disease, drug use, emotional disorder, physical conditions that interfere with decision-making.
- Failure to arrive in clinical setting prepared and knowledgeable of the content necessary to successfully provide safe care to the assigned patient.

Employment

Students are encouraged to seek employment as nurse technicians or nursing assistants or as an LPN, if so licensed, prior to graduation. This enhances their educational experience and increases their opportunities for employment following graduation. However, it is recommended that the number of hours a student works during the academic year be limited to no more than sixteen hours per week. Students who are experiencing academic difficulties may need to limit their employment to eight hours per week or less. The faculty may dismiss a student from a clinical experience for excessive fatigue and falling asleep, unable to concentrate, or any related behavior which affects the student's ability to deliver safe care. This includes students who have been working within the 4 hours prior to a clinical experience.

Employment of Undergraduate Nursing Students or Non-Licensed Graduates Guideline

The Oklahoma Board of Nursing has adopted the policy relating to employment of nursing students in nursing programs at the following site: <https://oklahoma.gov/nursing/education.html>

NCLEX-PN – National Council Licensing Exam for Practical Nurses

After completion of Senior I level courses, students are eligible for licensure as an LPN (Licensed Practice Nurse) under present Oklahoma State regulations. Applications for the NCLEX-PN may be obtained from the Oklahoma Board of Nursing website: <https://oklahoma.gov/content/dam/ok/en/nursing/documents/rnlpnnclx07.pdf>

NCLEX-RN – National Council Licensing Exam for Registered Nurses

Students who complete degree requirements are eligible to apply to take the RN Licensing Exam (NCLEX-RN). Applications for licensure in OK are paperless and available to seniors in the spring semester and can be accessed at [Oklahoma Board of Nursing](#). The NCLEX candidate application with the National Council of State Boards of Nursing (NCSBN) is online and available at [NCSBN registration](#). Students applying for licensure in a state other than Oklahoma are responsible for obtaining the application in the state in which they are applying. Any requests for information to be sent by the SON to any out-of-state board are to be submitted to the Chair in writing with the appropriate address of the board included.

Oklahoma Board of Nursing Notification

“The Oklahoma Baptist University School of Nursing is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for (registered or practical) nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search including fingerprinting, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

- A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
- A pending or approved application for asylum in the United States;
- Admission into the United States in refugee status;
- A pending or approved application for temporary protected status in the United States;
- Approved deferred action status; or
- A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition, or certificate; issue a license, recognition, or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition, or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made. Potential applicants to state-approved education programs, with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The *Petition for Determination of Eligibility for Licensure or Certification* form can be accessed at <https://oklahoma.gov/nursing/criminal-history.html> ”

The Board requests that this statement be included in your bulletin/catalog.
Regulatory Authority 59 O.S. §567.12

Student Nurses' Association (SNA)

The Student Nurses' Association (SNA) is an organization for students who are planning a career in professional nursing. The goal of the organization is to promote the professional socialization of nursing students at OBU. Membership is open to students who have declared nursing as an area of concentration. Announcements of meetings will be made via email. Information concerning membership may be obtained from the SNA officers, faculty representative, or [SNA webpage](#).

Sigma Theta Tau

Sigma Theta Tau is the international honor society of nursing. The purposes of Sigma Theta Tau are:

- To recognize superior achievement;
- To recognize the development of leadership qualities;
- To foster high professional standards;
- To encourage creative work; and
- To strengthen commitment to the ideals and purposes of the profession.

Senior nursing students who meet the membership requirements are nominated by the nursing faculty for membership in the Beta Delta Chapter-at-large of Sigma Theta Tau. This chapter then completes the procedure for new members. Those to be inducted are notified by the appropriate Sigma Theta Tau Officer.

Section V: School of Nursing

Use of School of Nursing Facilities

Lounge and snack areas for students are located in Stavros Hall and the Geiger Center. Nursing students are encouraged to use these facilities during breaks from classes. Use of the Stavros Hall student lounge area will be guided by the following:

- Remove all trash from tables and dispose of in trash bins.
- Clean microwave after each use.
- No chairs will be removed from the student lounge area or classrooms.

Lounge chairs are located in the atrium on the second floor. These may be used by students during breaks from class or while waiting for faculty appointments. However, students need to respect those students who are in class and avoid excessive noise or disturbing behaviors.

Students are expected to make appointments with faculty if they proceed into the faculty office hallway.

No food or liquids other than water is permitted in classrooms or simulation labs. All water should be in a clear container. No liquids of any kind are allowed in the computer classroom.

Student lockers will be available on a first come first serve basis. Students may use their own locks; however, the SON reserves the right to remove the lock at any time if deemed necessary.

Chapel Attendance

The University policy concerning chapel attendance requirements is followed by the SON. This policy is listed in the OBU Student Handbook (<https://www.okbu.edu/student-life/handbook.html>). From time to time, it is necessary to schedule a clinical experience during chapel; however, the nursing faculty will NOT request chapel excuses for required clinical experiences.

SON Attendance

For the purpose of attendance policies in the SON, the following definitions will be used:

- University-sanctioned event – any event/activity or competition that the student is required to attend while officially representing the University (e.g., athletics, band, music, theater, etc.). Official communication from University personnel must validate the required attendance.
- Unforeseen circumstances – personal illness or death of the student's immediate family member. Documentation for both will be required to validate the absence.
- FX – official grade designation “failure because of excessive absences”.

Classroom Attendance

Consistent classroom attendance is necessary for learning. Students are expected to be present and on time for each class as tardiness is disruptive and impacts the learning of peers. Absences (not sanctioned by the University) and tardies will be recorded for all classes and three (3) tardies will equal an absence. When a student chooses NOT to attend class for reasons other than University-sanctioned events or unforeseen circumstances, for as much as 25% of the total number of class meetings, the student may receive a grade of FX in the course regardless of the quality of his/her work. Students missing in-class assignments related to University-sanctioned events will not incur a grade penalty related to the absence alone; however, it is the student's responsibility to communicate with the course faculty and make arrangements for any assignments missed.

Practicum Attendance and Make-Up

The SON follows the absence policy of the University located in the [Student Handbook](#); however, there could be additional course-specific attendance requirements and consequences if attendance is not met. If a student is unable to attend a practicum (clinical, simulation, and/or laboratory) experience, the student is required to notify the appropriate nursing faculty and/or the nursing unit to which the student is assigned. Except in the case of a life-threatening emergency, this notification must occur prior to the beginning of the practicum time. The notification should be made by the student and not by another person, such as a classmate, spouse, or parent.

Since there is little opportunity to reschedule practicum experiences, for every 1.5 hours missed, 1% will be deducted from the student's final course grade, unless the absence is for University-sanctioned events. Students scheduled to miss practicum hours for University-sanctioned events must communicate with the faculty prior to attending the event and develop a plan to meet all required hours and course objectives. This plan should NOT be dependent on alternative practicum assignments. While faculty are supportive of students' obligation to University-sanctioned events, the nature of required practicum hours and available scheduling options, limits the opportunity for the make-up of hours.

For an unforeseen circumstance that results in missing no more than one clinical practicum day, the student will be given the opportunity to redeem lost points with an alternative practicum experience. The student may choose to forfeit the points, unless the course faculty needs additional time to adequately assess whether the student has satisfactorily achieved the course outcomes. In that case, the student would be required to participate in the alternative practicum experience. The time required and assignments to complete would be commensurate with the learning activities which were missed.

Regardless of the reason, students missing more than one clinical practicum day may fail to meet course objectives and be unable to progress in the program.

Clinical Practicum Requirements

Health Requirements submission

Students will not be permitted to enroll in or attend any class or clinical practicums until health requirements are met. Any absences resulting from unmet health requirements will be subject to the SON Attendance Policy. Additionally, if clinical requirements are submitted after the deadline, students will experience a deduction in the final course grade, as follows:

- at the initial review—1% deduction from the final course grade;
- one week late—2% deduction from the final course grade;
- two weeks late—3% deduction from the final course grade;
- three weeks late—4% deduction from the final course grade;
- four or more weeks late—5% deduction from the final course grade.

Documentation of Requirements

Documentation of requirements must be submitted to the SON by the designated due date. Students and faculty are required to keep a copy of their own personal health documents. Late submission of immunizations/titers, PPD testing, CPR, background checks, drug screens, or mandatory training will result in a student not being able to attend clinical. A copy of documentation of clinical requirements should be uploaded to the American Databank-Complio Document Manager by the student. Faculty will also submit their documents. All questions regarding clinical requirements should be referred to the Clinical Coordinator. The documents are maintained in the [Complio Document Manager](#).

Additional requirements may be established by specific agencies and/or NESAs. As a member, OBU is required to be compliant with NESAs policies. If any NESAs policies change mid-academic year, students will be notified and required to be compliant with the updated policies. Students and faculty are required to meet the health policies of the clinical facility. The SON Clinical Contract states that the agency reserves the right to restrict students from practice in that facility when the safety of clients is in jeopardy.

Requirement Due Dates

Requirement Name	Requirement Description	Due Date	Reporting Criteria
Measles	Please provide documentation of 2 vaccinations for Measles. A positive antibody titer for Measles (lab report required) will be accepted if there is no record of vaccination. If your titer is negative or equivocal, new alerts will be created for you to receive the vaccination series.	4/30	Administered Date Vaccine #1 Administered Date Vaccine #2 Enter Interpretation Enter Results
Mumps	Please provide documentation of 2 vaccinations for Mumps. A positive antibody titer for Mumps (lab report required) will be accepted if there is no record of vaccination. If your titer is negative or equivocal, new alerts will be created for you to receive the vaccination series.	4/30	Administered Date Vaccine #1 Administered Date Vaccine #2 Enter Interpretation Enter Results
Rubella	Please provide documentation of 2 vaccinations for Rubella. A positive antibody titer for Rubella (lab report required) will be accepted if there is no record of vaccination. If your titer is negative or equivocal, new alerts will be created for you to receive the vaccination series.	4/30	Administered Date Vaccine #1 Administered Date Vaccine #2 Enter Interpretation Enter Results

<p>Varicella (Chicken Pox)</p>	<p>The varicella vaccine causes inaccurate PPD (TB) results. Please complete the PPD BEFORE getting the varicella vaccine OR wait 30 days after the varicella vaccine to start your PPD.</p> <p>One of the following is required: 2 vaccinations OR Positive antibody titer (lab report required) OR A written verification of disease by a physician or a physician's designee. If your titer is negative or equivocal, new alerts will be created for you to receive the vaccination series.</p>	<p>4/30</p>	<p>Administered Date Vaccine #1 Administered Date Vaccine #2 Enter Interpretation Enter Results</p>
<p>Hepatitis B</p>	<p>One of the following is required: 3 vaccination series OR 2 vaccination series (Twinrix) OR positive antibody titer (lab report required). If your titer is negative or equivocal, new alerts will be created for you to receive the vaccination series.</p>	<p>4/30</p>	<p>Administered Date Titer Administered Date Vaccine #1 Administered Date Vaccine #2 Administered Date Vaccine #3 Enter Results</p>
<p>Tetanus, Diphtheria & Pertussis (Tdap)</p>	<p>Documentation of a Tdap booster within the past 10 years. The renewal date will be set for 10 years from the administered date of the booster.</p>	<p>4/30</p>	<p>Administered Date Renewal Alert Trigger Renewal Date</p>
<p>COVID Vaccination</p>	<p>One of the following is required: 2 vaccinations Moderna or Pfizer OR 1 vaccination Johnson and Johnson OR A signed declination of the intent to decline the COVID vaccine The following is recommended:</p>	<p>4/30</p>	<p>Administered Date Vaccine #1 Administered Date Vaccine #2 Administered Date Booster</p>

Requirement Name	Requirement Description	Due Date	Reporting Criteria
	A booster of the vaccine at 6-8 months		
CPR Certification	CPR Certification must be the American Heart Association Basic Life Support for Healthcare Professional course. No other CPR is acceptable. CPR training can be completed only in May.	MAY 1-31 ONLY	Administered Date Renewal Alert Trigger Renewal Date
Influenza	Submit documentation of a flu shot administered no earlier than October 1st annually. Renewal date will be set for October 20th annually.	10/25	Administered Date Renewal Alert Trigger Renewal Date
Tuberculous (TB)	<p>The varicella vaccine causes inaccurate PPD (TB) results. Please complete the PPD BEFORE getting the varicella vaccine OR wait 30 days after the varicella vaccine to start your PPD.</p> <p>One of the following is required: 2-step TB skin test (Second test is to be applied 1 to 3 weeks after reading of the first.) OR Past 2-step test plus one subsequent annual OR Past 2 annuals showing no more than 365 days between. If positive skin test results, provide a clear chest x-ray. The renewal will be set at 1 year for negative skin tests and 5 years for chest x-rays. For annual renewal: 1-step TB skin test OR for those with chest x-rays, a completed TB Symptom</p>	MAY 1-31 ONLY	Enter Interpretation Enter Results Renewal Alert Trigger Renewal Date Step 1 Administered Date Step 2 Administered Date

Requirement Name	Requirement Description	Due Date	Reporting Criteria
	<p>Questionnaire from a healthcare provider.</p> <p>The annual test (both injection and reading) can be completed only within the following dates: May 1 to May 31 AND must be 365 days or less from a previous test.</p> <p>When it has been 5 years since the last chest x-ray, a new chest x-ray is required.</p> <p>An IGRA (IGRA, PPD, Tspot, or QuantIFERON) blood test is also acceptable as demonstration of lack of TB exposure.</p>		
Health Insurance	<p>Provide a copy of both sides of your current health insurance card or proof of coverage. If last name on card does not match yours, verification of coverage from your provider is required. Renewal will be set May 31st annually.</p>	5/31	Renewal Alert Trigger Renewal Date
Signature Page: • Confidentiality Statement	<p>Document is available in your Complio account; review and e-Sign. You must sign each annually.</p>	7/15 to 8/31 ONLY	Administered Date Open for signature July 15-August 31
Signature Page: • Student Handbook	<p>Document is available in your Complio account; read the School of Nursing Student Handbook for the current academic year and e-Sign. You must sign each annually.</p>	7/15 to 8/31 ONLY	Administered Date Open for signature July 15-August 31
Signature Page: • Theory Exam Policy	<p>Document is available in your Complio account; review and e-Sign. You must sign each annually.</p>	7/15 to 8/31 ONLY	Administered Date Open for signature July 15-August 31
Signature Page: • COVID Statement	<p>Document is available in your Complio account; review and e-</p>	7/25 to 8/31 ONLY	Administered Date Open for signature July 15-August 31

Requirement Name	Requirement Description	Due Date	Reporting Criteria
	Sign. You must sign each annually.		
RN License	For faculty only: Verification of a current, unencumbered US RN license from the Board of Nursing in the state where you are supervising nursing students.	variable	Renewal Alert Trigger Renewal Date

Updated 8/20/24

Course and Contact Hour Credit for Clinical/Lab Experiences

The SON policy for clinical and lab course credit/contact hours varies. For some courses, 1.5 contact hours in the clinical setting is required for every 1 credit hour. For some courses, 3 contact hours in the clinical setting are required for every 1 credit hour. In Simulation lab, the course credit is 1 credit hour to 1 contact hour. For example, in a 1 credit to 1.5 contact hour course, a student taking a 3-credit hour clinical course will be in the clinical/lab setting or related activities the equivalent of 4.5 hours per week for 15 weeks during the semester.

Transportation

Students are responsible for providing their own transportation to clinical agencies. For economy and safety, the nursing faculty strongly recommends that students carpool.

Health and Safety Concerns

Due to clients frequently compromised immune systems, students who experience health problems including, but not limited to, a temperature above 100 degrees Fahrenheit and/or illness symptoms are expected to notify the appropriate clinical faculty prior to coming to the clinical area. Students are expected to maintain their level of health so that they can perform safely in the clinical setting. Students will not be allowed to attend classes or clinical if they are ill. Absences resulting from illness will be subject to the SON Attendance Policy outlined in this handbook. A student who is injured in the classroom or clinical area should report immediately to the instructor. The instructor and student will complete the SON's [Incident Report Form](#) and any form required by the clinical facility. The SON's report will be reviewed by the Chair. A copy of the clinical facility form will be obtained by the instructor and reviewed. Both forms will be placed in the student's file. Students are responsible for their own health insurance or financial obligations related to health or injury.

Students are taught universal body substance isolation and the transmission of blood-borne pathogens to prevent transmission of communicable diseases. The guidelines for the Centers of Communicable Disease are to be followed in handling exposure to body substances.

Home Visits Safety Policy

The following policy will be followed for all home visits required for a nursing course. A copy of the [Home Health Safety Signature](#) form will be placed in the student's file after completion by student and faculty.

- Students shall make home visits only in pairs with other nursing students, faculty, or agency personnel as assigned. Name tags shall be worn at all times.
- Students are to consider safety and privacy issues inherent in the home visit situation.
- Male students shall make home visits to female clients accompanied by female nursing students, faculty, or agency personnel. Female students shall make home visits to male clients accompanied by male nursing students, faculty, or agency personnel. Where the foregoing is not possible, a reasonable substitute shall be authorized by OBU nursing faculty.
- Students are to accompany their assigned nurse on home visits. If there is a change in the nurse assignment, the student should notify the clinical before accompanying a different nurse. Faculty should be able to know where the student is based on the agency nurse's schedule.
- Under absolutely no circumstances is the student to:
 - Transport client/families in a private automobile
 - Perform personal tasks for the client
 - Carry any weapon inside the client's home
 - Take persons not approved by the faculty on an assigned visit
- The student, in compliance with the faculty and agency staff direction, will make a judgement as to the appropriate dress and the necessary equipment to take into the home.
- All visits must be completed by 6 p.m., unless approved by faculty.
- Students should drive their personal vehicle rather than riding with agency personnel.
- All safety concerns shall be immediately reported to agency staff and faculty.
- Violation of the terms of this policy is grounds for expulsion from the SON program.

Simulation Lab Guidelines

The following policies and guidelines have been developed in order to preserve the resources of the Simulation Lab and protect the safety of those utilizing the learning center. The SON Simulation Lab is a place to integrate high fidelity simulation into undergraduate education to enhance the educational experience of our students and enable them to experience real life scenarios in a safe clinical environment.

Simulation Lab Policies

1. All learners will be in uniform/clinical attire, including name tag, while participating in simulation learning activities.
2. Learners should bring standard equipment (stethoscope, assessment tools, calculator) required for clinical during simulator experiences.
3. SoN uniform policy will be followed by all faculty and students in the simulation lab. (i.e., instructors will wear lab coats or uniforms when conducting simulations, closed-toe shoes must be worn when in the simulation center.)
4. Learners will wash their hands to remove stains, ink, or oils before activities start.
5. No food or beverages are allowed in the simulation area.
6. Only pencils are allowed in the simulation area. NO PENS OR MARKERS.
7. Standard precautions will be adhered to in the simulation area as in the clinical area.
8. Once the simulation experience is completed, learners must restore the simulator and environment to baseline status.
9. After a simulation experience, learners should not share details and activities with learners who have not participated in the learning experience.
10. Each academic year, students will sign a HIPAA-based confidentiality statement prior to their simulation experience, which includes an agreement to be recorded for evaluation purposes. Failure to abide by the statement will be treated as a violation of patient confidentiality and subject to the SON counseling policy.
11. Consents to be photographed and videotaped will be obtained from all learners and faculty.
12. The simulation lab is to only be used for on-campus clinical activity unless prior approval is received from the SIM Director and/or Nursing Chair.

Skills Lab

Skills lab is used to assist students in learning the skills required for nursing practice. Additionally, clinical courses may have time scheduled for skills and case scenarios. The time in the skills lab is a rehearsal to prepare for the nursing care of clients in the clinical setting. Students are expected to treat this time in the skills lab with the same degree of seriousness as the actual client care setting.

Academic Honesty

The OBU Student Handbook defines academic dishonesty as "cheating, plagiarism, giving assistance on an examination or paper when expressly forbidden by the instructor and any other practices which demonstrate a lack of academic integrity. Cheating occurs any time a student uses deception in order to avoid fulfilling the specific requirements of an assignment or course and/or in order to receive a higher grade than he/she might otherwise receive.

Plagiarism occurs when a student appropriates passages or ideas from someone else's writing into his/her own without providing proper documentation and/or without using quotation marks to indicate when he/she is directly quoting from a source. It is the responsibility of the student to know and to adhere to principles of academic honesty." Additionally, using artificial intelligence software (such as ChatGPT) to generate writing and presenting as one's own is also considered cheating. (<https://www.okbu.edu/student-life/documents/student-handbook.pdf>).

In addition to the standards specified by the University, nursing students must adhere to their Code of Ethics Policy and are expected to be accurate in recording information in client records to maintain integrity in their clinical practice.

Turnitin Benchmark

Plagiarism is not tolerated within the SON. The faculty use a tool to detect plagiarism, [Turnitin](#). This tool provides a measure of originality in terms of a percentage of how much a written assignment matches other publications such as websites, books, articles, and other student papers. Each faculty has the right to set an acceptable benchmark of originality expected as appropriate for a written assignment within a course. This will be clearly communicated to the students within the description and expectations of the assigned project. Students are not permitted to utilize any paraphrasing software to evade plagiarism-detection.

Student Assignments

Formal papers will be submitted to "Turnitin" through the Canvas learning management system (LMS). Clinical assignments are to either be turned in via Canvas or as the faculty member requests. No assignments will be accepted in the nursing office. Students should write the following on the assignment: student's name, course number, date, and faculty name.

Alternative Assignment Policy

In the event that Canvas is down, students may submit assignments via faculty email to meet the assigned deadline. In the event that the student's email system is also down, a 24-hour extension will be given to the student by the faculty to complete the submission.

Late Assignments

Penalties for late assignments are established in each course. The consequences of late assignments are included in the corresponding course syllabus. In case of exceptional circumstances, a student may make arrangements for an extension by contacting the professor who is in charge of that particular course prior to the date and time that the assignment is due.

Grading Scale

The following is the grading scale for the SON:

- A – 90-100%
- B – 80-89%
- C – 70-79%
- D – 60-69%
- F – below 60%

In accordance with University policy, a student is required to earn a minimum of a C in all courses in the Area of Concentration and supporting courses.

Theory Course Exam Policy

In all nursing courses requiring exams, a student must achieve an average of 70% on the locally-developed course exams in order to pass the course. If exams are weighted differently in a course, the calculation of the passing average will be based on the weight assigned to the exams. The grade for any assignment other than the locally-developed exams will be calculated into the course grade only after the 70% average has been met. Each student is required to sign a statement of understanding for this policy each semester. Refer to the syllabus of the specific course for further explanation. All locally-developed exams are subject to the Exam Scores and Rounding Course Grades Policy.

Student Handbook and Theory Course Exam Policy Signature Page

The SON [Student Handbook and Theory Course Exam Policy signature page](#) should be signed by all students enrolled in NURS 1101, NURS 2013, NURS 2213, and all upper division nursing theory courses. The signature form will be distributed to students enrolled in lower division courses and filed in the student's file. Junior and senior level nursing students will have access to the form in Complio and required to sign annually.

Testing Guidelines

Unless there are university defined accommodations pertaining to this item, students will not be allowed to bring anything into the testing room. No paper of any kind will be allowed. No hats with rims or bills, hoodies, pocketed jackets or shirts, headphones, electronic devices, food, or beverages will be allowed in the testing area. Students will not be allowed to wear or bring into the testing environment cell phones, watches, or other devices that can send or receive text messages, photographs, or access the Internet. During an exam, all book bags and backpacks are to be left in a locker.

Testing Policy for Online or Hybrid Courses

For online or hybrid courses in which testing is done remotely, students will be required to have Exemplify added to their personal computer in order to take the test. At least two weeks prior to the first online exam, the student will need to ensure a School of Nursing Proctor Agreement Form (provided by course faculty) has been completed and uploaded to the appropriate drop box within the course, along with a photo ID of the proctor.

Each proctor should be an adult that does not have a vested interest in the student's success, such as a minister, librarian, or neighbor. If no such person is available, the proctor can be approved by the faculty member of the course. If the proctor is the same for each exam, the original agreement form will be adequate. Any changes in the proctor should be communicated to the course faculty at least one week prior to any exam. If an approved proctor is not available, the student should contact the course faculty so that an acceptable solution can be determined. Online testing in the SON will occur synchronously at a set time determined by the course faculty. During the exam:

- The student is not allowed any outside resources beyond pencil and a blank paper (and possibly a calculator) that the proctor has provided.
- If a calculator is required for the exam, it must be a stand-alone non-programmable calculator, not one on a cell phone or smart watch.
- The proctor should maintain a view of the student's screen during the entire duration of the exam.
- There will not be an immediate review available for the online format.

After the exam is complete, the proctor should return the SON Day of Exam Proctor Form to the course faculty within 24 hours.

Late/Make-Up Exam Policy

Students are expected to take all exams at the scheduled times. In the event a student is unable to take the test at the scheduled time, the faculty responsible for the course shall be notified prior to the administration of the test. When a student is unable to take an exam at the scheduled time, an alternative exam will be given. The alternative form will be decided by the faculty for that course and will include a non-objective component (for example: case study, essay discussion) worth 15% of the total exam grade.

It is the responsibility of the student to contact the appropriate faculty to schedule a make-up exam. The make-up exam must be scheduled within one week of the original exam date. If the make-up exam is not completed within two weeks, a zero may be recorded for that exam.

This follows the OBU Student Handbook, Section 4.1.2. [Examinations](#)

Exam Review Guidelines

At the end of each computer-administered exam, students will be invited to review incorrect exam answers in the time frame allotted by course faculty. Students will not be provided access to exam questions outside of this allotted time. Should a student discover access to exams, they are expressly prohibited from exerting the access. If a student desires further content review, they are expected to schedule a meeting with course faculty to discuss content and strategies for academic success.

Communication of Test and Course Grades

Test and assignment grades will be posted in Canvas for the student to review. Mid-term and Final course grades will be posted in Banner for student review.

Exam Scores and Rounding Course Grades Policy

All course exams and course exam averages are left to the hundredth place; they are not rounded. Only the final course grade is rounded to the nearest whole number. For example, 69.49 will translate to a 69 for a course grade and 69.50 will translate to a 70 on the final course grade.

Testing Alternative Due to Technological Difficulty

In the event of a technological difficulty during testing, if a student is required to restart the exam more than one time, the student will be given a paper exam to complete. There will be no other opportunities to re-test.

Pre-Clinical Medication Safety Exam Policy

The first proctored medication safety exam will be administered in the Junior I clinical semester and each consecutive semester in which the student is enrolled in a clinical course. All students entering the Junior I semester will be required to take the Medication Safety Exam prior to the end of the semester. All other students will be required to take the Medication Safety Exam at the start of each semester before the first off-campus clinical experience.

The content of each exam aligns with each semester's courses as the student progresses in the nursing curriculum. A minimum score of 95% is required to pass the Medication Safety Exam each semester beginning with Junior II. In addition, questions concerning medication safety are generally a part of each exam in most didactic courses. Calculators may be used for the Medication Safety Exams at faculty discretion, and, if used, calculators will be supplied by the SON for all proctored Medication Safety Exams.

The medication safety exam given in the Junior I semester is formative only. Junior I students do not pass medication in the clinical setting. Any Junior I student who does not achieve the minimum passing score of 95% on their formative exam should meet with the Medication Safety Coordinator to review areas of weakness and should remediate over the semester break using faculty recommended resources such as the ATI Dosage Calculation modules.

Junior II, Senior I, and Senior II students are allowed three attempts to achieve a score of 95%. Any unexcused absence from a scheduled Medication Safety Exam will count as one of the three attempts. If a student does not achieve 95% on the first or second attempt of the Medication Safety Exam given in any semester, the student should utilize the ATI Dosage Calculation Modules, as well as resources within the Medication Safety course in Canvas, to prepare for future attempts. Remediation strategies may also include reviewing medication safety concepts with SON faculty, utilizing the Student Success Center, identifying problem areas on which to focus, reduction of test anxiety, and working assigned problems. If a student fails to pass the first attempt, a Medication Safety Exam coordinator will initiate communication with the student. If a student fails to pass the second attempt, the student must meet with a Medication Safety Exam coordinator to remediate prior to the third attempt.

Preparation for Medication Safety Exams

Resources for preparation and remediation will be made available to students through the Medication Safety course in Canvas and ATI Dosage Calculation modules. Each student will be required to complete a Medication Safety practice exam, as assigned in Canvas. Each student should complete the practice exam prior to the first proctored exam. Each student is encouraged to allow time for remediation on identified areas of weakness noted on the practice exam. Completion of the practice exam is required prior to completing the first attempt of the proctored Medication Safety Exam. Students are also encouraged to meet with SON faculty, utilize the Student Success center, identify problem areas, focus on ways to reduce test anxiety, and work assigned problems.

Medication Safety Practice Exam Requirements:

- One practice test (appropriate to the student's level) will be made available within the Canvas Medication Safety course at least one week prior to the proctored exam.
- Each student must complete the practice exam prior to the proctored exam.
- Each student should take the practice exam independently and without utilizing additional resources during the practice exam.
- Each student should attempt to make a 95% on the practice exam.
- If a 95% is not achieved, the student should utilize the resources listed above to remediate areas of identified weakness and take a second practice exam prior to the first proctored exam.
- Failure to reach a 95% on the practice exam will not prevent the student from attempting the first proctored exam.

Consequences of Failure to Pass

Junior II, Senior I, and Senior II students who do not achieve the minimum passing score of 95% by the third attempt will be required to withdraw from all practicum courses where medications will be administered for that semester. Students will be considered for enrollment in the next course offering.

School of Nursing Comprehensive Testing Policy

The SON approved testing system will be used to monitor progress of the student throughout the curriculum. Each student will purchase the SON approved testing system, which is to include tutorials, remediation, and nationally normed exams for all critical content areas. Tutorials, practice exams, and remediation will be mapped to fit the SON curriculum and will be incorporated into each course's directed learning activities. At the end of each semester, appropriate ATI exams will be administered. The student should achieve a Level II or better. The comprehensive NCLEX exam (ATI RN-Predictor) must be successfully completed at the national average.

Upon completion of the nursing curriculum, the student must demonstrate they have achieved the benchmark level of proficiency on all required ATI exams. The student will have one opportunity to achieve the required benchmark on any exam. It is expected that the student will prepare by using the available resources prior to the exam. If they have not successfully achieved the benchmark on all designated ATI exams, the student will be required to provide proof of completion of an NCLEX review course within 8 weeks of graduation before the student's final transcript will be released. All students are expected to attend and participate in the onsite ATI NCLEX review.

To achieve the identified benchmark on all exams, it is anticipated that throughout the curriculum the student will use all available tutorial and practice exam resources to remediate the areas of weakness identified by the standardized exams. Completion of the ATI exam attached to any course is required for course completion.

Exams on Which Students Must Achieve an ATI Level II or Better Proficiency

- Fundamentals
- Care of Children
- Maternal-Newborn
- Mental Health
- Community Health
- Pharmacology
- Leadership
- Adult

Exam on Which Students Must Achieve the National Average

- RN Comprehensive Predictor

Exam Distribution

- Junior II – Mental Health, Fundamentals
- Senior I – Community Health, Maternal-Newborn, Care of Children
- Senior II – Leadership, Pharmacology, Adult, RN Comprehensive Predictor

Medication Safety Resources

ATI resources will be made available to students the first semester of their Junior year to prepare for the Medication Safety exam. This exam will be completed each semester prior to clinical experiences.

ATI Incentive Policy

For courses with an associated ATI Proctored Assessment, the assessment is worth 5% of the overall course grade. Each student will have one attempt to meet the benchmark of a Level 2 or better. If the benchmark is met, the student will receive credit for the full five percentage points. If the student does not achieve a Level 2 or better, no percentage points will be earned.

Estimated Fees and Expenses for Nursing Students*

Please see the following link for an estimate of fees and expenses for nursing students:

<https://www.okbu.edu/financial-aid/affordability-and-value.html>

Uniform	Approx. \$100
Disposable materials cost	Included in lab fee
Equipment	Included in lab fee
SNA dues (optional)	\$30
NSNA dues (optional)	\$70
ONSA State Convention registration fee (optional)	\$100
Nurses Day at the Capitol (February, senior year)	\$50
ATI testing fee (divided between 4 semesters)	\$1,345
Complio/Background check/Drug screen	\$105
myClinical Exchange (annual clinical agency tracker)	\$40
Drug screen (for cause)	\$36
Liability insurance (annually)	\$18, included in clinical fee
CPR certification (every 2 years)	\$100
Health Requirements	
TB skin test (every year)	Varies
MMR immunization x2	Varies
Hepatitis B vaccine (3-shot series)	Varies
Health insurance	Varies
Varicella (2-shot series)	Varies
Clinical transportation	Varies
Senior photo (optional)	\$15
Nursing pin	\$52 to \$367 depending upon selection
Graduation fees	\$50
NCLEX testing fee (post-graduation expense)	\$200
Licensure application (post-graduation expense)	>\$100 (may vary by state)

*Amounts subject to change based on vendors

Faculty Office Hours

Faculty will post at least five office hours per week outside their office door. Students should email the professor to sign up for a specific appointment time. For additional information, see <https://www.okbu.edu/documents/handbooks/faculty-handbook.pdf>.

Reference Request

Students requesting a reference letter from faculty should complete a Reference Request Form located on the SON website.

<https://www.okbu.edu/academics/documents/request-for-reference.pdf>.

The form should include the nature of the information to be communicated to the appropriate agency in order for faculty to speak to pertinent issues. It is the policy of the SON to mail all references directly to the person indicated at the agency. The nursing staff will date the completed form when it is submitted to the nursing office. A minimum of five (5) days will be expected for the faculty to complete the requested reference. ALL information on the form is required to be completed before the faculty will write the requested reference.

Student Communication

Students are expected to notify the SON office and the Academic Center of a change in name, home address, campus address, or telephone number.

Student Mailboxes

A campus post office is located in the Geiger Center (Student Center). Students who live on campus receive their letters and packages at that location. Students who live off campus must make arrangements to have mail delivered to the place of residence.

E-Mail Communication

Students are responsible for checking their campus and Canvas e-mail for class assignments and other announcements from the SON. All communication will be sent to the student's OBU campus e-mail address or within their Canvas course. This will be the primary method of communication with students. Emails should be checked daily, between semesters and during the summer for any SON announcements or request for information.

Telephone Calls

The telephones in the SON are used to conduct the business of the nursing program. The administrative assistant's telephone is not to be used by students without explicit permission. The SON telephone number (405-585-4450) may be provided to family members to be used in the event of an emergency only.

Telecommunication

Students are to have all cell phones on silent and or vibrate when in the classroom or clinical setting. If noises from cell phones are disruptive to the classroom environment or in the clinical

setting, the faculty may request either that the student not bring cell phones into the classroom or that the student leave the classroom. Students are not to talk on cell phones during class or during clinical. Cell phones are not allowed in any testing room. Students are not permitted to take pictures of patients or in an area in the clinical setting or classroom setting. This policy also applies to any device with which telecommunication can take place, such as a watch or tablet.

Severe Weather Conditions

School of Nursing Policy for Severe Weather Conditions

The SON follows the University policy for severe weather conditions for classes and skills labs. If severe weather occurs on a clinical day, nursing faculty will determine the schedule for clinical practicum. This schedule will be communicated to the members of the clinical group by the appropriate faculty according to the plan developed by the individual faculty.

OBU Policy for Severe Weather

For the OBU policy on severe weather, please see the following link:

<https://www.okbu.edu/about/weather-policy.html>

For tornado precaution policy, please see:

<https://www.okbu.edu/documents/tornado-emergency-plan.pdf>

Pinning

The Pinning Ceremony is a gift from the faculty to the nursing graduates. The ceremony is a part of graduation activities. For the nursing graduate, it marks the transition from the role of nursing student to the role of professional nurse. The ceremony is planned by the nursing faculty for those graduating each year. The selection of the pinning speaker is the responsibility and privilege of the Chair. If a student is eligible to participate in the University commencement, they will be allowed to participate in the Pinning Ceremony.