

**ORAL ROBERTS UNIVERSITY  
ANNA VAUGHN COLLEGE OF NURSING**

**STUDENT HANDBOOK  
2020-2021**

**DR. KENDA JEZEK  
DEAN**



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**LETTER FROM THE DEAN**

Dear Nursing Student:

Welcome to the Anna Vaughn College of Nursing. I commend you for your hard work and perseverance in achieving admission to the nursing program. Those attributes will continue to serve you well as you progress through the nursing program.

As the Dean of the College of Nursing, I am committed to facilitating an academic environment in which you may successfully fulfill God's calling on your life. You will study with well-qualified faculty who bring a diversity of educational and professional backgrounds to the learning environment and who genuinely care about you as an individual. You will also interface with staff persons who will assist you with administrative issues that may arise during your course of study. Please let us know how we may best serve you. Do not hesitate to seek assistance in any area. Taking a few minutes to address issues with the proper person can save you needless anxiety.

You are an important person in the academic environment of the College of Nursing. Use this student handbook as an aid for success. As a member of the academic community, it is important that you know and abide by the policies of the school. Should you have questions, please discuss them with your nursing faculty, advisor, or me.

We look forward to meeting each of you personally and working with you to assure that your experiences as an ORU nursing student are conducive to success. You may make an appointment to meet with me by calling 495-6198.

Sincerely,

*Kenda Jezek*, Ph.D., R.N.

Dean  
Anna Vaughn College of Nursing

### Accreditation Status

Commission on Collegiate Nursing Education (CCNE)  
One DuPont Circle NW, Suite 530  
Washington, DC 20036-1120  
202-887-6791

The next site visit will be fall 2020.



#### Approved by

Oklahoma Board of Nursing (OBN)  
2915 North Classen Blvd., Suite 524  
Oklahoma City, OK 73106  
405-962-1800



Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered 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, and evidence of citizenship or qualified alien status. To be granted a license, an applicant must have the legal right to reside in the United States (United States Code Chapter 8, Section 1621). New legislation took effect November 1, 2007, requiring the Board of Nursing to issue a license only to U.S. citizens, nationals, and legal permanent resident aliens; and to applicants who present, *in person*, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the U.S.;
2. A pending or approved application for asylum in the U.S.;
3. Admission into the U.S. in refugee status;
4. A pending or approved application for temporary protected status in the U.S.;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

Applicants in the above six categories will only be eligible to receive a license card that is valid for the time period of their authorized stay in the U.S., or if there is no date of end to the time period of their authorized stay, for one year. The license card is required to indicate that it is temporary. The information will be verified through the Systematic Alien Verification for Entitlements (SAVE) Program, operated by the U.S. Department of Homeland Security.

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related 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, with the exception of felony charges. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6].

Regulatory Authority 59 O.S. §567.12

## History of the Program

Oral Roberts University is founded on a concept of education for the whole person--aiming at excellence in spirit, mind, and body. Within the context of wholeness and healing, it was inevitable that these concepts should find expression in nursing as another means for extending the ministry of Oral Roberts University into every person's world. In keeping with this vision, President Oral Roberts, in the fall of 1972, requested that plans be undertaken to establish a baccalaureate program in nursing at Oral Roberts University.

On December 7, 1973, the Oklahoma Board of Nurse Registration and Nursing Education approved a request to establish the baccalaureate degree in nursing at Oral Roberts University. The second phase of approval, initial approval, was granted December 12, 1974. The first students were admitted in the upper-division sequence of nursing in the fall of 1975. In the fall of 1976, the process for full approval was initiated, and the Oklahoma Board of Nurse Registration and Nursing Education granted full approval to the Department of Nursing on December 3, 1976. Full continuing approval was granted January 1981, December 1985, November 1990, November 1995, November 2000, November 2005, November 2010, and November 2015.

On May 6, 1977, the National League for Nursing's Board of Review for Baccalaureate and Higher Degree Programs voted to grant initial accreditation to the baccalaureate degree program in nursing without recommendation for improvement or change. The next survey visit was scheduled at the maximum eight-year interval in the spring of 1985. Thus, the first group of 19 students graduated in May 1977 from a fully state-approved and nationally accredited baccalaureate program in nursing.

In the fall of 1976, the administrators and the Board of Regents decided to change the organizational pattern of the Department of Nursing to a School of Nursing. On April 27, 1977, the school was officially named the Oral Roberts University Anna Vaughn School of Nursing in honor of a dedicated supporter of the University and a friend of the School of Nursing. In 2011 the Board of Trustees officially changed the School of Nursing to the College of Nursing.

In the early planning it was envisioned that graduate nursing would become a part of nursing education at Oral Roberts University. Plans were developed for a master's degree during the academic year 1977-1978. In the fall of 1978, the Board of Regents gave formal approval for the opening of a masters program in the fall of 1979. The first class with the Master of Science in Nursing graduated in May 1981. On December 7, 1982, the school was granted initial accreditation by the National League for Nursing for its masters program retroactive to October 1981. Continuing accreditation of the baccalaureate program was granted for the same period. No recommendations for improvement or change were given for either program. Again, in March 1991, both the masters and baccalaureate programs received continuing accreditation from the National League for Nursing. The graduate nursing program was closed at the end of the 1993-1994 academic year.

The undergraduate baccalaureate program continues to be accredited. The Commission on Collegiate Nursing Education (CCNE) granted full, initial accreditation status in the fall of 2006, and continuing full accreditation in the fall of 2011 for ten years. The next CCNE site visit will be during the spring of 2021.

## **Theory of Nursing for the Whole Person**

The Theory of Nursing for the Whole Person is central to the philosophy as well as to the theoretical framework for the nursing program. Its development came through the founding dean, Dr. Tomine Tjelta, and reflects origins in revelational knowledge, scholarly inquiry, and professional competence. This theory bears a direct relationship to the theme of education for the whole person, which pervades the philosophy of Oral Roberts University. The whole person incorporates the concept of body, mind, and spirit.

Healing implies that something whole has experienced an interference or event that caused a deviation from wholeness. To heal means to return to wholeness or make sound and to restore to health or cause an undesirable condition to be overcome. In the Theory of Nursing for the Whole Person, “wholeness” and “health” are used as synonymous terms.

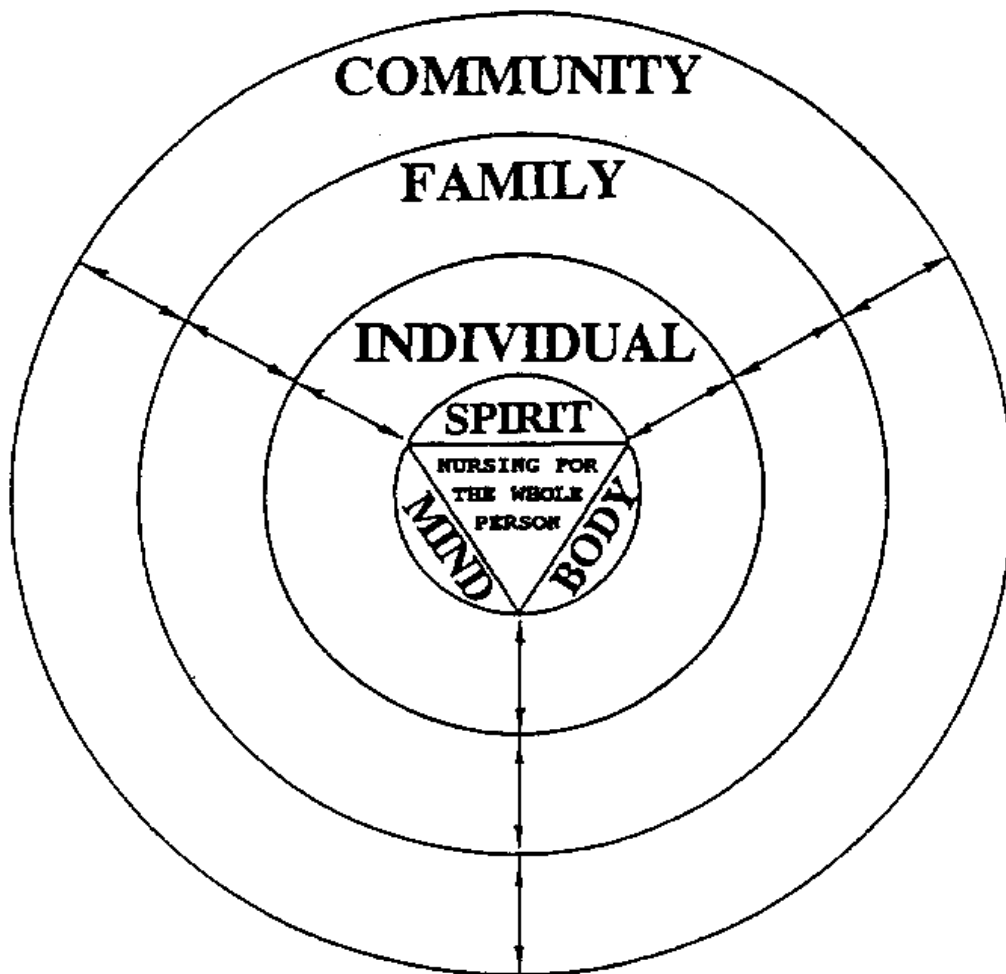
Although a person functions in an integrated biopsychosocial manner to achieve the quest for wholeness, health or wholeness is influenced by the status of spirit, mind, and body. In this relationship the concept spirit refers to the part of a person that is created for communion with God; mind includes those processes that can be described as emotional, volitional, and intellectual; and the body includes the processes that are physiological (biological) in nature.

The essential element of ministry in nursing is that the person lives in a body created by God, and inside the body is the real person, the spirit, created in the image of God. The mind—that is the volition, intellect, and emotion—in a mysterious way causes an integration of the function of the body and spirit. From this perspective a nurse can provide service for the whole person.



## The Theoretical Framework for the Nursing Program Conceptual Framework

The nursing curriculum is based on a theoretical framework derived from the Theory of Nursing for the Whole Person developed at the College of Nursing and tested by graduate nursing students enrolled in the masters nursing program at Oral Roberts University. The theory emanates from the University's statement of purpose and from the interpretation of the nurse's role in meeting the health needs of society. Central to this service is the concept of "nursing for the whole person."



## Theory of Nursing

The Theory of Nursing for the Whole Person is central to the philosophy as well as to the conceptual framework for the nursing program.

Our Beliefs:

**Person.** A person is a spiritual being who functions in an integrated biopsychosocial manner to achieve his quest for wholeness. A person interacts with his internal and external environment holistically. Each person, though a unique individual, is an integral member of a family and community.

**Health.** Health is a state of spiritual, mental, and physical wholeness. The person's pattern of interaction with his internal and external environments determines his health status. Health can be qualitatively described on a continuum from maximum health to minimum health. Illness potential exists in those who are healthy.

**Illness.** Illness is a dynamic state, which reflects the nature of the person's interactive patterns with stressors in his internal and external environments. Illness can be qualitatively described on a continuum from severe illness to minimum illness. Health potential exists in those who are ill.

**Nursing.** Nursing is a goal-directed service to assist the individual, the family, and/or the community to promote, maintain, and restore health. Central to this service is the Theory of Nursing for the Whole Person. Maintenance, promotion, and restoration of health have been defined as follows:

**Maintenance of Health** refers to those nursing activities directed toward continuing or preserving the health status of individuals, families, and/or communities.

**Promotion of Health** refers to nursing activities contributing to a greater degree of wholeness for the individual, the family, and/or the community.

**Restoration of Health** refers to those nursing activities that facilitate the return to the previously experienced levels of health to individuals, families, and/or communities.

**Parameters of Nursing.** The parameters of nursing service include the individual, family/group, and community. These are interrelated. Services with a focus on one parameter cannot exclude consideration of the others.

**Individual.** The individual is a spiritual being who functions in an integrated biopsychosocial manner within the family or community.

**Family.** The family group is the basic unit of society composed of individuals mutually valued and interacting.

**Community.** The community is an identifiable group of persons who share a common interactive pattern and/or geographical location.

## Theoretical Statements

### **Nursing for the Individual**

1. The individual is a spiritual being who functions in an integrated biopsychosocial manner to achieve his quest for wholeness.
2. The individual interacts with his internal and external environments holistically.
3. The whole-person nursing approach focuses simultaneously on spiritual, mental, and physical aspects of wholeness.
4. The nurse, through the health delivery system, facilitates the promotion, maintenance, and restoration of individual health.
5. As the nurse continues the quest for personal wholeness, she or he contributes to the wholeness of others.

### **Nursing for the Family**

1. The family as the basic unit of society continually shapes and is shaped by the internal and external environments.
2. The family pattern of interaction with environmental forces, both external and internal, determines the health status of the family unit as a whole.
3. Promotion, maintenance, and restoration of family health requires mobilization of all resources within the family.
4. The nurse, through the health delivery system, facilitates the promotion, maintenance, and restoration of family health.
5. As the nurse continues personal and professional growth, she or he contributes to the wholeness of the family.

### **Nursing for the Community**

1. Community health is influenced by and reflects the wholeness of persons within it.
2. Family health is basic to community health.
3. Promotion, maintenance, and restoration of community health requires mobilization of all resources within the community.
4. The nurse, through the health delivery system, facilitates the promotion, maintenance, and restoration of community health.
5. As the nurse continues personal and professional growth, she/he contributes to the health of the community.

## **Oklahoma State Bureau of Investigation / ACCUFAX Background Checks for Nursing Students**

All clinical agencies require that nursing students undergo criminal background checks. Therefore, criminal background checks will be conducted on all nursing students upon admission to the first clinical nursing course. Findings are filed with the University Office of Risk Management and confidentiality maintained. No student will be denied admission based on findings of the background check. However, a student needs to be aware that he/she may be denied participation in clinical learning experiences at some clinical agencies, precluding the student's achievement of course objectives essential to program completion.

Some clinical experiences for nursing students are held in child-care facilities licensed by the Oklahoma Department of Human Services. Oklahoma statutes state:

“Every child-care facility shall arrange, prior to employment, for a criminal history records search to be conducted by the Oklahoma State Bureau of Investigation for any person to be employed by the child care facility” (10-404.1.A. 2. a.).

“If an employee or contract employee of the child care facility, or the contractor of the child care facility has resided in Oklahoma for less than three (3) years, the criminal history records search shall also be obtained from such person's previous state of residence” (10-404.1.A.4.b.).

### **Background Checks for NCLEX-RN Candidates**

All candidates for licensure in Oklahoma must provide fingerprint images to be used for the purpose of permitting a state and national criminal history records search through the OSBI and FBI. The criminal history records search must be conducted through the Board's vendor, L-1 (\*MorphoTrust) within ninety (90) days of receipt of the application in the Board office. The results of the search are provided directly to the Board office by the Oklahoma State Bureau of Investigation (OSBI) usually within one to two weeks. Procedures for changing, correcting or updating OSBI and/or FBI results are set forth in Title 28, C.F.R., §16.34 and will be furnished as needed.

\*MorphoTrust website: [www.L1enrollment.com](http://www.L1enrollment.com)

Candidates for licensure in states other than Oklahoma may be required to submit fingerprint images. Read the instructions carefully on the State Board application where you will be licensed.

### **Eligibility for the NCLEX-RN Examination**

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, requirements include submission of an application for licensure with a criminal history records search and successfully passing the licensure examination. To be granted a license, an applicant must have the legal right to reside in the United States (United States Code Chapter 8, Section 1621). The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related 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, with the exception of felony charges. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6].

Those needing further information regarding this topic can obtain a copy of the *Instructions for NCLEX and AUA Certification Candidates with History of Arrest/Conviction/Prior Disciplinary Action* from the Oklahoma Board of Nursing website: [www.ok.gov/nursing](http://www.ok.gov/nursing) (Forms/Applications/NCLEX).

### **Time Restrictions for Application to NCLEX-RN Exam**

Effective July 1, 2005 the OBN adopted a two-year time restriction in which an individual may take the licensure examination after completion of a nursing program. Applicants who completed their nursing education more than two years before submitting an application for licensure by examination will have to complete additional education in a board-approved refresher course or in a nursing program at their own expense.

**OKLAHOMA BOARD OF NURSING**  
**2915 N. Classen Boulevard, Suite 524**  
**Oklahoma City, OK 73106**  
**(405) 962-1800**

Employment of Nursing Students Or Non-Licensed  
Graduates Guidelines

When a nursing student or a recent graduate of a nursing education program is employed by a health care institution, the following guidelines shall be utilized:

- I. A nursing student or a recent graduate of a nursing education program may be employed as a Nurse Technician or a Practical Nurse Technician as follows:
  - A. After evaluation of competency and as defined in the employing facility's job description, the Nurse Technician and the Practical Nurse Technician are allowed to perform all duties of a nursing assistant, as well as other technical skills which have been learned in a nursing education program and for which competency has been previously demonstrated under the supervision of a faculty member. Delegation of nursing functions must fall within the Oklahoma Board of Nursing Policy #P-04, *Delegation of Nursing Functions to Unlicensed Persons*.
  - B. Exceptions include but are not limited to the following: The Nurse Technician or Practical Nurse Technician may not administer medication (including but not limited to blood products and intravenous fluids), perform assessments, act in a supervisory position, take verbal orders from the physician or other health care provider, or develop the plan of care.
  - C. A Registered Nurse is directly responsible at all times for the Nurse Technician/ Practical Nurse Technician, who is functioning as an unlicensed person with a defined job description. The RN must be physically present in the institution, not, however, providing direct supervision for every activity.
- II. Definitions:
  - A. The Nurse Technician
    1. is currently enrolled in a program of registered nursing or between terms/ semesters; or
    2. has completed a program of registered nursing and has applied to write the licensure examination. The graduate may continue to be employed in a Nurse Technician role until licensed in any state, territory, or country, provided that the first licensure examination is taken within 90 days after graduation and the examination is passed within 6 months of graduation, on either the first or the second attempt.

- B. The Practical Nurse Technician:
1. is currently enrolled in a program of practical nursing; or
  2. has completed a program of practical nursing and has applied to write the licensure examination. The graduate may continue to be employed in a Practical Nurse Technician role until licensed in any state, territory, or country, provided that the first licensure examination is taken within 90 days after graduation and the examination is passed within 6 months of graduation, on either the first or the second attempt.

III. Job Description and Identification:

- A. A written job description for the Nurse Technician/Practical Nurse Technician must be developed by the employing facility and provided to the Nurse Technician/Practical Nurse Technician. The job description may be more restrictive than the Board policy but may not be less restrictive.
- B. The Nurse Technician/Practical Nurse Technician shall not wear a patch, uniform, or nametag that identifies him/her as a student of the nursing education program.

## **Academic Resources**

### **Teaching-Learning Activities**

Teaching-learning activities include a variety of learning opportunities. Approaches used during scheduled classes include lecture, discussion, small-group work, educational gaming and role-playing. Faculty guide students in mastering basic skills through scheduled simulated laboratories. Correlated clinical experiences in both chronic and acute care settings, as well as visits to families in the community and community agencies, are arranged under faculty guidance. Individual student/faculty conferences are arranged and occur at regular intervals. Independent study includes, but is not limited to, assigned readings and multimedia programs.

### **Simulated Learning Experiences**

The College of Nursing has six state-of-the-art sim labs where students practice skills and procedures prior to going to actual clinical experiences. Two fulltime sim lab faculty are available during posted hours weekly to assist students with simulated learning activities.

### **Faculty Office Hours**

Each faculty member schedules regular office hours weekly for the purpose of assisting students with their learning needs. If a student is unable to meet during a regularly scheduled time, the faculty member will schedule an appointment with the student. (See Appendix D for faculty office telephone numbers.)

### **Office of Student Resources**

The Office of Student Resources, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, assures that no qualified individual with a disability will be denied reasonable accommodations in modification of policies, practices, and procedures.

Students who wish to access services or wish to find out more information should contact the Office of Student Resources at 918.495.7018. Provision of services includes an intake process during which the existence of a qualified disability is verified and appropriate, reasonable accommodations are identified.

Students requesting services or accommodations are required to provide current documentation. Documentation standards to determine legal eligibility may be more stringent than for usual clinical practice. Eligibility is based upon documented clinical data and not on any self-reported or unsubstantiated diagnosis.

### **Nursing Scholarships**

Because nursing scholarship awards are coordinated through the office of Financial Aid it is imperative that students and/or their parents file the FAFSA as soon as possible. Scholarships are distributed according to financial need as well as to a student's potential for academic success.



## Policies and Procedures

### ADMISSION

#### Application

To attend classes in the Anna Vaughn College of Nursing (AVCON), students must first apply for admission to the University. A student may apply on-line or download an application at the Undergraduate Admissions site at <http://www.oru.edu>. A student may also request an application packet from the Admissions Office (918-495-6518).

#### Application Deadlines

Intermittent dates will be accepted.

#### Applicants who desire to be a nursing major as freshmen

- Upon admission to the University; students may declare nursing as major.
- Admission into the College of Nursing occurs after 2<sup>nd</sup> semester of freshmen year upon a student meeting criteria for continuation in the nursing program.

#### Applicants who desire to transfer as a nursing major must meet the following criteria.

- History of rigorous academic achievement evidenced by the following: Minimum 3.0 GPA in pre-requisite science courses with no course repeated more than one time; a minimum 3.0 GPA in nursing courses with no course repeated more than one time and having repeated no more than two nursing courses; and a minimum 3.0 cumulative GPA.

#### General Transfer Guidelines

- Academic credits are transferred in accordance with university guidelines.
- Official transcripts must arrive in the Registrar's Office for transfer evaluation.
- Transfer evaluations must be finalized prior to admission to nursing courses.
- Transfer of nursing credits is rare. However, transfer decisions are based on the faculty and deans' assessments of equivalency of courses with AVCON courses.
- Non-clinical nursing courses are more likely to transfer than clinical nursing courses.
- \*Transfer students must enter the nursing program by the fall of the sophomore-course sequence. NUR 230 Pathophysiology and NUR 300 Health Assessment are offered only in the fall semesters, sophomore year. Students must complete these courses prior to admission to NUR 203 Intro to Gerontological Nursing, NUR 206 Foundations of Nursing, and NUR 301 Pharmacology I, offered in the spring semester of sophomore year. Therefore, a transfer student requires a minimum of six semesters over three academic years to complete the BSN degree.
- Transfer students may enroll in general education or pre-requisite courses in any semester those courses are available. However, they begin the sequence of nursing courses in a fall semester.
- Students desiring to transfer should make an appointment to meet with a representative from the College of Nursing (918-495-6198).

- *\*Note: Transfer students' level will be designated within the College of Nursing per their nursing cohort rather than according to credit hour classification.*

### Academic Advisement

Once admitted to the University and declaration of nursing as a major each student is assigned to a College of Nursing faculty advisor who provides guidance in planning a logical progression through the program. A student must meet with his/her faculty advisor prior to group advisement each semester. A student who fails to meet with an academic advisor within the College of Nursing risks delayed progression in completing the BSN degree. A student may access his/her academic records on-line through VISION on the ORU website.

### T.E.A.S. ATI

- ATI TEAS SmartPrep is a self-directed tutorial and the most comprehensive preparation method available from ATI. SmartPrep aligns to the ATI TEAS exam blueprint, which means the lessons and questions are weighted according to the subjects tested by TEAS. SmartPrep features 65 lessons, more than 650 questions, comprehension checks at the end of each lesson, targeted remediation, and a posttest for each module.
- SmartPrep is designed to help students focus on their weaknesses, so each of the four content modules starts with a diagnostic test that helps students understand what they know – and what they don't. Then SmartPrep creates a personalized study plan based on their results. Whether students are preparing for the TEAS or seeking to improve their original TEAS score, SmartPrep is the only customizable, learner-directed TEAS prep solution on the market. Aligned to the ATI TEAS exam blueprint, SmartPrep prepares students to succeed in the subjects that lead to better TEAS scores.
- Upon acceptance as a nursing major, all students (freshmen or transfer) will be required to sit for the Test of Essential Academic Skills for (**T.E.A.S.**) for assessment purposes. The TEAS® VI is a statistically significant predictor of early success in nursing school. The TEAS consists of four sections: reading, math, science, and English. Individual composite scores are computed for each area; 13 sub-scores provide content-specific information. If a student desires, he or she may purchase up to two practice exams and a study manual to prepare for the exam. (See ATI website).
- All accepted freshmen nursing students must attempt all sections of the TEAS exam by the completion of their first spring semester at ORU. All accepted, three-year transfer or current ORU, new nursing students must attempt all sections of the TEAS exam by the end of their first academic year. Students are expected to achieve benchmark scores established by AVCON and ATI. Individual scores (Reading, Math, Science, and English) are referenced to national norms published annually by ATI. Therefore, benchmark scores may vary from year to year.
- Benchmark TEAS scores are listed below (2019-2020):
  - Reading 72.7
  - Math 73.9
  - Science 60.6
  - English 67.4
- **COVID Exception:** During the COVID pandemic, ATI Proctored TEAS became unavailable. Upon resuming of in-person classes, the AVCON instituted ATI SmartPrep

for all current nursing students and transfer students who had not taken the TEAS exam. These students will complete the SmartPrep program and take the TEAS exam one time.

- **Freshman 2020:** Freshman entering nursing courses in academic year 2020-2021 will take the TEAS exam during their freshman year spring semester. If the student does not meet the benchmark scores for each section, they will be enrolled in the SmartPrep program. A student only needs to complete SmartPrep remediation program on the sections where a benchmark score was not obtained. Once the student completes the SmartPrep remediation program, they will take the needed section of the TEAS exam one more time.
- No further TEAS testing will occur after two attempts.
- A student who has taken the TEAS exam(s) at another college of nursing may request that ATI submit those scores to AVCON for review. However, the scores must meet the same standard for benchmark as that set by AVCON (see above). A student who previously tested at another university still has the option of repeating a portion of the TEAS assessment once remediation has occurred as outlined above.

### **Continuation in the Program**

- Students enrolled in the nursing program must comply with the standards and regulations of the University, AVCON and associated clinical & community agencies.
- Continuation as a student at Oral Roberts University is not automatic. Basic academic, spiritual, and physical requirements must be satisfied.
- Students in the nursing sequence (NUR 200 level courses and beyond) must maintain a 2.5 GPA— including courses pre-requisite to the major, nursing courses, and all courses applicable to the degree plan (cumulative).
- If, at the end of a semester, any one of a student's GPAs is less than 2.5, the student is placed on academic probation.
- The student must restore his or her GPA(s) to the minimum 2.5 by the time determined by the Admission, Progression, Graduation, and Awards Committee of AVCON in order to progress in the program. A student may repeat a nursing course to raise the GPA only by permission of the Admission, Progression, Graduation, and Awards Committee of AVCON.
- Students who fail any nursing course must petition to repeat the course. The petition is submitted to the Admission, Progression, Graduation, and Awards Committee of AVCON. The Committee makes the decision in conjunction with the College of Nursing Faculty Senate. The decision is final.
- Students who do not earn a minimum grade of "C" in 200 level or higher nursing courses in two separate semesters will be dismissed from the program. A 'W' in any NUR course 200 level or higher, constitutes an attempt to earn a grade of 'C'.
- If a student re-takes any NUR course 200 level or higher after receiving a 'W', they are considered to be repeating the course.
- Students must attend chapel according to the guidelines established by Student Development.
- Students must maintain the lifestyles as defined in the student handbook and the Honor Code Pledge.
- The university, or the AVCON, may request the withdrawal of students at any time if they fail to comply with the standards and regulations of the institution or are not compatible with its philosophy. It is imperative for students to understand attending and receiving a degree from ORU AVCON is a privilege, not a right.

**Curriculum Degree Plan**

Oral Roberts University Anna Vaughn College of Nursing  
Bachelor of Science in Nursing

Total Hours Required = 120  
Hours in Major = 60

Name \_\_\_\_\_

Z-number \_\_\_\_\_

FALL				SPRING			
GRADE	COURSE CODE	COURSE TITLE	CREDIT HOURS	GRADE	COURSE CODE	COURSE TITLE	CREDIT HOURS
<b>SEMESTER 1 – FRESHMAN</b>				<b>SEMESTER 2 – FRESHMAN</b>			
___*	PSY 201	Principles of Psychology .....	3	___*	PHS 224	Human Physiology .....	3
___*	BIO 150	Principles of Biology .....	3	___*	PHS 224	Human Physiology Lab .....	1
___*	BIO 150	Principles of Biology Lab .....	1	___	THE 105	Spirit Empowered Living II.....	2
___**	COMP 102	Reading & Writing in Liberal Arts .....	3	___	COM 101	Oral Communication .....	3
___*	PHS 223	Human Anatomy.....	3	___***	EML ___	Elective.....	3-4
___*	PHS 223	Human Anatomy Lab .....	1	___	PNUR 113	Professional Nursing I: Called to Care	1
___	THE 104	Spirit Empowered Living I .....	2	___	PNUR 111	Medical Terminology .....	1
___	GEN 150	Intro to Whole Person Education.....	1	___	PNUR 112	Dosage Calculation .....	1
___				___	HPE 155	Health Fitness.....	1
			<b>TOTAL</b>				<b>TOTAL</b>
			17				16-17
<b>SEMESTER 3 – SOPHOMORE</b>				<b>SEMESTER 4 – SOPHOMORE</b>			
___+	HUM ___	Humanities Elective.....	3	___*	BIO 212	Microbiology.....	3
___*	PSY 301	Developmental Psychology .....	3	___*	BIO 212	Microbiology Lab.....	1
___	NUR 230	Pathophysiology 1 .....	3	___	NUR 206	Foundations of Nursing .....	5
___	NUR 300	Health Assessment 1.....	3	___	NUR 301	Pharmacology 1.....	3
___+++	Civics ___	Civics Elective.....	3	___	NUR 203	Intro to Gerontological Nursing.....	2
___	HPE ___	Swimming Prof. or HPE Activity ..	5	___	HPE ___	HPE Activity .....	5
			<b>TOTAL</b>				<b>TOTAL</b>
			15.5				14.5
<b>SEMESTER 5 – JUNIOR</b>				<b>SEMESTER 6 – JUNIOR</b>			
___	NUR 311	Adult Health & Illness I.....	5	___	NUR 316	Patterns of Pediatric Nursing.....	4
___	NUR 303	Professional Nursing II: Ethics, Law and Healthcare Delivery .....	1	___	NUR 318	Adult Health and Illness II .....	4
___	COMP 303	Critical Reading & Writing.....	3	___	NUR 498****	Research/Senior Paper I.....	2
___	BLIT 111	Christian Life I.....	2	___	MAT 232	Elementary Statistics .....	3
___++	HUM ___	Humanities elective .....	3	___	BLIT 122	Christian Life II.....	2
___	HPE ___	HPE Activity .....	5	___	HPE ___	HPE Activity .....	5
			<b>TOTAL</b>				<b>TOTAL</b>
			16.5				15.5
<b>SEMESTER 7 – SENIOR</b>				<b>SEMESTER 8 - SENIOR</b>			
___	NUR 409	Community Health Nursing.....	3	___	NUR 411	Community Leadership .....	5
___	NUR 407	Adult Health & Illness III .....	3	___	NUR 413	Adult Health & Illness IV.....	5
___	NUR 434	Patterns of Childbearing .....	3	___	NUR 482	Nursing Concepts Review .....	2
___	NUR 408	Professional Nursing III: Management of Care .....	1	___	NUR 490	Transition to Nursing Practice.....	1
___	NUR 499****	Research/Senior Paper II .....	2	___	HPE ___	HPE Activity .....	5
___	HPE 400	Lifelong Wellness.....	0.5				<b>TOTAL.....</b>
			<b>TOTAL</b>				<b>13.5</b>
			13.0				

**KEY**

- \* Pre-requisite course;
- \*\* COMP 102 – If student does not receive high enough score on ACT for reading and writing, COMP 101 will be required as a pre-req to COMP 102. This course will be above and beyond the degree plan.
- \*\*\* English Modern Language (EML) - Placement test required – if student places in 200 level, course will be 3 credits and student will need to take HPE for one credit hour instead of half in 2 of the following semesters 3,4,5,6 or 8.
- \*\*\*\* Honors course available with permission from the Dean

KEY CONTINUED

- + Humanities electives accepted include HUM 201, 202, 203, or 204
- ++ Humanities electives accepted include HUM 201, 202, 203, 204, 225, 260, 270, 275, 250, 255, 307, or 333
- +++ Civics electives accepted include GOV101 or 103 or HIS 110, 111, 200

GENERAL EDUCATION	PRE-REQUISITES	PROFESSIONAL NURSING
<p>___ GEN 150: Intro to Whole Person Education</p> <p>___ BLIT 111: Christian Life I</p> <p>___ BLIT 122: Christian Life II</p> <p>___ COM 101: Oral Communication</p> <p>___ COMP 102: Reading &amp; Writing in Liberal Arts</p> <p>___ COMP 303: Critical Reading &amp; Writing</p> <p>___ Civics: Civics Elective</p> <p>___ EML: English Modern Language- Foreign Lang.</p> <p>___ HPE: 155: Health Fitness</p> <p>___ HPE: 026:Swimming Proficiency or HPE Activity</p> <p>___ HPE: 400: Lifelong Wellness</p> <p>___ HUM: Humanities Elective</p> <p>___ HUM: Humanities Elective</p> <p>___ MAT 232: Elementary Statistics</p> <p>___ THE 104: Spirit Empowered Living I</p> <p>___ THE 105: Spirit Empowered Living II</p> <p>Humanities electives accepted include : HUM 201*, 202*, 203*, 204*, 333; ART 103,103, 104, 307; DANP 125; Drama 215, 304; MUS 300</p> <p>Civics electives accepted include GOV 101 or 103 HIS 110, 111, 200</p>	<p>___ BIO 150: Principles of Biology Lecture</p> <p>___ BIO 150: Principles of Biology Lab</p> <p>___ PSY 201: Principles of Psychology</p> <p>___ PHS 223: Human Anatomy Lecture</p> <p>___ PHS 223: Human Anatomy Lab</p> <p>___ PHS 224: Human Physiology Lecture</p> <p>___ PHS 224: Human Physiology Lab</p> <p>___ PSY 301: Developmental Psychology</p> <p>___ BIO 212: Microbiology Lecture</p> <p>___ BIO 212: Microbiology Lab</p> <p style="text-align: center;"><b>PRE-NURSING</b></p> <p>___ PNUR 111: Medical Terminology</p> <p>___ PNUR 112: Dosage Calculation</p> <p>___ PNUR 113: Professional Nurs.1: Called to Care</p>	<p>___ NUR 203: Intro to Gerontological Nursing</p> <p>___ NUR 206: Foundations of Nursing</p> <p>___ NUR 230: Pathophysiology</p> <p>___ NUR 300: Health Assessment I</p> <p>___ NUR 301: Pharmacology I</p> <p>___ NUR 303: Prof. Nurs. II: Ethics, Law &amp; Healthcare Delivery</p> <p>___ NUR 311: Adult Health &amp; Illness I</p> <p>___ NUR 316: Patterns of Pediatric Nursing</p> <p>___ NUR 318: Adult Health &amp; Illness II</p> <p>___ NUR 407: Adult Health &amp; Illness III</p> <p>___ NUR 408: Prof. Nurs. III: Management of Care</p> <p>___ NUR 409: Community Health Nursing</p> <p>___ NUR 411: Community Leadership</p> <p>___ NUR 413: Adult Health and Illness IV</p> <p>___ NUR 434: Patterns of Childbearing</p> <p>___ NUR 482: Nursing Concepts Review</p> <p>___ NUR 498: Research/ Senior Paper I</p> <p>___ NUR 490: Transition to Nursing Practice</p> <p>___ NUR 499: Research/Senior Paper II</p>

1. Students for whom English is a second language must take the TOEFL (Test of English as a foreign language) and present a score of at least 550.
2. It is recommended that courses be taken sequentially as presented on the degree plan; however, in some cases it is necessary to deviate from the sequence of courses projected on the degree plan sheet. Some basic rules are helpful in planning enrollment.
  - COMP 303: Critical Reading and Writing must be completed before semester 6.
  - All General Education courses must be completed before semester 7.
3. Health, Physical Education, and Recreation (HPE) course must be taken every semester of full-time enrollment.
4. After admission to the nursing major, grade point average requirements for progression in program include the following:
  - A GPA of 2.5 or above must be achieved in pre-requisite courses with no grade below a “C.”
  - Pre-requisite courses may not be repeated more than once to achieve a grade of “C.”

- Pre-requisite courses must be completed prior to enrollment in the upper-division, Junior-Senior level courses.
- Pre-requisite courses must have been completed within five (5) years of admission to AVCON.
- An overall cumulative GPA of 2.5 must be maintained throughout the program.
- A GPA of 2.5 in nursing courses with no grade below a “C” must be maintained

#### Guidelines:

1. It is recommended a student take courses sequentially as presented on the degree plan; however, in some cases it is necessary to deviate from the sequence of courses as projected on the degree plan sheet. Some basic rules are helpful in planning enrollment.
  - COM 101: Oral Communication must be completed before semester 5.
  - COMP 303: Critical Reading and Writing must be completed in Semester 5.
  - MAT 232: Elementary Statistics must be completed before semester 7.
  - PNUR 111, PNUR 112, PNUR 113, NUR 230, and NUR 300 must be completed prior to enrollment in NUR 206 (semester 4).
  - **All courses prerequisite to the major must be completed prior to admission to junior-level nursing courses.**
  - **All General Education courses must be completed before progression to senior level nursing courses.**
  - Courses vary in semesters they are offered. Some are offered both fall and spring semesters, while others are offered only in one semester. At times, courses may be offered in the summer. Changing order of degree plan may affect length of program.
  - Students should take lower-level (number) courses first unless otherwise indicated.
2. Except when taking GEN 150, HPE 155 and HPE 400, a student must take a HPE Activity course each semester of full-time enrollment.
3. **Grade point average requirements:**
  - A student must achieve a GPA of 2.5 or above in pre-requisite courses with no grade below a “C.” A student may not repeat a prerequisite course more than once to achieve a grade of “C.” A student must complete prerequisite courses prior to enrollment in junior level nursing courses.
  - A student must maintain an overall cumulative GPA of 2.5 in courses applicable to the BSN degree plan sheet throughout the program.
  - Once admitted to the major, a student must maintain a GPA of 2.5 in nursing courses with no grade below a “C.”
  - At any time a student’s cumulative or nursing GPA falls below 2.5, the student will be placed on academic probation. The student must restore the GPA to the minimum 2.5 by the time determined by the Admission, Progression, Graduation, and Awards Committee of AVCON. Failure to restore GPA to minimum of 2.5 will result in dismissal from the nursing program.
  - A Student whose nursing GPA is less than 2.5 after taking NUR 230 and NUR 300 will be placed on academic probation for the spring semester during which NUR 203, NUR 206, and NUR 301 are offered. If the nursing GPA is less than 2.5 by the end of the spring semester, the student will be dismissed from the program.
  - All PNUR course grades will be calculated in the pre-requisite GPA and follow pre-requisite guidelines.

## PROGRESSION

### General Guidelines

Once an applicant is accepted to the AVCON through the receipt of a welcome letter from the Dean of the College, he or she must meet certain requirements to progress in the program.

### Progression to NUR 206: Foundations of Nursing

The Admission, Progression, Graduation, and Awards Committee of AVCON reviews the candidate's qualifications for progression to this first clinical nursing course. Approval for registering for NUR 206 is contingent on documentation of the following:

- Passing PNUR 111, PNUR 112, PNUR 113, NUR 230, and NUR 300 with no grade below "C."
- All sophomore nursing students will attend a mandatory orientation on a date to be determined early fall semester. Failure to attend will result in the student not being allowed to enroll in spring semester nursing courses.
- Documentation of immunizations current to standards (See Appendix C).
- Documentation of tuberculin skin test results or current chest x-ray as required or physician's note.
- Evidence of current CPR training (American Heart Association's Basic Life Support for Health Care Professionals)

### Progression to Upper-Division Nursing Courses

Progression to upper-division nursing courses is based on the candidate's satisfactory achievement in the following areas:

- **General Education Requirements**  
Students must have completed the general requirements specified in the nursing degree plan for the freshman, sophomore and junior years prior to admission to senior level nursing courses. The sequence of general education courses may require modification for transfer students. Changes in sequence must be approved by the faculty advisor and/or dean.
- **Courses Prerequisite to the Major**  
Students must complete courses designated on the degree plan as prerequisite to nursing with a minimum 2.5 GPA and with no grade below a "C" prior to the junior year. A student may not repeat a pre-requisite course more than once.

## OTHER

- A student must maintain a minimum 2.5 cumulative GPA, in pre-requisite courses, in nursing courses, and in GPA for all courses required for the BSN degree (cumulative GPA).
- A student must pass a dosage calculation exam at the beginning of each semester. The exam is administered on Orientation Day held the day prior to the start of classes each semester.

### **ATI Content Mastery Exams**

ATI Content Mastery exams are to be taken as designated throughout the curriculum and are identified in course syllabi. The grade will be used as a portion of overall course grade. Target level for all Content Masteries is a Level 2, however, students will not re-take Content Mastery exams until NUR 482. The scores received on the exams during the designated courses will serve as a baseline assessment of that content. All students will complete a focused review based on attained score as designated on the Content Mastery rubric.

Eight exams comprise the mastery series. Students take these exams at prescribed points throughout the curriculum. Each student receives a review book that covers all these exams.

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

There are non-proctored and proctored exams for each of the content areas.

#### **Non-Proctored Exam**

A non-proctored exam is an unsupervised practice exam. A student may take practice exams to prepare for proctored exams. There are four on-line, practice exams for each of the content areas. A student should take at least two of these practice exams prior to taking the proctored exam. In addition to the practice exams for each of the mastery content exams, there are practice exams related to body systems; these exams coordinate with course content and may be assigned for a grade (see chart).

#### **Proctored Exam**

A proctored exam is time-limited and supervised.

A student's score on a proctored exam is calculated as part of the student's final course grade.

AVCON expects students to meet the criterion for **Proficiency Level 2**, published by ATI for each Content Mastery exam. A student meeting the criterion for Proficiency Level 2:

- Is expected to just meet NCLEX-RN standards in the content area.
- Should demonstrate the minimum level of knowledge in this content area required to support academic readiness for subsequent curricular content.
- Should meet the absolute minimum expectations for performance in this content area.



**ATI CONTENT MASTERY EXAMS**

<b>JUNIOR-LEVEL</b>					
<b>Exam/ Assessment</b>	<b>Proctored</b>	<b>Non-proctored</b>	<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Passing Score</b>
Fundamentals	X		X		<b>63.3%</b>
Mental Health	X		X		<b>66.7%</b>
Cardio- Vascular		X	X		
Respiratory		X	X		
Pharmacology	X			X	<b>71.7%</b>
Gastro- Intestinal		X		X	
Peri-operative		X		X	
Renal & Urinary		X		X	
Nursing Care of Children	X			X	<b>63.3%</b>

<b>SENIOR LEVEL</b>					
<b>Exam/ Assessment</b>	<b>Proctored</b>	<b>Non-proctored</b>	<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Passing Score</b>
Maternal- Newborn	X		X		<b>66.7%</b>
Community Health	X			X	<b>74.0%</b>
Endocrine		X	X		
Immune		X	X		
Neuro- Muscular		X	X		
Med-Surg	X			X	<b>68.9%</b>
Leadership	X			X	<b>76.7%</b>
RN-Predictor	X			X	<b>72.7%</b>

**AVCON Policies Related to ATI Testing**

If flexible scheduling is permitted for an exam, a student must schedule his or her exam time at least one day prior to the exam.

- Exam times must occur during regularly scheduled office hours.
- A student must take ATI Content Mastery Exams as scheduled throughout the curriculum.
- Practice tests followed by focused reviews must be completed prior to taking a proctored exam. Once the proctored exam is taken, a focused review must be done on that assessment. See the ATI Content Mastery rubric for details.
- Students may not take cell phones, book bags, purses, notebooks, etc., into the testing setting.
- A student must wait at least 72 hours prior to retaking any ATI exam.
- Students will not repeat Content Mastery Exams until NUR 482.

## Content Mastery Series | Grading Rubric

Practice Assessment	
4 points	
<p><b>Complete Practice Assessment A</b> <b>Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum one hour Focused Review on initial attempt</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>	<p><b>Complete Practice Assessment B</b> <b>Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum one hour Focused Review on initial attempt</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>



Standardized Proctored Assessment			
Level 3 = 4 points	Level 2 = 3 points	Level 1 = 1 point	Below Level 1 = 0 points
<p><b>Remediation = 2 points:</b></p> <ul style="list-style-type: none"> <li>• Minimum one hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>	<p><b>Remediation = 2 points:</b></p> <ul style="list-style-type: none"> <li>• Minimum two hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>	<p><b>Remediation = 2 points:</b></p> <ul style="list-style-type: none"> <li>• Minimum three hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>	<p><b>Remediation = 2 points:</b></p> <ul style="list-style-type: none"> <li>• Minimum four hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>
<b>10/10 points</b>	<b>9/10 points</b>	<b>7/10 points</b>	<b>6/10 points</b>
Proctored Assessment Retake			
<b>No Retake Required</b>	<b>No Retake Required</b>	<b>Retake Required</b>	<b>Retake Required</b>

### PREPARING FOR THE NCLEX-RN LICENSURE EXAM

The final phase of the ATI Assessment and Review Program prepares the student for the NCLEX-RN licensure examination.

#### **RN-Predictor Exam**

Upon completion of all eight content mastery exams, a student takes the RN-Predictor Exam. Points for this exam are awarded according to the ATI RN Predictor Grading Rubric and are included as one of the NUR 482 course grades.

## Comprehensive Predictor | Grading Rubric

<b>Practice Assessment</b>	
4 points	
<p><b>Practice assessment A</b> <b>Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum one hour Focused Review on initial attempt</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>	<p><b>Practice assessment B</b> <b>Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum one hour Focused Review on initial attempt</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>



<b>Standardized Proctored Assessment</b>			
95 percent or above Passing predictability = 4 points	90 percent or above Passing predictability = 3 points	85 percent or above Passing predictability = 1 point	84 percent or below Passing predictability = 0 points
<p><b>Remediation = 2 points</b></p> <ul style="list-style-type: none"> <li>• Minimum one hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>	<p><b>Remediation = 2 points</b></p> <ul style="list-style-type: none"> <li>• Minimum two hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>	<p><b>Remediation = 2 points</b></p> <ul style="list-style-type: none"> <li>• Minimum three hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>	<p><b>Remediation = 2 points</b></p> <ul style="list-style-type: none"> <li>• Minimum four hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>
10/10 points	9/10 points	7/10 points	6/10 points
<b>Proctored Assessment Retake</b>			
<b>No Retake Required</b>	<b>No Retake Required</b>	<b>Retake Required/ Recommended</b>	<b>Retake Required/ Recommended</b>

## OTHER POLICIES

### Attendance

1. Orientation to nursing classes occurs the day prior to the first official day of class for the university. **Attendance is mandatory.**
2. The last day for students to add nursing classes is the first Monday following the university's date for the beginning of classes.
3. Students are expected to punctually attend and be prepared for all lectures, exams, simulated laboratories, and clinical practicums.
4. In the event of an absence students must be aware that the following will apply:

Credit hours per class time	Number of absences not resulting in penalty	Grade deduction
3	3	2%- starting with 4 <sup>th</sup> absence
2	2	3%- starting with 3 <sup>rd</sup> absence
1	1	4%- starting with second absence
<b><i>Each</i></b> additional absence will equate to a 1% deduction to the overall course grade.		

**Understand 3 tardies equal an unexcused absence and excessive absences (approved or unapproved) will deny credit** for the course. Tardy is defined as arriving late or leaving before dismissed without prior approval from instructor from any learning experience.

5. The Dean of the College of Nursing may request administrative excuses for absences from courses or Chapel when conflicts exist with scheduled learning experiences within the College of Nursing.
6. Students are to discuss all absences with the course coordinator and confirm plans for meeting course objectives 48-business hours ***prior to*** the scheduled class, lab, or clinical.
7. A student who misses, or is excused from clinical due to illness, either acute or chronic, or who has been hospitalized for any reason, must provide evidence of medical clearance to return to the clinical setting. Return to clinical is also dependent upon safety concerns, agency policy and any agency restrictions. Clinical make-up is arranged only in the event of an excused absence. However, limited clinical slots are available during the academic semester; thus, it may not be possible to arrange clinical make-up. All course clinical hours must be completed for a student to receive a passing grade in clinical. A passing grade in clinical is required to pass the clinical nursing course.
8. Makeup of modular exams is arranged only in the case of an excused class absence. Students ***must speak personally*** to the course coordinator ***prior to*** the test period if they are unable to take a scheduled exam. Absences are excused only for cases of documented illness or other crisis situations. Students must pay a \$15 fee, payable to ORU Student Accounts, for a late exam.
9. Students are required to ***speak personally*** to the clinical/sim lab instructors regarding a pending absence in the clinical/sim lab at least one hour before scheduled times. There is no guarantee students will have opportunities for clinical make-ups. Nursing programs throughout the area compete for clinical learning sites and times, and clinical experiences are negotiated one year in advance. Thus, it may not be possible to arrange clinical makeup experiences. Failure to meet course objectives – including attendance at all class, sim-lab, or clinical experiences will result in failure in the course.

10. Students are required to submit a request for clinical/sim lab make-up to the course coordinator. If the request is approved, a \$50 fee will be assessed per clinical day and \$15 per sim lab hour for make-up of unexcused absences. Excused absences will not incur a fee, but prior approval of make-up experience is still required. Fees are payable to ORU Anna Vaughn College of Nursing. See Appendix I.

### Assignments

1. All pre-assignments must be completed prior to attending a learning experience. Failure to complete a pre-assignment may result in a student being dismissed from the experience. The dismissal will count as an unexcused absence.
2. Engagement is a primary component of a concept-based curriculum. Participation and engagement in all learning experiences is required. Failure to participate or engage appropriately during a learning experience may result in a student being dismissed from the learning experience. The dismissal will count as an unexcused absence.

### Clinical Policies

1. CPR training  
**Junior and Senior level students:** A current training card covering the full academic year must be submitted to the College of Nursing by **one day prior to the start of classes in August (see Appendix C)**. CPR training is to be the American Heart Association's Basic Life Support. Students without evidence of current CPR training from the AHA will not be allowed admission to the dosage calculation exam or to attend clinicals. Proof of current CPR must be given to the course coordinator of your first fall clinical course.  
**Sophomore level students:** A current training card covering the full academic year must be submitted to Dr. Prentice in the College of Nursing by the first day of classes in August.
2. Immunizations  
**Junior and Senior level students:** Students must present evidence that immunizations and tuberculin skin testing are current by **one day prior to the start of classes in August** of each academic year. The school is contractually obligated to clinical agencies to ensure that students are in compliance with recommended immunizations. Any student without evidence of current immunizations **will not be allowed admission to the dosage calculation exam or to attend clinicals**. Proof of immunizations must be given to the course coordinator of your first fall clinical course (see Appendix C).  
**Sophomore level students:** A current training card covering the full academic year must be submitted to Dr. Prentice in the College of Nursing by the first day of classes in August.
3. Drug Screening  
 Clinical agencies also require drug screening for students participating in on-site clinical experiences. Therefore, each student will undergo a drug screen prior to admission to NUR 206 Foundations of Nursing, the first clinical nursing course. A drug screen may also be implemented at intervals during the sophomore, junior, and senior years at random intervals or if the behavior of student is suspected of drug use.

A student who is de-enrolled or misses one semester of clinicals must undergo another drug screen prior to readmission to clinical nursing courses.

Positive results may prevent a student's participation in clinical experiences and may be grounds for dismissal from the nursing program.

4. Dosage Exam Policy

All junior and senior nursing students must demonstrate proficiency in dosage calculation as evidenced by achievement of at least 90% on a dosage calculation exam administered at the beginning of each semester. All sophomore students are required to demonstrate proficiency in dosage calculation by the date specified in the NUR 206 syllabus before they are permitted to administer medications in the clinical setting.

Students will not be permitted to administer medications in a clinical setting until they achieve at least 90% on the dosage calculation exam.

Students who do not achieve at least 90% on the exam prior to the last day to add classes at the University will be de-enrolled in clinical nursing courses.

Dosage Exam Procedure

The Admission, Progression, Graduation, and Awards Committee of AVCON is responsible for preparation and administration of the exams.

There are four levels of exams: junior-level exam fall and spring semesters, and senior-level exam fall and spring semesters. Blueprints for each level are available prior to administration of each exam.

The exam is administered during the first week of the semester. Students have one hour to complete the exam.

Students are permitted to use calculators but not a cell phone or device with wireless capabilities. Students will receive notice of their grades within 24 hours of the exam.

Students failing the first exam with a score of less than 90% must attend a scheduled review session before being allowed to retake the exam. Student's participation in the review session is a pre-requisite for admission to administration of the second exam. If the student does not pass the retake with a score of 90% or above, the student will not be allowed to progress in the program.

Any student who does not score a 100% on the dosage calculation exam – even if scoring 90% or above – must attend a scheduled review.

5. Dress code

Professional dress code is in effect for all learning experiences and for all activities within the College of Nursing. Students who are out of dress code when arriving at clinical will be sent home and incur an unexcused clinical absence.

The dress code for clinical experiences designates attire be appropriate to acute care or community settings.

An official current semester Anna Vaughn College of Nursing photo ID with student name must be worn when a student is involved in an off-campus learning experience. No

student is to be involved in any clinical learning activity without being identified as an ORU nursing student.

While in the clinical area, a student's hair must be confined away from the face in a manner that prevents contamination. Fingernails must be of modest length and appropriately groomed. No artificial nails. Jewelry, if worn at all, is to be minimal. Earrings must be small posts (no hoops or dangles). No visible body piercings. All tattoos must be covered.

Uniforms are subject to clinical agency policy.

All uniform tops and lab coats must have the AVCON logo.

Uniforms must be clean and neatly pressed. Shoes must be clean and polished.

The nursing uniform for **acute-care settings**:

- a. Navy pants, navy top, as specified on uniform price list. **No sweatshirts or cardigans are permitted.** See hospital student policies for approved outerwear.
- b. Footwear
  - i. Closed toe, closed back, white/navy/black shoe with complimentary trim.
  - ii. No casual shoes such as Keds, Converse, or Toms. (all students)
  - iii. Some clinical agencies may require shoes be made of a solid material (e.g. agencies or units where chemotherapy is administered)

The nursing uniform for **community settings**:

- a. Khaki pants, e.g., Dockers, or dress slacks (NO khaki-colored denim, jeans, painter's or baggy pants, external pockets. No hole-filled jeans.)
- b. White or navy polo shirt with AVCON logo (all students)
- c. White lab coat and/or white/navy knit sweaters with AVCON logo as appropriate. **No sweatshirts or cardigans.**
- d. Footwear:
  - i. Dark-colored, closed-toe, and closed back leather shoes (all students)
  - ii. Color-coordinated socks with khaki pants or shoes (See Appendix E for prices/specifications of uniforms.)

## 6. Travel

Throughout the course of the nursing program, students will have clinical experiences at a variety of agencies throughout the greater Tulsa area and in rural communities of Oklahoma. **Students are responsible for personal travel to and from clinical nursing experiences.**

## 7. Snow policy for clinical travel

Rarely are road conditions so hazardous that faculty and students are unable to travel to clinical agencies for scheduled clinical experiences. However, should such conditions arise, safety of faculty and students takes priority over clinical experiences. If a course coordinator, in discussion with the dean, judges that travel would endanger students, the coordinator may cancel the experience and reschedule at a later date. Each course coordinator will initiate notification of clinical instructors and students via the announcement board in D2L or other means.

## 8. Professional accountability

Students are expected to prepare for clinical experiences by completing course assignments as designated in course syllabi. A student's failure to adequately prepare for the clinical experience may result in dismissal from the clinical experience that will count as an unexcused clinical absence. Students are permitted to care for patients as long as they demonstrate safe nursing care. Safe nursing care encompasses caring for patients in a safe manner utilizing available resources. This includes, but is not limited to, following rules and regulations of the specific nursing course, AVCON, ORU, and the clinical agency.

### **Evaluation Procedures**

1. In order to successfully complete a nursing course, students must achieve at least 70% weighted average on module and final exams. (Quizzes and ATI exam scores are not included in this average.)
2. Students must achieve a passing grade for clinical experiences and the 70% weighted average on module and final exams in order for paper and project grades to be included in the calculation of the final course score.
3. The final course grade is calculated using the following grading scale:  
A=90-100  
B=80-89  
C=70-79  
D=60-69  
F=59 and below
4. Students are required to submit all assignments for course completion. Due dates of assignments are specified in the syllabus or course resources. Submitting assignments in a timely manner or making arrangements in case of emergency demonstrates the student's professional accountability and responsibility. Assignments submitted **late** will have points deducted as follows:  
1 business day: 10%  
2 business days: 20%  
3 business days: 30%  
4 business days: A grade of zero will be given.
5. Whole Person Assessment requirements:  
The College of Nursing, under a university-led initiative, is implementing a Whole Person Assessment system in D2L to evaluate students' achievement of academic outcomes. Each student is responsible for submitting Whole Person Assessment artifacts as described in course syllabi.
6. For the clinical evaluation process, both the student and clinical instructor are involved. Formal student/faculty clinical evaluation conferences are held at the middle and end of the semester/rotation. Both the clinical instructor and the student complete written evaluations of the student's clinical performance for discussion at the evaluation conferences. Additional conferences are scheduled as needed when student performance warrants such.
7. Clinical performance is graded on a pass/fail basis according to the clinical evaluation rubric. Students must achieve a passing grade in the clinical portion of the course in order to pass the course and progress to subsequent clinical courses. Additionally, students are required to complete all clinical and sim lab hours as mandated by the curriculum. Criteria for clinical failure include failure to demonstrate achievement of clinical objectives, a pattern of jeopardizing patient safety, and/or failure to follow rules and regulations as stated above.



8. Evaluation of behavior leading to failure of the clinical portion of a course may occur at any time during clinical hours. Behavior may result in immediate removal from the clinical setting, automatic failure of the course, and/or dismissal from the nursing program.
9. Students must pass all elements of a course including applicable class, simulation lab and clinical assignments to pass the course.

### **Grievance Procedure**

1. The grievance procedure for non-academic issues are outlined in the Oral Roberts University Student Handbook and are dealt with Office of Student Life.
2. The grievance procedure for academic issues are also outlined in the Oral Roberts University Student Handbook and are summarized as follows:
  - a. The student with the complaint shall discuss the problem with the faculty member, staff person, administrator, or student who is directly involved.
  - b. If further resolution is deemed necessary, the student shall state the problem in writing and submit it to the Chair of the Anna Vaughn College of Nursing. The chair has 14 days to respond to the student request for resolution. However, if in the opinion of any party involved a satisfactory resolution does not result, such party in the dispute may request (within 7 days of the chair's response) a meeting with the dean; and, the dean, working with all of the parties involved, shall (within 14 days from the date of request for a meeting) try to solve the problem through prayer, discussion, and negotiation in accordance with Biblical principles and the University's rules, policies, and procedures.
    - i. The dean (after reviewing the written complaint and meeting with any of the parties he or she deems necessary) shall (within 14 days of the request for referral) make a final determination as to the outcome on the matter.
    - ii. If this determination does not resolve the problem to any of the parties' satisfaction, such party may request a formal investigation be made by that individual college/school's appropriate Grievance Committee. This request must be made in writing and presented to the dean within 14 days of the dean's previous final determination.
    - iii. Within 21 days of this request, the school's Grievance Committee, shall (a) afford the parties a hearing, (b) submit a report of its investigation/recommendations to the dean who shall work with the committee to issue a final Grievance Committee determination, and (c) furnish a copy of the final determination to all of the parties involved and to the Provost.
  - d. The final determination of the Grievance Committee shall become full force and effect unless a party appeals the decision to the the Provost. This appeal must be filed in writing with the the Provost's offices within 14 days of the submission of the Grievance Committee's final determination.
  - e. If a party to the grievance elects to appeal the Committee's decision to the the Provost, they shall, within 21 days of the filing of the appeal, afford the parties involved a hearing and make a final University determination. The decision of the the Provost is final, and their decision shall be given in writing to all of the parties involved.

If a student has appealed in writing to the Dean of the Anna Vaughn College of Nursing to initiate the Grievance Committee process, the dean shall inform the Chair of the AVCON Grievance Committee. Once the written request has been received by the Chair of the AVCON Grievance Committee, the following procedure shall ensue:

1. The Chair shall select as objective a group as possible to serve in the grievance procedure. Two members of the committee will be selected from the AVCON faculty and three members will be recruited from other Colleges within the University. The Chair will carry out the responsibilities of facilitating the flow of information, setting hearing dates and times and communicating the Committee's final decision to the necessary parties. The Chair will be a non-voting member of the Committee.
2. Once the Committee members have been identified, the Chair will provide necessary information pertinent to the filed grievance to all members and will answer any preliminary questions that arise from review of the supplied materials.
3. Once the Committee members have received and reviewed pertinent information, the student who filed the petition will be notified of the hearing date and time. A student must attend the set hearing or the petition will automatically be declined.
4. The hearing procedure shall be as follows:
  - a. Chair will call the meeting to order
  - b. Nursing faculty on the APGA Committee will act as secretary
  - c. Chair will lead the discussion related to each petition with members of the Committee giving input. Questions related to the petitions for student or faculty will be clarified.
  - d. Faculty, staff or students against whom the grievance has been filed will be admitted to meeting, questions by committee asked and answered, faculty, staff, or student dismissed.
  - e. Student requesting the grievance hearing will then be admitted to the meeting, questions by committee asked and answered, student dismissed.
  - f. Questions from the committee will be answered by the faculty and student at individual times until committee is satisfied they have all appropriate, necessary information.
  - g. Student may then make a 3-5 minute closing statement, but the content of such statement must be limited to the specific grievance as identified in the petition. Following the closing statement, the student will be dismissed.
  - h. Faculty, staff, or students against whom the grievance has been filed may, if required by the committee, also make a 3-5 minute closing statement. Faculty, staff or student will then be dismissed.
  - i. Chair will then facilitate discussion of grievance, petition and other pertinent information.
  - j. Committee will make a decision regarding the petition.
    - i. Committee may deny the petition.
    - ii. Committee may accept the petition.
    - iii. Committee may accept with revision of action.
    - iv. Committee may decide they need additional information.
5. Chair will then notify student in writing of decision within one business week of the actual hearing date.

## Cell Phone Policy

### Lecture and Simulated Laboratory

Cell phones may only be used in class for taking notes or participating in interactive classroom activities.

Cell phone usage for personal and social communication is prohibited in the classroom during class hours and should be silenced/turned off. If a student fails to comply with this requirement, the professor may (at the professor's discretion) dismiss the student from class and mark the student for an unexcused absence. Students may (prior to the beginning of class) request an exception to this policy if some type of extenuating circumstance exists that would reasonably justify the granting of an exception and a possible disruption of the class for taking an incoming call, text messaging, etc.

### Exam Classes

Unless specifically pre-authorized by the professor, portable or handheld computer/calculator, cell phone, and all other media/multi-media device usage of any type are prohibited in the classroom during class examinations. All such devices shall be stored out-of-sight and silenced/turned off. If a student fails to comply with this requirement, the professor may (at the professor's discretion) dismiss the student from class, mark the student for an unexcused absence, and/or penalize the student by deducting points on the exam. With regard to cell phone usage, students may (prior to the beginning of class) request an exception to this policy if some type of extenuating circumstance exists that would reasonably justify the granting of an exception and a possible disruption of the class for taking an incoming call, text messaging, etc. In this instance the cell phone should be left with the professor during the class, and if an incoming call is received the student will retrieve the phone from the professor to respond.

### Clinical Setting

Cell phones may be used in clinical to contact the clinical instructor and to access nursing resources related to obtaining information to provide care to patients. Cell phone use is limited to the nursing station and break room for these approved activities only. Personal phone calls, texting, and use of social media are prohibited except during *scheduled* breaks coordinated with clinical instructor. To maintain confidentiality, taking any pictures while on the nursing unit is prohibited. Students will not inappropriately discuss or post confidential information about peers, faculty, clients or their family members, a clinical agency or AVCON on any electronic venue (i.e. Facebook, Twitter, cell phone, etc.).

## Personal Safety Precautions

### BE ALERT

- Know exactly where you are going before you leave. If you have any doubts about the location of an agency, contact your clinical instructor or course coordinator.
- Let someone know exactly where you are going and your anticipated time of return. Carry identification, including the phone numbers of the Anna Vaughn College of Nursing as well as police and fire departments.
- Make sure your car is in good working order and that you have sufficient gas. Always lock your doors. Consider keeping windows rolled up.
- Do not carry large amounts of money with you. Do carry enough money for emergency transportation and phone calls.
- If you carry a purse and are driving, lock it in the trunk before you leave and keep it there while you are visiting patients. A purse can be a temptation both on the streets and in homes; keep your money and identification in a pocket.
- When driving in an unsafe area, always select the safest, not the fastest, route.
- When driving, don't panic and rush — be safe.
- Always be attentive to your surroundings as you enter and exit buildings or patients' homes.
- Park as close to your destination as possible unless the home is in a potentially dangerous area. In that case, park on a public street and walk the most direct route to the home.
- When walking, avoid groups of people lingering on corners or in doorways. Cross the street to avoid them.
- Carry your keys in your hand as this will enable you to open your car immediately. You may also use keys for self-defense by holding the key ring in the palm of your hand and placing one key between each finger with the sharp end facing out. A whistle attached to your key ring will help you summon help in an emergency.
- Wear College of Nursing dress code and identification badge for all community experiences
- Never knock on unmarked doors or the doors of homes other than those you are visiting. Also, never walk into a home uninvited or enter a vacant home.
- If you have any doubts about the safety of a home or apartment building, don't enter.
- If walking in a densely populated area, walk in the middle of the sidewalk. Do not take short cuts down alleys, through buildings or across private property. Avoid narrow and confined spaces.
- If you must visit a questionably unsafe area at night, discuss the situation with your clinical instructor.
- If you have fears about your safety during a visit, or if someone in the house appears intoxicated or exhibits threatening behavior, LEAVE IMMEDIATELY. Notify your clinical instructor, course coordinator, or dean immediately.
- If any weapons are present, either ask that they be put away or if you are afraid to make the request, leave.
- If a pet is particularly obnoxious to you or seems hostile, ask that the animal be put in another room, or leave. Be sure to report that there is an animal in the home that might be protective of the patient so others who visit the patient might take precautions. It is important, however, to respect the patient's attachment to the pet.
- Note all possible exits from a site you are visiting. Sit in such a way that will give you easy access to these exits.
- Never give the patient or family your home phone number or address.

### FERPA Annual Notification

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records beginning the first day of class. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, degree or enrollment verification service (National Clearinghouse), or collection agent); a person serving on the Board of Regents or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605
5. Effective Fall 2002 undergraduate students will declare Dependent or Independent status as part of the Registration process. Dependent or Independent status is based on whether or not the student was claimed on the parents' most recent IRS Tax Form. ORU reserves the right to amend Dependent/Independent information that is deemed inaccurate.
  - ◇ Parents may obtain non-directory information (grades, GPA, etc.) only at the discretion of the institution and after it has been determined that their child is legally their dependent. Dependent status can be established via the submission of a certified copy of the statute, or other legally binding document prohibiting such.
  - ◇ Parents also may obtain non-directory information by obtaining a signed consent from their child. A copy of the signed consent must be available in the student's AVCON file for faculty to discuss any student issues with parents either by phone, email, or in person. A new consent is required each academic year.

## **Student Nurses Association**

The Student Nurses Association (a constituency of the National Student Nurses Association) provides opportunities specifically designed for nursing students to participate in nursing programs and activities. Some of the benefits include low-cost liability insurance, discounts for state board review materials, reduced subscription rates for nursing journals, and much more. Membership is open to all nursing majors, freshmen through senior levels.

The purposes of the ORUSNA are as follows:

1. To assume responsibility for contribution to nursing education in order to provide for the highest quality health care.
2. To provide programs representative of fundamental and current professional interest and concerns.
3. To aid in the development of the whole person, his/her professional role, and the responsibility for the health care of people in all walks of life.
4. To provide a mechanism whereby the ORUSNA can act as a body to represent Christ in the community.

The functions of ORUSNA are as follows:

1. To have a direct input into standards of nursing education and influence the education process.
2. To influence health care, nursing education, and practice through legislative activities as appropriate.
3. To promote and encourage students' participation in community affairs and activities toward improved health care and the resolution of related social issues.
4. To represent nursing students to the consumer, to institution, and to other organizations.
5. To promote and encourage students participation in interdisciplinary activities.
6. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities, regardless of a person's race, color, sex, national origin, or economic status.

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## **APPENDIX A**

# **Professional Conduct Affirmation**



**APPENDIX A**  
 Oral Roberts University  
 Anna Vaughn College of Nursing  
 Professional Conduct Affirmation

I understand that as a Christian nursing student in the Oral Roberts University Anna Vaughn College of Nursing (ORU AVCON) I am expected to follow the Policies and Procedures of the AVCON as stated in the AVCON Student Handbook, and behave in a manner of utmost integrity and professionalism.

- I agree to protect the privacy of peers, faculty, clients or their family members, clinical agencies, Oral Roberts University (ORU), and the Anna Vaughn College of Nursing (AVCON). I will not inappropriately disclose confidential information I receive in my capacity as an AVCON student.
- I will not disclose or post confidential information about peers, faculty, clients or their family members, a clinical agency or AVCON on any electronic venue (i.e. Facebook, Twitter, Snapchat, Instagram, cell phone, etc.). In addition, I will not leave/save any peer, faculty, client, client’s family, clinical facility, AVCON, and/or student confidential information on any open access desktop or electronic device.
- I agree that I will conduct myself in a manner that exhibits professional and Christian values in accordance with the American Nurses Association Code of Ethics for Nurses, ORU Code of Honor, and the Bible. See reference: <http://psychcentral.com/lib/benefits-of-effective-communication/>
- I will maintain and uphold the academic integrity policies of ORU and AVCON. I will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stealing/copying another person’s assigned work, or lying about any situation.
- I have/will read the syllabus and addendum for each nursing course I am taking this academic year, and I understand the criteria established for grading my course work. I understand that my average on exams must be 70 percent or higher, ***and*** pass clinical in order to attain a passing grade for the course.
- I will attend, and be prepared for, all lectures, exams, simulated laboratories, and clinical practicums on time-**understanding that the following will apply:**

Credit hours per class time	Number of absences not resulting in penalty	Grade deduction
3	3	2%- starting with 4 <sup>th</sup> absence
2	2	3%- starting with 3 <sup>rd</sup> absence
1	1	4%- starting with second absence
<b><i>Each</i></b> additional absence will equate to a 1% deduction to the overall course grade.		

- **I understand that 3 tardies equal an unexcused absence and excessive absences (approved or unapproved) will deny credit** for the course. Tardy is defined as arriving late or leaving before dismissed without prior approval from instructor from any learning experience.
- I understand that: 1) a fee will be assessed for the make-up pertaining to any exam, simulated lab and/or clinical practicum experience; 2) there is no guarantee that I will have the opportunity to make up an absence; and 3) I must meet all of the course objectives and complete all assignments in order to pass the course.
- I will not recreate any items or portions of any exam for my own use or for use by others during my enrollment in the AVCON. I will not accept or access any unauthorized information related to any exam administered during my enrollment in the AVCON.
- I will write my own assignments and personally sign any documents, such as class roll. I will not sign any other student's name to anything. I will not allow another student access to my assignments for the purpose of copying.
- I will wear AVCON approved dress and a *current* AVCON ID badge at all nursing clinical practicums this academic year.

### **Admission to Upper-Division Nursing Courses**

Various sources including Whole Person Assessment documents are used to evaluate the candidate's readiness for admission to nursing courses. Admission to upper-division nursing courses is based on the candidate's satisfactory achievement in the following areas:

- *General Education Requirements*  
Students must have completed the general education requirements specified in the nursing degree plan for the freshman and sophomore years prior to admission to upper-division nursing courses. The sequence of general education courses may require modification for transfer students. Changes in sequence must be approved by the faculty advisor and/or dean.
- *Courses Prerequisite to the Major*  
Students must complete courses designated as prerequisite to nursing with a grade-point-average of 2.5 or above with no grade below a "C" before admission to the upper-division courses. A prerequisite course may not be repeated more than once to achieve a grade of "C".

### **Continuation in the Program**

Students enrolled in the nursing program must comply with the standards and regulations of the institution. Students in the nursing sequence (NUR 200 level and beyond) must maintain a cumulative and nursing GPA of 2.50 or above with no grade below a "C" in professional courses (including PNUR courses). A student may repeat a professional nursing course only by "petition for policy exception." If a student is placed on probation in the process of earning the degree, the student must restore the cumulative or nursing GPA of 2.50 by the time determined by the Admission, Progression, Graduation, and Awards Committee of AVCON. A prerequisite course may not be repeated more than once to achieve a grade of "C."

### **Nationally Standardized Exams**

The College of Nursing contracts with Assessment Technologies Institute (ATI). Nursing students take a series of nationally standardized exams throughout the nursing curriculum.

**Test of Essential Academic Skills (TEAS)**

TEAS testing, due to the COVID-19 impact will be shared with the appropriate students when the process is finalized.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

Created 8/10/10  
Revised 08/11/2020

Original placed in student's file.  
Copy available on request.

## APPENDIX B

# **Statement of Confidentiality**

**APPENDIX B**

Oral Roberts University  
 Anna Vaughn College of Nursing  
 Statement of Confidentiality

Please Print

Last Name	First Name	Middle Initial	Z#
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I know that in performing my duties as a student or faculty in the Oral Roberts University Anna Vaughn College of Nursing I will have access to and/or I may be involved in processing confidential information. Confidential information includes but is not limited to verbal, written or computerized patient/family member information, employee/volunteer/student information, financial information, and information proprietary to clinical agencies, other companies or persons. I further know that:

- State and federal laws or regulations have established rights of confidentiality and security obligations regarding patient medical records and information.
- I will not access information concerning any patient in whose care I am not directly involved (including my relatives).
- I will only access, use or disclose the minimum amount of patient information that I am authorized to access, use or disclose and that is necessary to carry out my assigned duties, unless otherwise required by law.
- I will not remove from any clinical agency’s department/unit any printed, digital (camera, cameral phone, IPAD/tablet, etc.) photocopied, or electronically copied patient, personnel, or business data, or proprietary software.
- I will not discuss any patient or any information pertaining to any patient with anyone (even my own family) who is not directly working with said patient.
- I will not mention any patient’s name or admit directly or indirectly that any person named is a patient except to those authorized to have this information.
- I will not describe any behavior which I have observed or learned about through my association with any clinical agency or its subsidiaries, unless as part of an assignment (postconference, careplans, process recordings, etc.). I will not describe this behavior (even when omitting the patients’, employees’, or agency’s name) to others verbally, in writing or on social media (Facebook, Twitter, Instagram) except to those authorized to have this information.
- I will not contact any individual or agency to get personal information about an individual patient unless the patient has signed a release of information or legally authorized another person to release information.

- I will not take photographs of myself (selfies) or other nursing students, patients or agency employees without knowing the agency’s policy. (Typically, photographs are permitted only in common places such as outside the building, cafeteria or lobbies, but not in private places like the operating room or patients’ rooms).
- I will not take photographs of protected health information.
- For assignments which are written or electronic, I will use the client’s initials only and date of clinical and agency’s initials, but no other use of proper names like their church or employer
- If I am given computer access privileges which are identified and issued to me by a unique identification code and password, the identification code/password must remain secret and cannot be used by anyone but me. The use of my identification code/password constitutes my electronic signature. Any inquiries and/or modifications performed by me once computer access has been granted are referenced by my name via the unique identification code/password assigned to me.
- Internet user and usage must comply with all state and federal laws pertaining to Internet use and users including copyright laws. If I am granted Internet access, I must comply with the information services policy of the clinical agency to which I am assigned.
- I will report known, suspected, and potential violations of this Statement of Confidentiality to an appropriate faculty member of the Oral Roberts University Anna Vaughn College of Nursing, and under the direction of clinical faculty to the person in the clinical agency to which I am assigned.
- I am responsible for protecting the patient’s right to confidentiality and for maintaining the confidentiality of patient, personnel and business data/information **AT ALL TIMES** according to this Statement of Confidentiality.
- If I am found to be in violation of the above confidentiality requirement, disciplinary action by Oral Roberts University Anna Vaughn College of Nursing may result. Additionally, I may be subject to civil legal action and prosecution for violation of criminal law that may apply.

I certify by my signature below that I have read and agree to the above statements and requirements regarding patient/personnel/system confidential information.

Signature	Date (month, day, year)	Witness Signature
Circle Nursing Classification Student: Soph      Jr      Sr Faculty		Oral Roberts University Anna Vaughn College of Nursing

Original to be placed in faculty or student file.

Copy available on request.

Original created 06/04/03

Tulsa Association of Deans and Directors of Nursing Education (TADDNE)

## **APPENDIX C**

### **Immunizations and CPR**

- **Instructions for submitting Immunizations and CPR cards**
- **Required Immunizations**



## APPENDIX C

**Juniors and Seniors** - All required immunization and CPR documentation must be submitted to the Anna Vaughn College of Nursing one day prior to the start of classes. Failure to have all records updated will deny admission to the Dosage Calculation exam during course orientations.

**Sophomores** - All required immunization and CPR documentation must be submitted to the Anna Vaughn College of Nursing by the first day of classes in August of the sophomore year. All Sophomore nursing students will also attend a mandatory orientation on a date to be determined early fall semester. Failure to submit required documentation or attend the orientation day will result in the student not being allowed to enroll in spring semester nursing courses.

### TB Skin Test

-There must be documentation of one of the following:

- Annual negative TB test. Cannot expire during August 1-April 30 of the current school year.
- If results are positive, a clear Chest X-Ray within the past 5 years is required.

### Tetanus & Diphtheria (Td)

-There must be documentation of one of the following:

- Td booster within the past 10 years.
- Tdap vaccination (some clinical agencies require a Tdap).

### Hepatitis B

-There must be documentation of one of the following:

- 3 vaccinations.
- Positive surface antibody titer.

### Polio

-There must be documentation of one of the following:

- 4 vaccinations.
- 3 vaccinations with 1 given after 4th birthday.
- If no polio record, a statement indicating why you have no polio records.

### Measles, Mumps & Rubella (MMR)

-There must be documentation of one of the following:

- 2 vaccinations.
- Positive antibody titers for all 3 diseases.

### Varicella (Chicken Pox)

-There must be documentation of one of the following:

- 2 vaccinations.
- Positive antibody titer.
- Date of disease

### Flu Shot

-There must be documentation of one of the following:

- Annual flu shot received between October 1 and December 31 of the current school year.
- Signed declination waiver.

**CPR Certification**

-Certification must be the American Heart Association Basic Life Support course. Provide both sides and it cannot expire between August 1-  April 30 of the current school year.

## **APPENDIX D**

- **Faculty Telephone Numbers**
- **Staff Telephone Numbers**

**APPENDIX D****Faculty and Staff Telephone Numbers**

<b>Faculty</b>	<b>Office Phone #</b>
Lenore Butay	918-495-6139
Adrian Caraballo – Sim Lab Specialist	918-495-6334
Dr. Patricia Catts	918-495-6144
Angela Foster	918-495-6137
Rebecca Poore	918-495-6142
Dr. Dean Prentice	918-495-6143
JoeAnn Robinson	918-495-6149
Dr. Audrey Thompson	918-495-6140
Rachael Valentz	918-495-6946
Sharon Willis – Sim Lab Faculty / Coordinator	918-495-6201
<b>College of Nursing Telephone Numbers</b>	
Dr. Kenda Jezek - Dean	918-495-6198
Nursing Office: Georgia White	918-495-6198
Student Services: Sandi Myers	918-495-6017
Nursing Office Fax	918-495-6020

## **APPENDIX E**

# **Community Resources for CPR Training**

**APPENDIX E****Community Resources for CPR Training**

American Heart Association  
 2227 East Skelly Drive  
 Tulsa, OK 74105  
 918-747-8254

<p>Contact Mrs. Sharon Willis for schedule of classes offered in the Nursing Sim Lab-          Office Phone: 918-495-6201          Email: <a href="mailto:shwillis@oru.edu">shwillis@oru.edu</a></p>	<p>Citizens CPR          Tulsa, OK 74104          918-596-3600  <a href="http://www.tulsacpr.com">www.tulsacpr.com</a></p>
<p>Hillcrest Health System          1120 South Utica Avenue          Tulsa, OK 74104          918-579-3344</p>	<p>Osteopathic Founders Foundation          Tulsa OK          918-551-7300</p>
<p>Saint Francis Health System          6161 South Yale          Tulsa, OK 74136          918-494-1190</p>	<p>St. John Health System          1923 South Utica          Tulsa, OK 74104          918-744-2878</p>
<p>Tulsa Community College          909 S. Boston          Tulsa, OK 74119          918-595-7200</p>	<p>Tulsa Technology Center          6111 East Skelly Drive          Tulsa, OK 74147          918-828-5000</p>

## **APPENDIX F**

# **Clinical Agencies**

**APPENDIX F****Clinical Agencies**

Access Solutions Medical Group 6030 S. 66 <sup>th</sup> East Avenue Tulsa OK 74145	Arubah Community Clinic 1021 West Main Collinsville OK 74021
American Airlines 4100 N. Mingo Road Tulsa OK 74115	Ashland Health Center 529 W. 7 <sup>th</sup> Avenue Ashland KS 67831
Ave Maria House Saint Francis Health System 61 <sup>st</sup> and Yale Tulsa, OK 74136	Broken Arrow Public Schools 601 South Main Broken Arrow, OK 74012
Brookhaven Hospital 201 South Garnett Tulsa, OK 74128	Cherokee Nation Health Services Tahlequah OK 74465
Cherokee Nation Acquisition Management Tahlequah OK 74465	Childcare Resource Center 16 E 16 <sup>th</sup> St. Ste 202 Tulsa OK 74119
Crosstown Learning Center 76 N. Zonis Tulsa, OK 74110	East Central Oklahoma Family Health Cntr Wetumka OK 74883
Good Samaritan Mobile Van Tulsa, OK 74101	Hospitality House of Tulsa Tulsa, OK 74159
Hillcrest Health System 1120 South Utica Avenue Tulsa, OK 74104-4090	Hillcrest South 8801 South 101 <sup>st</sup> East Avenue Tulsa OK 74133
Inola Public Schools 110 N. Broadway Inola OK 74036	Inverness Village 3800 W. 71 <sup>st</sup> Street South Tulsa OK 74132
Just the Beginning Tulsa OK 74159	Life Senior Services 5950 E. 31 <sup>st</sup> Street Tulsa OK 74135
Laureate Psychiatric Clinic & Hospital Saint Francis Health System 6655 South Yale Tulsa, OK 74136	LEAD (Local Environmental Action) 19257 S. 403 Drive Vinita, OK 74301
The Little Lighthouse 5120 E. 36 <sup>th</sup> Tulsa, OK 74135	Madonna House (Catholic Charities) 2450 North Harvard Avenue Tulsa, OK 74115-3140
Magna Home Health Care 4271 W. Albany Street Broken Arrow, OK 74012	Manna House Tulsa OK 74103



Oklahoma Cancer Specialists 12697 E. 51 <sup>st</sup> St. South Tulsa OK 74146	Morton Comprehensive Health Services 1334 North Lansing Avenue Tulsa OK 74106
Oklahoma Methodist Manor 4134 East 31 <sup>st</sup> Tulsa OK 74135	Muskogee Creek Nation Dept. of Health Okmulgee OK 74447
MCNDH Medical Center (Creek Nation) 1401 Morris Drive Okmulgee OK 74447	Oklahoma State University Med Center 744 W. 9 <sup>th</sup> Street Tulsa, OK 74127
Parent Child Center of Tulsa 1421 South Boston Tulsa OK 74119	The Robertson Center 2840 E. 51 <sup>st</sup> Street, Suite 200 Tulsa, OK 74105
Saint Simeons Episcopal Home 3701 Martin Luther King, Jr. Blvd. Tulsa, OK 74106	Saint Francis Heart Hospital 10501 E. 91 <sup>st</sup> Street South Tulsa, OK 74133
Saint Francis Hospital South 10501 E. 91 <sup>st</sup> Street South Tulsa, OK 74133	Saint Francis Health System 6161 South Yale Tulsa, OK 74136
Saint Francis After Hours Pediatric Clinic 6100 South Yale Tulsa, OK 74136	St. John Hospital - Sapulpa 1004 E. Bryan Sapulpa, OK 74066
St. John Health System 1923 South Utica Avenue Tulsa, OK 74104	Transition Life Care 1515 E. 71 <sup>st</sup> Street, Suite 100 Tulsa OK 74136
Tulsa Center for Behavioral Health 2323 S. Harvard Tulsa OK 74144	Tulsa City-County Health Dept. 4616 East 15 <sup>th</sup> Tulsa, OK 74112
T.L. Carey & Associates, Inc. 7125 S. Braden Avenue Tulsa OK 74136	Tulsa Jewish Retirement & Health Center 2025 West 71 <sup>st</sup> Tulsa, OK 74136
University Village Retirement Community 8555 S. Lewis Tulsa, OK 74137	Jack C. Montgomery VA Medical Center 1011 Honor Heights Drive Muskogee OK 74401
Victory Christian School 7700 S. Lewis Tulsa OK 74136	Villages of Southern Hills 5721 South Lewis Tulsa OK 74105
Youth Services of Tulsa 311 S. Madison Avenue Tulsa, OK 74120	Appletree Education Center 1300 S. Broadway Truth or Consequences, NM 87901

## **APPENDIX G**

### **Uniform Shoppe, Inc.**

- **Product and Price List**

**APPENDIX G**

Oral Roberts University  
 Anna Vaughn College of Nursing Uniform Program and Pricing Information 2018-2019

The Uniform Shoppe, Inc.  
 6044 S. Sheridan Road, Tulsa, OK 74145  
 (918) 494-7682 Fax: 918)494-7697  
 Contact Person: Jody Weise \_jweise@theuniformshoppe.com

In uniform, you are an ambassador for Oral Roberts University. These styles were chosen for their professional look, quality fabrics and comfortable fit. All tops, jackets, sweaters, and lab coats will be monogrammed with the Oral Roberts University Anna Vaughn College of Nursing logo.

Navy garments will have a white logo and white garments will have a navy logo. The charge per piece for the logo is \$10.00.

A minimum deposit of \$50.00 is required per order. Payment-in-full is required prior to monogramming the logo onto the garments. The Uniform Shoppe accepts American Express, Visa, Discover, Master Card, checks and cash. Monogrammed items are non-refundable.

Uniforms will be delivered to the College in January or can be shipped to you for \$12.95 shipping charge. If you want to pick them up at The Uniform Shoppe store, please call ahead for your order's status. The address is 6044 S Sheridan Road in Tulsa. Phone number is 918-494-7682.

Prices posted reflect 2018-2019 costs and may be subject to change without notice.

<b>Female Uniforms</b>	<b>XXS-XL</b>	<b>2X-3X</b>	<b>4X-5X</b>	
<b><i>Pants:</i></b>				
4276	XXS-5X, XXSp-2Xp	\$34.00	\$38.00	\$38.00
	XXS-XL Tall	\$38.00		
4277	XXS-5X, XXSp-2Xp	\$36.00	\$39.00	\$39.00
	XXS-XL Tall	\$39.00		
9133	XXS-5X, XXSp-2Xp	\$32.00	\$35.00	\$38.00
	XS-XL Tall	\$34.00		
9139	XXS-5X, XXSp-2Xp	\$32.00	\$35.00	\$38.00
WW110	XXS-5X, XXSp-2Xp	\$21.00	\$24.00	\$24.00
	XXS-2X Tall	\$23.00	\$26.00	
WW120	XXS-5X, XXSp-2Xp	\$22.00	\$26.00	\$26.00
	XXS-2X Tall	\$24.00	\$27.00	

***Tops:***

4153	XXS-5X	\$28.00	\$32.00	\$32.00
41101	XXS-5X	\$28.00	\$32.00	\$32.00
<b>Female Uniforms</b>		<b>XXS-XL</b>	<b>2X-3X</b>	<b>4X-5X</b>

41452	XXS-5X	\$29.00	\$33.00	\$33.00
2245	XXS-5X	\$28.00	\$31.00	\$33.00
2278	XXS-5X	\$26.00	\$29.00	\$32.00
WW610	XXS-5X	\$20.00	\$23.00	\$23.00
WW620	XXS-5X	\$20.00	\$23.00	\$23.00

**Polo:**

5500	XXS-4X	\$22.00	\$23.00	\$24.00
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**Undertee:**

V2109	XS-3X	\$20.00	\$23.00	NA
8499	XXS-3X	\$20.00	\$23.00	NA

**Lab Coats:**

2402	XS-3X	\$46.00	\$49.00	NA
894	0-20	\$43.00	\$43.00	NA
763	0-20	\$38.00	\$38.00	NA
	8-20 Tall	\$40.00	\$40.00	NA
1964	0-20,40-48	\$37.00	\$40.00	\$40.00
	8-20 Tall	\$38.00	\$38.00	NA
767	0-20,40-48	\$35.00	\$38.00	\$38.00
15113	XXS-5X	\$25.00	\$27.00	\$27.00
	XS-2X Tall	\$26.00	\$27.00	NA

<b>Male Uniforms</b>	<b>XXS-XL</b>	<b>2X-3X</b>	<b>4X-5X</b>
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**Pants:**

0212	XS-5X	\$36.00	\$40.00	\$40.00
	XS-XL Tall	\$40.00		
9124	S-5X	\$35.00	\$37.00	\$37.00
C54108	XS-3X, XS-3X Short	\$30.00	\$32.00	NA
	XS-3X Tall	\$32.00	\$34.00	NA
8555	XS-5X, S-3X Short	\$30.00	\$33.00	\$33.00
	M-3X Tall	\$33.00	\$35.00	
WW140	XS-5X, XS-3X Short	\$26.00	\$29.00	\$29.00
	S-2X Tall	\$28.00	\$31.00	

**Tops:**

0107	XS-5X	\$31.00	\$35.00	\$35.00
2223	S-5X	\$28.00	\$32.00	\$34.00
C15108	XS-3X	\$26.00	\$28.00	NA
7502	XS-5X	\$20.00	\$24.00	\$24.00
	S-2X Tall	\$22.00	\$26.00	

WW690 XS-5X	\$20.00	\$23.00	\$23.00
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<b>Male Uniforms</b>	<b>XXS-XL</b>	<b>2X-3X</b>	<b>4X-5X</b>
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**Polo:**

1500 XS-3X	\$22.00	\$25.00	NA
4X-6X Tall	NA	NA	\$28.00

**Undertee:**

WW700 XS-2X	\$17.00	\$20.00	NA
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**Lab Coats:**

762 32-54	\$38.00	\$40.00	\$40.00
32-48 Tall	\$40.00	\$40.00	
1963 32-60	\$37.00	\$42.00	\$42.00
38-56 Tall	\$40.00	\$43.00	NA
15112 XS-5X	\$25.00	\$27.00	\$27.00
XS-2X Tall	\$26.00	\$27.00	NA

**Logo:** \$10.00 each on tops, labcoats and polos

Please note: The \$10.00 charge per monogram is not reflected in the prices quoted.

Other:  
 \*Stethoscope: \$20- \$400  
 \*Bandage Scissors: \$4 - \$25  
 \*Protective Eyewear: \$10 - \$20  
 \*Compression Socks: \$15 - \$45

\*Leather Shoes: \$40 - \$175  
 \*CPR Mask: \$5 - \$20  
 \*Pen Light: \$4 - \$15  
 \*Badge Reel: \$5 - \$20

## **APPENDIX H**

### **Estimated Costs Specific to Nursing Program**

- **Transportation**
- **Annual**
- **Freshman Year**
- **Sophomore Year**
- **Junior Year**
- **Senior Year**

## APPENDIX H

### Estimated Costs Specific to Nursing Program

The following costs may be incurred during your nursing program at ORU. *All costs are estimated and are subject to variability.* Please plan for these expenses in your school budget.

#### Transportation:

Transportation to and from clinical experiences is not furnished by the School of Nursing. Students are required to provide their own transportation to various clinical sites.

#### Annual:

ePortfolio Fee.....	\$ 70 one-time fee
Textbooks.....	\$ 2,000
Immunizations (including PPD) .....	Check with your Physician or local Health Department
Bi-Annual CPR Certification.....	\$ 40 - \$ 60

#### Freshman Year / Transfer Students (if enrolled in NUR 110, 111, 112)

*Lab & Testing Fees.....	\$185
Clickers.....	\$58.50

#### Sophomore Year:

Uniforms .....	\$150 - \$200
*Lab Fee.....	\$ 425/per semester
Clinical Nursing ID.....	\$ 5.00/spring semester

#### Junior Year:

*Lab Fee.....	\$ 425/semester
Clinical Nursing ID.....	\$ 5.00/semester

#### Senior Year:

*Lab Fee.....	\$ 425/semester
Clinical Nursing ID.....	\$ 5.00/semester
Graduation Fee.....	\$ 50
Graduation Regalia .....	\$75
Class Photo/State Board Photo .....	\$ 20
**State Board Application Fee .....	\$ 85
**NCLEX Exam Fee .....	\$ 200
Nursing Pin .....	\$100
<u>***Graduation Announcements (personalized)....</u>	<u>\$ 74.40 per pkg of 25</u>

- \* Charged to student's account. Includes fees for sim lab supplies, background check, drug screening, clinical hub, MedCom and ATI testing services.
- \*\* Fee for Oklahoma Boards. Fees vary for other State Boards of Nursing.
- \*\* Fee may be increased by Pearson Vue.
- \*\*\*Optional

## **APPENDIX I**

# **Request for Make-up**



**APPENDIX I**

**Request for Make-up**

As per College of Nursing policy:

Students are to discuss all absences with the course coordinator and confirm plans for meeting course objectives as soon as possible but within a minimum of 48-business hours *prior to* the scheduled class.

Makeup of modular exams is arranged only in the case of an excused class absence. Students *must speak personally* to the course coordinator *prior to* the test period if they are unable to take a scheduled exam. Absences are excused only for cases of documented illness or other crisis situations.

Students are required to *speak personally* to the clinical/sim lab instructor regarding a pending absence in the clinical/sim lab at least one hour before scheduled time. There is no guarantee that students will have opportunities for clinical make-ups. Nursing programs throughout the area compete for clinical learning sites and times, and clinical experiences are negotiated one year in advance. Thus, it may not be possible to arrange clinical makeup experiences. Failure to meet course objectives results in failure in the course.

Students are required to submit a request for clinical/sim lab make-up to the course coordinator. If the request is approved, a \$50 fee will be assessed per clinical day and \$15 per sim lab hour, payable to AVCON.

Student Name (printed) \_\_\_\_\_ Date(s) of Absence \_\_\_\_\_

Student Signature \_\_\_\_\_

Make-up Required:

\_\_\_\_\_ #Sim Lab Hours (\$15 per hour)                      \_\_\_\_\_ #Clinical Days (\$50 per day)

Approval: \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Date(s) of make-up \_\_\_\_\_

Course Coordinator Signature: \_\_\_\_\_ Date of Approval \_\_\_\_\_

Total Amount Due \$ \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_

Date Paid \_\_\_\_\_

1 copy to student; 1 copy to course coordinator