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On behalf of the faculty and staff of the Ida Moffett School of Nursing, it is my privilege to welcome all new and returning students. We are pleased that you are pursuing a Master of Science in Nursing degree, and are honored that you have selected our program. Please know that our primary focus is to create a positive and motivating learning environment that assists you in achieving your professional goals and developing competencies required for new roles as nurse educators, nurse anesthetists, nurse practitioners, and nurse managers and leaders in health systems.

Consistent with the values of Samford University, the faculty have designed curricula that build upon your strengths and prior educational and clinical experiences, and promote the provision of caring, competent, and compassionate service to others. We are prepared to guide, support, and mentor you as you expand your skills and knowledge.

I wish you much success in your studies, and as you advance in our profession.

Sincerely,

Nena F. Sanders, PhD, RN
Vice Provost, College of Health Sciences

Ralph W. Beeson Dean and Professor, Ida Moffett School of Nursing

Colossians 1:9-14 (NIV)
9 For this reason, since the day we heard about you, we have not stopped praying for you. We continually ask God to fill you with the knowledge of his will through all the wisdom and understanding that the Spirit gives, 10 so that you may live a life worthy of the Lord and please him in every way: bearing fruit in every good work, growing in the knowledge of God, 11 being strengthened with all power according to his glorious might so that you may have great endurance and patience, 12 and giving joyful thanks to the Father, who has qualified you to share in the inheritance of his holy people in the kingdom of light. 13 For he has rescued us from the dominion of darkness and brought us into the kingdom of the Son he loves, 14 in whom we have redemption, the forgiveness of sins.
**NON-DISCRIMINATION STATEMENT**

Samford University complies with applicable laws prohibiting discrimination, including applicable provisions of and amendments to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not unlawfully discriminate on the basis of race, color, national origin, sex, age, disability, genetic information, or veteran status in admission or access to, or treatment or employment in, its programs or services. Inquiries and concerns regarding this policy may be directed to the vice president for business affairs or general counsel, Office of Business and Financial Affairs, 200 Samford Hall, Birmingham, AL 35229, 205-726-2811.

**STUDENTS WITH DISABILITIES**

The Ida Moffett School of Nursing (IMSON) endorses the university commitment to students with disabilities. IMSON will provide accessible programs, services, and activities and reasonable accommodations for any student with a disability as defined by Section 504 of the Rehabilitation Act of 1973, and by the Americans with Disabilities Act (ADA) of 1990. Students and applicants with disabilities who seek accommodations must make a request by contacting Disability Resources (205-726-4078, disability@samford.edu).

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Qualified individuals are those who satisfy admission requirements and who can perform essential functions of a nursing program with or without reasonable accommodation or modification.

Students must satisfy the Essential Performance Standards of nursing students, found on page 37 of this handbook.

To be eligible for program accommodation, students must self-identify to the Office of Disability Resources (DR) who will determine eligibility for services. Once eligibility for accommodations are determined by DR, it is the students’ responsibility to request appropriate accommodations. If these standards cannot be achieved by the student, either unassisted or with dependable use of assistive devices, the faculty RESERVES the right to withdraw the student from clinical courses.
INTRODUCTION AND OVERVIEW

A BRIEF HISTORY OF SAMFORD UNIVERSITY

Samford University is the largest privately supported and fully accredited institution for higher learning in Alabama. Founded by a group of education, economic, and religious leaders, the school was chartered in 1841 and opened its doors on January 3, 1842, in Marion, Alabama as Howard College. It has survived two destructive fires and the partial paralysis of the Civil War and Reconstruction. In 1887 it was relocated to Birmingham, and in 1957 the institution was moved to its present campus. In 1920 Howard College gained membership in the Southern Association of Colleges. The establishment of the Teacher Education Division in 1914 and the Division of Pharmacy in 1927 highlighted the school’s continuous growth throughout the years. The historic and renowned Cumberland School of Law, established in 1847 in Lebanon, Tennessee was acquired in 1961.

The University now consists of the Howard College of Arts and Sciences, Brock School of Business, Orlean Bullard Beeson School of Education and Professional Studies, School of the Arts, Ida Moffett School of Nursing, McWhorter School of Pharmacy, Beeson School of Divinity, and Cumberland School of Law. Samford University was founded by Baptists of Alabama, and today maintains a close relationship with the Alabama Baptist State Convention (Southern Baptist Convention). While the University cherishes this relationship and sees its role centered on Christian belief, Samford is open to students of all denominations and faith traditions.

A BRIEF HISTORY OF THE COLLEGE OF HEALTH SCIENCES

The College of Health Sciences (CHS) approved by the Board of Trustees in 2013, is a new and innovative initiative for Samford University. The college includes four schools: Ida Moffett School of Nursing, McWhorter School of Pharmacy, School of Health Professions, and School of Public Health. The college offers multiple degree programs and majors within the health sciences with an inter-professional education focus that reflects today’s team approach to health care delivery and professional practice. College faculty and students have special opportunities for cross-disciplinary collaboration.

A BRIEF HISTORY OF THE IDA MOFFETT SCHOOL OF NURSING

The Ida Moffett School of Nursing (IMSON) offers programs that meet the requirements for the Bachelor of Science in Nursing degree, the Master of Science in Nursing degree, and the Doctor of Nursing Practice degree.

The Ida Moffett School of Nursing was founded as a hospital diploma program in 1923. It was the first program in the state of Alabama to achieve accreditation by the National League for Nursing (NLN) in 1955, and it has remained fully accredited throughout its existence. The program transferred to Samford University in 1973 following a merger agreement with Baptist Medical Centers. In 1988 the School moved into the Dwight and Lucille Beeson Center for the Healing Arts on the Samford Campus. In 2016, the IMSON, as part of the CHS, moved to the CHS building adjacent to Beeson Woods. The Master of Science in Nursing degree program began in 1995 and the Doctor of Nursing Practice degree program in 2008.
UNIVERSITY AND SCHOOL OF NURSING ACCREDITATION

Samford University is accredited by the Commission on Colleges of the Southern Association of College and Schools (SACS) to award the Associate Degree, the Bachelor’s Degree, the Master’s Degree, the Specialist in Education Degree, the Doctor of Nursing Practice degree, the Doctor of Pharmacy Degree, the Juris Doctor Degree, and the Doctor of Ministry Degree. This status was most recently reaffirmed in 2007, continuing a relationship which Samford has enjoyed with the Southern Association since 1920.

The Ida Moffett School of Nursing’s baccalaureate, master’s, and doctoral degree programs are accredited by The Commission on Collegiate Nursing Education (CCNE), One Dupont Circle NW, Suite 530, Washington, DC 20036-1120; phone (202) 887-6791. In addition, the nurse anesthesia program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), 222 South Prospect Avenue, ParkRidge, Illinois, 60068-4010; phone (847) 692-7050. The School of Nursing is also approved by the Alabama Board of Nursing.

MISSION STATEMENT OF SAMFORD UNIVERSITY

The mission of Samford University is to nurture persons in their development of intellect, creativity, faith, and personhood. As a Christian university, the community fosters academic, career, and ethical competency, while encouraging social and civic responsibility, and service to others.

The Samford community values lifelong:

- belief in God, the Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord.
- engagement with the life and teachings of Jesus
- learning and responsible freedom of inquiry
- personal empowerment, accountability, and responsibility
- vocational success and civic engagement
- spiritual growth and cultivation of physical well-being
- integrity, honesty, and justice
- appreciation for diverse cultures and convictions
- stewardship of all resources
- service to God, to family, to one another, and to the community.

MISSION STATEMENT OF THE IDA MOFFETT SCHOOL OF NURSING

The mission of the Ida Moffett School of Nursing is to nurture students while providing quality nursing education in a Christian environment that prepares caring, competent, and compassionate graduates with a commitment to service, scholarship, life-long learning, and professional practice.
VISION
In response to the evolving demands of the healthcare needs of a global society, the IMSON will be a premier faith-based school of nursing that serves as the standard for nursing education and practice.

VALUES
- Christian values
- Advocacy
- Caring and Compassion
- Lifelong Learning
- Academic and Practice Excellence
- Professionalism
- Servant Leadership
- Innovation
- Integrity
- Individual Worth

ORGANIZING FRAMEWORK
The organizing framework for the IMSON provides the overall structure for establishing the curriculum and maintaining its internal consistency. Faculty beliefs and values regarding nursing and nursing education are stated in the mission and philosophy. Program goals and student objectives provide general statements regarding the expected results for students and faculty. These values, beliefs, and expected results are operationalized through the standards established by the AACN and published in the Essentials of Baccalaureate Nursing Education, the Essentials of Masters Nursing Education, and the Essentials of Doctor of Nursing Practice Education. These documents provide the structural constructs (core knowledge, core skills, and role component) that guide course content, course objectives, and teaching/learning practices within the curriculum. Program quality is maintained through a commitment to continuous quality improvement and is implemented through the Systematic Plan for Evaluation.

PHILOSOPHY
In fulfillment of this mission, the nursing faculty affirms the following values and beliefs as foundational for nursing practice. Further, these beliefs guide interactions with students, patients, colleagues, other professionals, and the public, and provide the framework for preparing graduates to practice in the changing and complex social, political, economic and health care environments.
The Ida Moffett School of Nursing faculty believe:

A person is a unique individual, possessing dignity and worth, who is created in the image of God, and is in constant interaction with the environment. A person is composed of physical, psychological, socio-cultural, developmental, and spiritual dimensions, but when examined as a whole is more than the sum of the parts. The term “person” incorporates the concepts of learner, self, individual, family, group, community and population.

Health is a dynamic balance among the physical, psychological, socio-cultural, developmental, and spiritual dimensions of the person. Adaptation is the process by which one attempts to maintain this balance. The degree of balance between the person and the internal and external factors of the environment determines the individual's level of health. Thus, health exists on a continuum from wellness to illness.

The environment is the collective of all conditions, circumstances, and internal and external forces. Environment is affected by physical, psychological, social, cultural, ethnic, spiritual, economic, political, and ecological factors. It is diverse and ever changing, constantly influencing and responding to dynamic forces including technology, education, values, economic, geopolitical, and population characteristics. Individuals, families, groups, communities, and populations share responsibility to foster optimal environmental conditions that are conducive to health and well-being.

Nursing is a professional practice discipline which combines the science of nursing and the art of caring. The science of nursing is the body of knowledge generated from nursing theory and research, as well as knowledge integrated from other disciplines. The decision-making process, which includes the ability to think critically and analytically, is integral to the practice of nursing.

The art of caring is the creative and dynamic application of nursing knowledge, emphasizing the human aspect. Caring emanates from a commitment to preserve and enhance the integrity and dignity of persons. Caring relationships are also central to the educational experience and are based on a fundamental belief in the value of persons and a commitment to facilitate personal integration. Caring relationships begin with the self and embrace all those one touches within the environment.

Professional values and value-based behaviors provide a foundation for the practice of nursing. "Professionalism is the demonstration of high-level personal, ethical, and skill characteristics of a member of a profession" (Catalano, 1996, p.2) and reflects the beliefs or ideals to which the individual is committed. Professionalism emphasizes altruistic service, competence, and the importance of the profession’s service to society. Nursing is an accountable, autonomous practice concerned with personal issues and guided by a body of knowledge and a professional code of ethics.

Nursing education is a process that involves the educator and the learner in collaboratively pursuing and sharing knowledge. The focus of nursing education is critical inquiry which enables the learner to recognize meaningful phenomena, to take appropriate actions in a
variety of situations, and to interactively evaluate the outcomes of actions. The reflective process emphasizes creative insight, valuation, and self-realization. The goals of liberal and scientific education must be integrated with those of professional development for students to become competent health care practitioners and informed citizens. Consequently, the integration of the principles of liberal and scientific studies with the principles of nursing care is essential to a student’s discovery of a conceptual knowledge of nursing, one that leads to lifelong inquiry and improved patient care outcomes. A climate of mutual inquiry, support, and interdependence contributes to the exchange of knowledge and experience among students and faculty.

The educator has an ethical responsibility to mentor learners to develop their full potential. An educator enters the learning environment as a resource person, facilitator, mentor and co-learner. The educator respects and values the experiences and knowledge of students and fosters their continuing professional role development.

Students are viewed as adult learners. In this context, learners engage in the educational process in a spirit of self-directedness by assuming responsibility for learning. The learner enters the educational process with a unique personal and cultural history which serves as a rich resource for learning and contributes to self-identity. This background energizes the learning environment and provides the impetus for life-long personal and professional growth. Learning occurs best when it is organized along a continuum from simple to complex. Thus, students gain a foundation of basic core knowledge and skills and progressively add content, concepts, and skills that are increasingly complex.

Students engaged in the Ida Moffett School of Nursing educational experience, are prepared as professional practitioners who provide excellence in service and leadership and exemplify the core values of Samford University.

**MSN PROGRAM OVERVIEW**

The Ida Moffett School of Nursing offers a Master of Science in Nursing (MSN) degree. The graduate program has four advanced nursing practice options: FNP, Nurse Educator, and Nurse Anesthesia. Post Master’s Certificates are offered in FNP, and Nurse Anesthesia.

Graduates of the Master of Science in Nursing program are prepared to practice in leadership roles nurse practitioners, nurse educators, and nurse anesthetists in a variety of health care and academic settings. Graduates completing the requirements for Nurse Educator, Family Nurse Practitioner or Nurse Anesthesia will have fulfilled the educational requirements to write a national certification examination.
**MSN OUTCOMES**

Graduates with a master of science in nursing degree from the Ida Moffett School of Nursing will be prepared to:

1. Integrate interprofessional scientific findings for the continual improvement of nursing care across diverse settings.
2. Demonstrate leadership skills that emphasize ethical and critical decision making, effective working relationships, and a systems perspective to promote high quality and safe patient care.
3. Articulate and apply quality methods, tools, performance measures, and standards within organizations.
4. Apply research outcomes within the practice setting to resolve practice problems, work as a change agent, and disseminate results.
5. Utilize patient-care and communications technologies to deliver, enhance, integrate, and coordinate care.
6. Intervene at the system level by developing and advocating policy to influence health and health care.
7. Demonstrate effective collaborative, communicating, and consulting skills as a leader and as a member of interprofessional teams to manage and coordinate care.
8. Provide evidenced-based clinical prevention and health promotion care and services in a client-centered manner to individuals, families, and populations.
9. Synthesize an advance level of understanding of nursing and relevant sciences to integrate this knowledge for direct or indirect care.

**FAMILY NURSE PRACTITIONER**

Upon completion of the M.S.N. degree requirements in the Family Nurse Practitioner (FNP) option, the graduate is prepared to:

1. Assume a position in primary care settings as a Family Nurse Practitioners, upon successful completion of national certification exam(s).
2. Provide comprehensive primary health care emphasizing health promotion and disease prevention to individuals, families and groups across the lifespan.
3. Utilize and conduct research that will promote quality health care and improve clinical outcomes for selected population groups.

The Family Nurse Practitioner curriculum focuses on:

- Care of individuals and families in primary care settings
- Health promotion and disease prevention
- Diagnosis and management of acute and chronic diseases
- Teaching and counseling individuals, families, and groups
- Providing accountability for outcomes in health care
- Prescribing pharmacologic agents
**NURSE EDUCATOR**

Upon completion of M.S.N. degree requirements in the Nurse Educator option, the graduate is prepared to:

1. Assume the role of the nurse educator in an academic or health care setting.
2. Apply teaching and learning theories, current research findings, and knowledge of educational trends and professional standards to instructional design.
3. Utilize knowledge of continuous quality improvement methodology to evaluate all components of instructional design.
4. Provide a learning environment that will assist learners to become active, self-directed, problem-solvers with a commitment to life-long learning.

The Nurse Educator curriculum integrates knowledge from the disciplines of nursing and education and focuses on:

- Curriculum design
- Curriculum implementation
- Evaluation of curriculum

**NURSE ANESTHESIA**

Graduates of the Master of Science in Nursing/Department of Nurse Anesthesia program are knowledgeable and skillful entry-level anesthetists; able to provide safe, comprehensive, culturally competent, ethical, professional care and to serve constituencies within metropolitan, urban, and rural communities.

Upon completion of the M.S.N. degree requirements in the Nurse Anesthesia program, the graduate will be prepared to:
1. Assume the role of the CRNA in various clinical settings to deliver safe patient care including the following behaviors:
   - Be vigilant in the delivery of patient care.
   - Protect patients from preventable complications.
   - Participate in the proper positioning of patients to prevent injury.
   - Conduct a comprehensive and appropriate equipment check.
   - Utilize standard precautions and appropriate infection control measures.

2. Provide individualized perianesthetic management as demonstrated by the ability of the graduate to:
   - Provide care throughout the perianesthetic continuum.
   - Use a variety of current anesthesia techniques, agents, adjunctive drugs, and equipment while providing anesthesia.
   - Administer general anesthesia to patients of all ages and physical conditions for a variety of surgical and medically related procedures.
   - Provide anesthesia services to all patients, including trauma and emergency cases.
   - Administer and manage a variety of regional anesthetics.
   - Function as a resource person for airway and ventilatory management of patients.
   - Possess current advanced cardiac life support (ACLS) certification.
   - Possess current pediatric advanced life support (PALS) certification.
   - Deliver culturally competent perianesthetic care throughout the anesthesia experience.

3. Employ ethical, critical thinking as demonstrated by the graduate’s ability to:
   - Apply theory to practice in decision-making and problem solving.
   - Provide nurse anesthesia care based on sound principles and research evidence.
   - Perform a preanesthetic assessment and formulate an anesthesia care plan for patients to whom they are assigned to administer anesthesia.
   - Identify and take appropriate action when confronted with anesthetic equipment-related malfunctions.
   - Interpret and utilize data obtained from noninvasive and invasive monitoring modalities.
   - Calculate, initiate, and manage fluid and blood component therapy.
   - Recognize and appropriately respond to anesthetic complications that occur during the perianesthetic period.
   - Pass the Council on Certification of Nurse Anesthetists’ (CCNA) certification examination in accordance with CCNA policies and procedures.

4. Utilize effective communication skills as demonstrated by the graduate’s ability to:
   - Effectively communicate with all individuals influencing patient care.
   - Utilize appropriate verbal, nonverbal, and written communication in the delivery of perianesthetic care.
5. Assume the professional role of the nurse anesthetist as demonstrated by the graduate’s ability to:

- Participate in activities that improve anesthesia care.
- Function within appropriate legal requirements as a registered professional nurse, accepting responsibility and accountability for his or her practice.
- Interact on a professional level with integrity.
- Teach others.
- Participate in continuing education activities to continue in life-long learning, acquire new knowledge, and improve his or her practice.

**ACADEMIC POLICIES**

These policies apply to all IMSON master’s students except Nurse Anesthesia. Nurse Anesthesia students must refer to the current CRNA student handbook.

**PROGRESSION POLICIES**

In order to progress in the master’s program in the IMSON, the student must:

- Have a completed Health Data Record (with all required immunizations) updated annually and on file in University Health Services and the IMSON.
- Carry health insurance while enrolled at Samford. **Students in the School of Nursing are required to provide proof of current personal health insurance coverage.** Each semester, students in the IMSON are automatically enrolled in the University sponsored student health insurance plan. There is a charge for this coverage. To have the charge removed from his/her Samford account, a nursing student must provide proof of insurance by completing the insurance waiver at [http://www.studentinsurance.com/Schools/AL/SU/?CollegeID=217](http://www.studentinsurance.com/Schools/AL/SU/?CollegeID=217). **International Students:** Based upon federal regulations and University policy, all F and J visa holders are required to carry insurance that meets certain coverage requirements. Information about specific policy carriers, minimum coverage, and premium costs is available from the International Studies Office at (205) 726-4334.
- Provide current documentation of BLS Certification.
- Adhere to the Code of Ethical/Professional Conduct as specified in the *Samford University Catalog*.
- Possess a current unencumbered RN Nursing License in your state of practice and in the state of all clinical rotations.
• Maintain licensure and BLS certification. It is the student’s responsibility to notify the IMSON of any encumbrance that is placed on any license. Submit to background check and random drug testing.
• Make a grade of “B” or better in each required or prescribed course in the MSN program. NOTE: a grade of “C”, “D”, or “F” constitutes a failure in any prescribed or required course in the MSN program.
• Maintain a cumulative 3.0 GPA and may not earn a grade below B in any course to progress in the curriculum.

A student who receives a grade below a “B” in any required or prescribed course or whose cumulative GPA falls below a 3.0 will be placed on academic probation and must:
• Repeat any nursing course in which a grade received was below a “B” and receive a grade of “B” or better.
• Be aware that a required nursing course can only be repeated one time.
• Be aware that failure of the same course twice or failure of two separate courses constitutes dismissal from the program.

Students who fail to successfully complete a required nursing course within one calendar year of the academic probation notification will be dismissed from the program.

Students must be aware that matters of plagiarism, unethical, unprofessional, or unsafe conduct may result in immediate dismissal from the IMSON.

Students who need more than 5 years to complete the program may petition the IMSON graduate program to request an additional year for completion (a total of six years for completion).

**GRADING SCALE**
The faculty of the Ida Moffett School of Nursing approve the following grading scale:

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<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>91-100</td>
<td>A</td>
</tr>
<tr>
<td>89-90</td>
<td>B+</td>
</tr>
<tr>
<td>82-88</td>
<td>B</td>
</tr>
<tr>
<td>80-81</td>
<td>C+</td>
</tr>
<tr>
<td>75-79</td>
<td>C</td>
</tr>
<tr>
<td>70-74</td>
<td>D</td>
</tr>
<tr>
<td>0-69</td>
<td>F</td>
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<td>Clinical Failure</td>
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**GRADING POLICIES**

If a student has concerns or questions regarding an examination or assignment, he/she must request an appointment with the course coordinator in writing within seven (7) days of posting of the examination or assignment grade.

Nursing is a practice discipline. Regardless of a student’s numerical grades on examinations and other written course work, it is possible for a student to fail the course as a result of Unsafe/Unsatisfactory clinical practice and/or Unsafe/Unsatisfactory therapeutic intervention (interactions). The student who fails clinically will receive a grade of F regardless of the grades received in the didactic portion of the course. Once the clinical failure of the course has occurred and been identified, the student must immediately leave the clinical area. He/she will not be allowed to return to a clinical practice setting for the remainder of the semester. If a student has already failed a course clinically prior to the date to withdraw without academic penalty and the student chooses to withdraw, the grade received will be WF.

FNP students refer to the Clinical Standing/Clinical Probation/Progression Policy located in the FNP Clinical Manual for further details regarding clinical grading information. All FNP students must read and adhere to the policies located in the FNP Clinical Manual.

A student who withdraws, changes to audit status, or fails a nursing course can only re-enroll in the course dropped, audited, or failed the following semester if the course is being offered and if space is available. Permission to re-enroll will be based on progression and dismissal policies. Students repeating a course must repeat all didactic and clinical requirements within the semester they are re-enrolled. Students may enroll in the same nursing course no more than twice.

A grade of Incomplete makes the student ineligible to progress to the next clinical nursing course. (See the current *Samford University Catalog*, “Grade Changes”.)

**WITHDRAWAL POLICY**

The decision to withdraw and the process of withdrawal from any course is the responsibility of the student. A student desiring to withdraw from the University must complete an official withdrawal form with the Office of the Registrar (205-726-2911). This policy applies to all terms, including summer. If a Nurse Faculty Loan Program (NFLP) recipient withdraws from all courses at any point in the term, 100% of the aid will be required to be returned to the University. This includes any refunds received from the Nurse Faculty Loan. See the current *Samford University Catalog* for more information on course withdrawal.

**READMISSION POLICY**

A student who has been dismissed from the Ida Moffett School of Nursing graduate program may apply through the office of Graduate Student Services for readmission after an intervening period of not less than one semester. The appropriate graduate admission committee will
consider such requests for readmission on presentation of substantial evidence of a responsible and successful period of work or study during the intervening period. There is no guarantee, however, that a student will be readmitted. The decision regarding readmission rests with the Dean and is based upon the faculty’s evaluation of the likelihood of the applicant’s successful performance in graduate coursework.

**GRIEVANCE PROCEDURE**

Students should follow the complaint process as outlined in the current *Samford University Student Handbook.*

**ACADEMIC HONESTY**

Students, upon enrollment, enter into voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity; they must respect knowledge and practice academic honesty. Those who cheat on an examination or class assignment are not only academically dishonest, but also completely deficient in the scholarly maturity necessary to college study. Those detected in dishonesty are subject to severe punishment. The more dependence on cheating, the more inevitable becomes ultimate failure, often accompanied by public disgrace. Any act to obtain an unfair academic advantage is considered dishonest. An academic integrity violation is defined as the act of lying, cheating or stealing academic information to gain academic advantage for oneself or another. Students who commit academic integrity violations will be charged as such and will be subject to the consequences of the violation as deemed by the faculty.

**PROFESSIONAL CONDUCT POLICY**

Samford students and future advanced practice nurses are expected to conduct themselves in a professional manner, and uphold high standards of honesty and ethical behavior in study and clinical practice. Samford University considers cheating an example of deficiency “in the scholarly maturity necessary for college study” (Samford Catalog). Unethical or unprofessional behavior in the clinical setting demonstrates the lack of integrity needed for advanced nursing practice.

When a faculty member determines a student’s behavior reflects decision making resulting in unsafe or unethical nursing practice, lack of adherence to established policies and procedures, and/or unprofessional conduct, the IMSON faculty reserves the right to immediately assign a course grade of “F” and the student will be administratively withdrawn from the course at that point. Administrative withdrawal prohibits the student from further attendance and/or participation in class or clinical. Such behaviors may include, but are not limited to:

- Committing fraud or deceit while enrolled in the IMSON, including falsifying, plagiarizing, or in a negligent manner making incorrect entries on records or any other written work.
- Committing a HIPAA violation including engaging in activities that breech client confidentiality, such as unauthorized access to clients’ charts, photocopying documents
from the clients’ chart, verbally communicating with unauthorized individuals, and communicating to others about client information in public places.

- Participating in disorderly conduct or breach of the peace, such as obstruction or disruption of teaching, physical or verbal abuse, or detention of any person while engaged in any IMSON activity. This includes unprofessional and/or inappropriate communication with faculty, staff, clients, or peers.
- Negligently or willfully implementing nursing care in a manner that fails to meet generally accepted standards for the students’ level of preparation, such as recommendation for or administration of inappropriate or dangerous medications or performance of procedures without supervision or outside the scope of practice.
- Negligently or willfully violating any rule, regulation, or policy of the IMSON such as unexcused clinical absence or excessive unexcused clinical tardies.
- Exhibiting a physical, mental, or emotional behavior which renders the student unable to provide nursing care with appropriate skill and safety in accordance with course objectives and clinical facility policies and procedures.
- Negligently or willingly acting in a manner inconsistent with the health or safety of others.

**VALUE VIOLATIONS**

An academic integrity value violation is defined as the act of lying, cheating, or stealing academic information to gain academic advantage for oneself or another. As a Samford University student, one is expected neither to commit nor assist another in committing an academic integrity value violation. Additionally, it is the student’s responsibility to report observed academic integrity violations. As stated in the *Samford University Student Handbook*, violations of the Academic Integrity Values Statement include but are not limited to:

**Taking Information**

- Copying graded homework
- Working together on a take-home test or homework when specifically prohibited by the professor
- Looking at another student’s paper during an exam
- Looking at your notes when prohibited
- Acquiring a term paper written by someone else
- Taking an exam out of the classroom when prohibited
- Removing resource material from the University Library without authorization

**Tendering Information**

- Giving your work to another to be copied
- Giving someone answers to exam questions during the exam
- After taking an exam, informing a person of questions that appeared on the exam
- Giving or selling a term paper or class work to another student

**Plagiarism**

- Copying homework answers from your text and handing them in for a grade
- Quoting text or other works on an exam, term paper or homework without citing the source
• Submitting a paper purchased from a term paper service or acquired from any Internet source
• Submitting another’s paper/project as your own
• Taking a paper from an organization’s files and handing it in as your own

Conspiracy
• Planning with one or more students to commit a violations of the Academic Integrity Values Statement
• Giving your term paper/project to another student who you know will plagiarize

Misrepresentation
• Having another person do your computer program, course project or lab experiment
• Lying to a professor to increase your grade

**ONLINE ATTENDANCE POLICY**
The educational programs at the Ida Moffett School of Nursing have been developed by the faculty to provide students with the information and experience necessary to become practicing professionals. All students are expected to attend the various educational opportunities provided for them by the school. In the IMSON, on-campus attendance is mandatory for new student orientation and for all scheduled on-campus activities.

Students who are registered in online courses are expected to complete all required coursework through electronic forums. Students must receive lectures, questions, and assignments from faculty electronically. Students are expected to participate in all class discussions. In the event of extenuating circumstances, students should notify the professor prior to class and make arrangements for any make-up work. Failure to do so may affect the course grade. Online class attendance will be assessed by completion of all course assignments by the published due date and time. Students are responsible for retrieving electronic messages from both their Samford University Bulldog e-mail account and the learning management system. It is expected that students will respond to all messages in a timely manner.

**ACCESS TO MOODLE COURSES**
Students will have access to their current Moodle courses when the course coordinator makes the course available at the beginning of the semester. During the semester, students may access any files available to them and download for their use in meeting the course objectives and for future reference. Two weeks following the end of the semester, these Moodle courses will be unavailable to students.

**TECHNOLOGY REQUIREMENTS**
Technology is an essential and integral aspect of an online course. The student must have a laptop computer and stable connection to the Internet on a regular basis. A high-speed internet connection, such as a cable modem or DSL line is required. The student will need access to Word, PowerPoint, and an Excel software program. As online lectures contain audio
equipment, the student will additionally need the capability to access audio through speakers. A webcam and microphone are also required.

The Technology Service Help Desk is available 24/7 by phone at (205)726-2662 or email at support@samford.edu. The most recent information concerning computer requirements, training, access, hardware, and software options is available at: http://www.samford.edu/departments/technology-services/ under TechResources.

CHANGE OF PROGRAM OPTION
Students wishing to change their program option must complete a Change of Program Option form (available online). The current and the new Program Coordinator, along with the Associate Dean for the Graduate Program must approve all change requests.

FORMAT FOR WRITING PAPERS

FULL TIME VS. PART TIME STATUS
For Financial Aid purposes, students must register for a minimum of six credits to be considered full-time. Four credits is full time for summer term. Students who enroll in fewer than six credits spring or fall, or four credits in the summer will be considered part-time. If a student fails to register for one semester, that student will be considered inactive.

INDEPENDENT STUDY PROSPECTUS
Guidelines for graduate students’ independent study are available online. Independent study should be discussed with the faculty advisor and a written contract completed in advance of enrollment. Student’s registering for an Independent Study must submit an Independent Study Contract to the faculty member overseeing the independent study.

REGISTRATION
The Director of Graduate Students Services is responsible for coordinating the registration process for graduate nursing students. Each student will receive an email via their Samford email account indicating the courses needed for the next term.

SCHEDULE ADJUSTMENT AND WITHDRAWAL
Students should notify the respective program coordinator as soon as possible if there is a problem that might involve an immediate interruption in attendance. The refund policy can be found in the Samford University catalog.
TRANSFER OF MASTER’S CREDIT
Graduate students are permitted to transfer a maximum of twelve hours of graduate credit from an accredited college or university. To do so, students should complete a course substitution form (available online) and attach a copy of the syllabus. Transfer credits will be evaluated by the Associate Dean of the Graduate Program for applicability to the graduate program and final approval will be granted by the Dean.

GRADUATION AND COMMENCEMENT
Commencement Exercises are held at the end of the Fall Semester and at the end of the Spring Semester. A student is required to meet all requirements for graduation as set forth in The Ida Moffett School of Nursing MSN Handbook and the Samford University Catalog in effect at the time of entrance into the program, assuming there is no interruption in enrollment of a year or more. Later changes in the requirements for graduation are not applicable to students who proceed without interruption through their chosen program of studies.

It is the IMSON’s responsibility to notify Student Records of the candidates for graduation each term. The candidate will then receive information regarding graduation via email directly from the IMSON. It is the responsibility of the graduate student to see that all requirements for graduation are met. Students must have a 3.0 GPA to graduate.

CAMPUS SERVICES AND INFORMATION

BOOKS AND SUPPLIES
All books and supplies are available online or at the Samford University Bookstore located on the first floor of the University Center. Required books are identified on a shelf card listing the course name, number and professor’s name. Used books are sometimes available.

The Bookstore is open from 8:00 a.m. – 4:30 p.m. on Monday through Friday and from 10:00 a.m. – 2:00 p.m. on Saturday, being closed on Sunday. Students can view a list of required textbooks and materials prior to each term at www.bookstore.samford.edu.

CAMPUS SAFETY
The Department of Campus Safety is staffed 24 hours a day, providing immediate availability for emergency response, performance of security patrols, monitoring of persons on campus, lockouts, dead batteries, and providing other services to the campus community. Campus Safety may be reached at 726-2020.

INCLEMENT WEATHER POLICIES
Announcements of the closing of the University campus are recorded on the University switchboard, 726-3673 (SAM-FORD). In addition, the Public Relations Office of the University notifies local television and radio stations of the closing. RAVE is Samford’s emergency notification system. Any campus closings related to weather or safety situations are communicated via email and text message.
HOW YOU’LL BE NOTIFIED OF AN EMERGENCY

RAVE is the primary method of communication used by Samford University during a campus emergency. If you have not registered for RAVE alerts, please use the link provided below and go to the My Contact Information box on your Portal homepage to update your RAVE Emergency Alert Information. https://connect.samford.edu/group/mycampus/student

Samford University utilizes Samford Alert for desktop, laptop, tablet, and mobile devices to provide students with information, procedures, and links about what to do in the event of a variety of emergency situations that could occur on our campus. If you do not already have the Samford Alert app on your mobile device, laptop, desktop, or tablet, please click on this link https://connect.samford.edu/group/mycampus/student and go to the In Case of Emergency box on your Portal homepage for instructions on downloading the App. Once you have downloaded the App, please take time to review the information provided, it is important that you know what to do in the case of a campus emergency.

SMOKING POLICY

Effective March 1, 2013, the smoking policy states:

To protect and promote the health and welfare of its faculty, staff, and students, Samford University is committed to promoting an environment conducive to health promotion by limiting smoking areas on its campus. In so doing, the following guideline applies to all university owned, leased, and operated facilities and vehicles. Samford University has designated “Smoking Areas” outside University facilities. Smoking is prohibited in all other interior and exterior areas of campus.

Students violating the smoking policy will be subject to disciplinary action as stipulated in the Student Handbook.

Designated smoking areas are indicated below and can be identified by a pad and smoking urn that will be in place for ashes.

**Designated smoking areas (smoking areas are identified by signage and smoking urn)**

**Residential areas**

- West Campus – North side of parking deck across from Mountainview residence hall; and south side of Neal Road at crosswalk
- Central Campus – North side of Vail and Smith Halls near parking deck
- Beeson Woods – Area between Ralph and Orlean Halls; and the south parking lot between Evergreen and Treetop Halls

**Non-residential areas**

- East side of Ingalls Hall in the parking lot median
- North side of the Center for Healing Arts, west of the main entrance
• North West corner of parking lot next to Hodges Chapel; currently there is a concrete pad that can be used
• North side of Beeson University Center away from the building next to fence area
• West side of Law Library across from Law Student patio area
• North side of Brooks Hall

Students with questions should contact Garry Atkins, Assistant Dean for Student Services.

**COMPUTER LABS**

Academic buildings at Samford house general access computer laboratories for student use. Popular software titles in areas such as word processing, spreadsheet analysis and presentation preparation are provided in these laboratories. Information about the location and hours of the labs is available from the Computing Laboratories Manager or on Samford’s Web page at [http://www.samford.edu/labs/](http://www.samford.edu/labs/). Samford University Academic Computing Labs, (205) 726-2316, schedules use of these labs, and a schedule of open times is published each term.

**CITRIX**

Citrix is a remote access service which allows Samford University to make certain software applications available from a web browser. Applications that were formerly only accessible in a Samford University computer lab or workstation will be available anywhere! All you need to access these application is a web browser and the Citrix Receiver.

Only current students and employees with a valid Samford user name and password can log into [https://apps.samford.edu](https://apps.samford.edu). If a student is not enrolled and registered for the current term, he/she will not have access.

Operating Systems that are supported through Citrix include Windows, Apple OSX, Linux, and Chrome OS. Software that is available through the service includes Microsoft Office, ArchMap, Mathematica, SPSS, and MiniTab.

More information regarding Citrix usage can be found on the Technology Services website at [www.samford.edu/ts](http://www.samford.edu/ts).

**ELECTRONIC MAIL**

Every Samford student is assigned an email account. Students are required to read their Samford email every day. The School does not use personal email accounts to communicate with enrolled students. For information on how to forward your Samford Bulldog email account to your personal email account, contact Technology Services. ([www.samford.edu/ts](http://www.samford.edu/ts))
SAMFORD CAMPUS PORTAL
Students are encouraged to take advantage of all the services offered through the campus portal. By clicking on the Banner button, students may obtain important information such as: transcripts, grades, class schedules, and financial aid information.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student’s education records. The rights of the FERPA heretofore assigned to parents are now transferred to their college students. These rights are:

1. Eligible students have the right to inspect and review all of the student's educational records maintained by the school. The student must contact the dean of academic services and registrar office to make an appointment to view their academic record.

2. Eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the eligible student has the right to place a statement in the records commenting on the contested information in the records.

3. Generally, Samford University must have written permission from the eligible student before releasing any information from a student’s record. However, the law allows schools to disclose records, without consent, to the following parties: school employees who have a need to know, other schools to which a student is transferring, parents when a student over 18 is still a dependent, certain government officials in order to carry out lawful functions, appropriate parties in connection with financial aid to a student, organizations doing certain studies for the school, accrediting organizations, individuals who have obtained court orders or subpoenas, persons who need to know in cases of health and safety emergencies, state and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Schools may also disclose, without consent, "directory type" information, such as a student's name, address, e-mail address, and telephone number. Samford University has designated the following as directory information: student name, address, telephone number, date and place of birth, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors, degrees and awards received, most recent previous school attended, and photograph. An eligible student who does not wish for this information to be released without prior written consent must notify in writing the Office of the Dean of Academic Services and Registrar by the last day to Drop/Add without financial penalty in a semester or term.

LIBRARY
Samford offers a wealth of library resources featuring extensive print and electronic collections, as well as multimedia resources that include microfilm, music scores, and audio and video recordings. The online catalog and other full-text electronic resources are available to students 24/7 via the Internet. Other libraries in the Birmingham area cooperate with Samford on a
reciprocal basis, increasing the variety of resources directly available to the Samford community.

The Samford University Library is the primary library for all students, faculty, and staff. In addition to books, ebooks, periodicals, unique collections, and full-text electronic resources, the library houses a large government documents collection—serving as an official repository. Individualized and group instruction in the use of library resources is provided on a regular basis by librarians. A computer laboratory, computer classroom, individual and group study rooms, multimedia viewing and listening rooms, meeting rooms with advanced presentation and conferencing capabilities, and a lounge area are available for use.

For more information about the library, see the Library Web page at http://library.samford.edu/ and for more information about specific library resources just for nursing students see the Nursing Research Guide at http://samford.libguides.com/nursing. For assistance with any research endeavors, just ASK US! http://samford.libanswers.com/index.php.

MAILINGADDRESS/NAMECHANGES
Students must notify Samford should their address and/ or name change. In the event that a student does not change their address, important information may not be received. Changes are the student’s responsibility and should be made via the Samford Portal. Change of name requires a copy of the marriage certificate or other legal document and must be completed by the Financial Aid Office. It is also the student’s responsibility to notify the IMSON office of Graduate Student Services of any changes.

PARKING
Vehicles must display a Samford University parking decal if parked on campus. Decals may be obtained for a nominal fee from transportation services located in the University Center across from the HUB. You can also obtain a decal online through Samford’s web site at www.samford.edu/ts.

UNIVERSITY HEALTH SERVICES
Conveniently located in F. Page Seibert Hall, University Health Services has three examination rooms, a treatment room, triage area and on-site CLIA-certified lab and x-ray. The clinic entrance is located on the east side of Seibert Hall, adjacent to the commuter parking lot. The clinic provides primary medical care services, including acute care for illness and injuries, health maintenance and management of stable, chronic conditions.

STUDENT COMMITTEE MEMBERS OF SCHOOL OF NURSING COMMITTEES
Graduate students have the opportunity to provide perspectives and assist in shaping policies through membership on IMSON committees as designated. Student representatives have full voting privileges and responsibilities with the exception of any committee activities which include a review of student and/ or faculty records. Each committee will have one undergraduate and one graduate representative and one alternate for each committee. Students shall serve one year on the respective committee.
PROFESSIONAL ORGANIZATIONS WITH CAMPUS CHARTERS

NURSES’ CHRISTIAN FELLOWSHIP
Nurses’ Christian Fellowship (NCF) is an organization of Christian nursing students and practicing registered nurses. The purpose of NCF is to better prepare nurses to assist people spiritually, psychosocially and physically as they face crisis. The concern of NCF is for quality nursing care, which includes the spiritual dimension regardless of religious affiliation.

SIGMA THETA TAU
The Gamma Eta Chapter of Sigma Theta Tau International is an honor society for nursing students and nurses. The organization is dedicated to promoting high professional standards. Membership includes graduate and advanced graduate men and women in nursing with excellence in studies, qualities of leadership, capacity for professional growth and desirable personal characteristics. Invitation to membership occurs in the Fall and Spring Semesters and chapter inductions are held.

PHI KAPPA PHI
Recognizes and encourages superior scholarship in all academic disciplines. Nominations are made by graduate faculty during the Spring Semester.

OMICRON DELTA KAPPA
Recognizes that leadership of exceptional quality and versatility in college should be recognized, that representatives in all phases of college life should cooperate in worthwhile endeavors, and that outstanding students, faculty, and administrators should meet on a basis of mutual interest, understanding, and helpfulness.

INFORMATION PERTAINING TO CLINICAL SITES

AFFILIATION AGREEMENTS
A completed and approved affiliation agreement must be in place before a student can participate in any activity at all practice sites.

POLICIES OF AGENCIES
Graduate students are expected to become familiar with and adhere to the policies of each agency or institution used for learning experiences.

BEHAVIOR IN THE PRACTICE SETTING
The faculty member has the right to dismiss a student from the practice setting if there is behavior indicating the student may not be capable of providing safe care to assigned client/clients.
CLOTHING
Name badges, appropriate professional attire, and a lab coat (if appropriate) must be worn whenever in the practice setting. Name badges should have the Samford University logo, the student’s name, Graduate Student, and specific option (i.e. Family Nurse Practitioner, Educator, etc.), and the Ida Moffett School of Nursing printed on them.

LIABILITY INSURANCE
Personal liability insurance for clinical practice is required for all graduate students. Samford University has coverage for liability arising from the rendering or failure to render professional medical services. Faculty and students are covered while working within the scope of their duties as faculty or as currently enrolled students. The policy is on a “claims made” form that means any claims must occur and be recorded while the policy is in force. If the coverage is discontinued, the University may arrange an extended reporting endorsement. Nurse Anesthesia students should refer to the Nurse Anesthesia Graduate Student Handbook for more information.

HEALTH DATA AND IMMUNIZATION REQUIREMENTS
Graduate students in the IMSON are responsible for maintaining health requirements. You must have a complete Samford University Health Form and evidence of having met the health requirements which include:
1. Mantoux Tuberculin skin test or annual TB chest x-ray, completed within the last year
2. Completed Hepatitis B Vaccination series
3. Chicken Pox immunization (either year of disease or evidence of Vaccination series), and
4. MMR
5. Upon acceptance to the IMSON, the student should purchase a credentialing package from Employment Screening Services (ESS) and upload the completed, required Health Form and all health requirement documentation.

Before registration each semester, you must be certain the required health information is in your ESS file and current to the end of the term in which you plan to enroll.
**CLINICAL AREA ILLNESS OR INJURY**

Students who are injured or become ill while providing patient care MUST notify assigned instructor immediately.

1. Follow the agency’s policy and procedure for injury or illness, if appropriate.
2. Report to either personal physician or Samford University Student Health Center.
3. DO NOT report to the clinical area when ill, experiencing an elevated temperature, nausea, vomiting, diarrhea or any other symptoms of illness. Students are responsible for notifying the clinical instructor and clinical unit of illness.
4. Clinical agencies will not provide medical care free of charge for students who are injured or become ill during the clinical experience. Students are responsible for any expense incurred. Each student is required to carry personal health care coverage.

**EVALUATIONS**

Formal evaluation forms are available online near the end of each course to all graduate students. The purposes of these evaluations are to foster student contributions to the planning and revising of curriculum and to indicate areas of change that would enhance the learning environment. These evaluations provide a mechanism for direct communication with administration regarding the curriculum. After completion, evaluations are submitted on-line. In the past, input from these evaluations has made it possible for the faculty to document changes that are requested by students.

Additionally, faculty responsible for a course may administer informal course evaluations. Students are encouraged to thoughtfully complete these forms. The course faculty utilize student input in the ongoing development and refinement of courses.

**EXIT AND GRADUATE EVALUATIONS**

Prior to graduation, student should receive an Exit Evaluation Form on-line. On this evaluation form, students will be asked to evaluate their entire program of study and their achievement of the goals and competencies of their particular program. A year after graduation, a one-year follow-up evaluation form will be sent to MSN graduates. This form and an employer survey will be similar to other evaluations, but they will allow the faculty to gain graduates’ and employers’ perspectives about the programs of study after graduates have had time to apply the knowledge and skills obtained during the educational experience.

**SEXUAL HARASSMENT POLICY**

As a Christian institution of higher education, Samford University has a moral commitment to the worth and dignity of all individuals. Consequently, sexual harassment is deemed unacceptable and will not be tolerated. Samford’s policy of opposition to sexual harassment is not only a legal responsibility and practical utility, but stems from the university’s profound commitment to Christian and moral values as expressed in its mission and purpose.
A student who believes he or she has been sexually harassed should report the incident(s) to the Assistant Dean for Student Services and Values Advocate. The Assistant Dean will advise the student of the procedures to be followed to resolve a complaint.

In all cases, the offended student will be given the option of resolving the issue informally or formally. The formal resolution of a complaint of a student toward another student will be processed through the value violation procedures as described in this handbook. Student-to-student informal resolution will be referred to and administered by the Vice President for Student Services and Enrollment Management or a designee.

**SUBSTANCE ABUSE POLICY AND PROCEDURE**

**PROFESSIONAL/LEGAL STANDARD**

The Ida Moffett School of Nursing recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. The School is committed to protecting the safety, health, and welfare of its faculty, staff, and students and people who come in contact with its faculty, staff, and students during scheduled learning experiences. The IMSON strictly prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.

Any nurse or nursing student who tests non-negative for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation of the Alabama Nurse Practice Act and the Alabama State Board of Nursing Rules and Regulations.

Furthermore, any nurse or nursing student who is aware that another nurse or nursing student has violated a provision of the Alabama Nurse Practice Act is obligated to report that nurse to the Alabama Board of Nursing. A failure to do so in and of itself is a violation of the Alabama Nurse Practice Act and the Alabama State Board of Nursing Rules and Regulations. Similar professional expectations apply to nursing students. Any nursing student who is aware that another nursing student is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to a School of Nursing faculty member.

**STATEMENT OF PURPOSE**

The intent of the Substance Abuse Policy is twofold: to identify students who are chemically impaired and help them to return to a competent and safe level of practice. Emphasis is on deterrence, education, and reintegration. All aspects of the policy are conducted in good faith and with compassion, dignity, and confidentiality.
STATEMENTS FOR POLICY INCLUSION IN UNIVERSITY CATALOG/HANDBOOKS

The Substance Abuse Policy and Procedure of the Ida Moffett School of Nursing, Samford University is found in its entirety in the Undergraduate and Graduate Student Handbooks. An abbreviated statement is included in the Samford University Catalog.

TESTING PROCEDURES

When. The Ida Moffett School of Nursing requires the student to submit to drug testing under any or all of the following circumstances:

- Random testing as required by the clinical sites of the IMSON
- For cause (see Testing for Cause Statement); and
- Part of a substance abuse recovery program.

Failure to Comply. Failure to comply with random drug testing at the specified time without administrative permission will result in suspension from clinical attendance until testing is complete.

Cost. The student will be responsible for paying the cost for the urine drug screen. This cost will be placed on the student’s bill.

Facility. The Ida Moffett School of Nursing will utilize Employment Screening Service (ESS) for collection of specimens, and ESS will perform testing, utilizing the laboratory’s policies.

Sample Collection. The collection techniques will adhere to the guidelines in accordance with U.S. Department of Transportation 49 CFR Part 40 following chain of custody protocol. ESS will collect urine samples at the discretion of the dean of the Ida Moffett School of Nursing. The process and procedure for sample collection will adhere to the contract between and the Ida Moffett School of Nursing.

Substances. Substance-related disorders are listed in the Diagnostic and Statistical Manual of Mental Disorders, fourth edition, (DSM-IV). Substances of abuse are grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylcyclohexylamines and sedatives, hypnotics, or anxiolytics. Testing may include any of these drug categories. The IMSON shall have the authority to change the panel of tests without notice to include other substances as suggested by local and national reports or circumstances.

Non-negative Results. If a non-negative result is obtained, the urine sample will be sent to a Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory. If the specimen results are non-negative after the screening process at the laboratory the urine samples will be sent for Gas Chromatography/Mass Spectrometry (GCMS) confirmation.

All positive results will be reported to the Medical Review Officer (MRO). After review by the (MRO), positive results will then be reported to the appropriate associate dean and/or department chair. All non-negative urine samples will be frozen in a secure and locked freezer compartment at the (SAMHSA) laboratory.
**Testing for Cause.** Any nursing student, who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be subjected to testing. The decision to drug test for cause will be drawn from those facts in light of the experience of the observers and may be based on:

- observable phenomena such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a drug
- erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, absenteeism, tardiness, and deterioration of work performance
- a report of drug use provided by reliable and credible sources which have been independently corroborated
- information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional
- evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while on a clinical site premise
- conviction by a court, or being found guilty of a drug, alcohol or controlled substance in another legitimate jurisdiction.

Testing for cause will be conducted using the following procedure:

1. The faculty member will have another faculty member or health professional at the practice site to confirm the suspicious behavior.
2. The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made after conferring with the appropriate associate dean and/or department chair.
3. If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy and clinical site policies.
4. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committee designated by the dean of the Ida Moffett School of Nursing.
5. If the lab test is negative for substances classified in the *Diagnostic and/or Clinical Statistical Manual of Mental Disorders* (DSM-IV), the student will be allowed to return to class and clinical activities without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).
6. If any part of the lab test is non-negative for substances classified in the *Diagnostic and/or Clinical Statistical Manual of Mental Disorders* (DSM-IV), the student is in violation of the Ida Moffett School of Nursing Substance Abuse Policy and the Samford University Drug and Alcohol Policy. As provided in this policy in the section entitled, “Non-negative Drug Screen, Sanctions, Treatment, Referral, Re-application, Opportunity for a Re-Test”, violations will result in the imposition of disciplinary sanctions up to and including expulsion of the student (Samford University Student Handbook).
7. Confidentiality will be maintained.
8. Failure to comply with “for cause” drug testing will result in immediate administrative withdrawal and a course grade of “F”.

CONFIDENTIALITY

All testing information, interviews, reports, statements and test results specifically related to the individual are confidential. Drug test results will be sent to the appropriate associate dean and/or department chair in the IMSON. Records will be maintained in a locked cabinet. While the issues of testing are confidential within the University community, the information regarding substance abuse and rehabilitation must be shared with the Alabama Board of Nursing or the Board of Nursing in the state where the student has licensure and may be shared with a parent or legal guardian as provided in the following paragraph.

Pursuant to the Family Educational Responsibility and Privacy Act (20 USC 1232g) Samford University may disclose, to a parent or legal guardian of a student, information regarding any violation of a Federal, State or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student’s education records, if (A) the student is under the age of 21; and (B) the institution determines that the student has committed a disciplinary violation with respect to such use or abuse.

Non-Negative Drug Screen, Sanctions, Treatment, Referral and Re-application, Opportunity for a Re-Test:

A non-negative drug screen will result in three different actions.

1. Ida Moffett School of Nursing

Hospitals and clinics cannot afford to compromise on patient safety, health and welfare. Therefore, if a nurse tests non-negative on a drug screen, the nurse is released from employment immediately. Nursing students are held to this same standard. Hospitals and clinics will not allow a nursing student who tests non-negative on a drug screen to continue in training or service in their organization.

Violations of the Samford University Drug and Alcohol Policy will result in the imposition of disciplinary sanctions by the Ida Moffett School of Nursing up to and including expulsion of the student. (“Drug and Alcohol Policy” as printed in the Samford University Student Handbook). In order to assure patient safety at clinical sites, a non-negative drug screen will be considered evidence of drug use/abuse by the student.

A non-negative drug screen of any of the following substances will result in immediate dismissal from the Ida Moffett School of Nursing: amphetamines or similarly acting sympathomimetics, cannabis, cocaine, hallucinogens, inhalants, phencyclidine (PCP) or similarly acting arylcyclohexylamines. Action taken under the Drug and Alcohol Policy will be independent of action taken, if any, through the Student Values Process. Dismissal from the Ida Moffett School of Nursing is not automatically a dismissal from Samford University. The student will be ineligible to receive a letter of good standing from the dean of the nursing program.
2. Samford University
Violations of the Samford University Code of Values will result in the imposition of disciplinary sanctions up to and including expulsion of the student, (“Code of Values” as printed in the Samford University Student Handbook). Results of a non-negative drug screen will be referred by the dean of nursing to the Associate Dean for Student Services and Values Advocacy. Action taken through the Student Values Process will be independent of action taken, if any, under the Substance Abuse Policy of the Ida Moffett School of Nursing.

3. Referral to a Substance Abuse Treatment Program
A student with a non-negative drug screen will be referred to a Substance Abuse Treatment Program.

**OPPORTUNITY TO REQUEST A RE-TEST**
If a test result is non-negative, the student may request a re-test of the original urine sample. A student who desires to have the original sample re-tested must file a written request with the dean of the Ida Moffett School of Nursing within three (3) business days following notification of a positive drug test result. The student will be responsible for all costs of the re-test. If the re-test is negative the student will be reinstated.

**INCIDENCE OF RECURRENCE**
If a non-negative test for substance abuse is found once a student is re-admitted to the IMSON, the student will be dismissed from the Ida Moffett School of Nursing and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the dean of the nursing program.

**STUDENT RELEASE FORM**
As a condition of progression, each student will sign the following “Substance Abuse Policy Release Form” agreeing to adhere to the terms and conditions of the Substance Abuse Policy and Procedure.

**BACKGROUND CHECK**
The School of Nursing institutes background checks on all nursing students. Students selected for admission to the School of Nursing are admitted pending the results of a background check. Each student is required to have a background check, and submit to, as requested, any additional checks once enrolled in the nursing program. The School of Nursing must certify to all clinical agencies where students practice that each student has had an acceptable background check. Students are required to follow the procedures established by the School of Nursing. Students are responsible for all costs required to obtain the background check.

Students must report any arrests or legal convictions that occur prior to or during their nursing education. Reportable examples include, but are not limited to, misdemeanors, felonies, sexual offender convictions or governmental sanctions. The School of Nursing reserves the right to
release information regarding the student’s criminal history to appropriate clinical agency representatives. If a student is deemed ineligible for clinical placement in any contracted clinical agency of the School of Nursing, the student will receive a course failure and dismissal from the nursing program. Failure to report arrests or legal convictions will result in dismissal from the School of Nursing. A student’s admission may be withdrawn or the student may be dismissed from the School of Nursing due to findings from the background check. Students dismissed will be considered for readmission on a case by case basis depending on the particular situation.

You will receive an email in your Samford Bulldog email. Follow the link as instructed. The company who will be conducting the screenings is:

Employment Screening Services (ESS)
2550 Southlake Park Birmingham, AL 35244
(205) 879-0143

Any major credit card is accepted. Costs for International students and students who reside in certain states will be more. For more information, contact Customer Service at ESS, (205) 879-0143.
If you encounter any problems completing this process, please contact Customer Service at ESS, (205) 879-0143
SUBSTANCE ABUSE POLICY RELEASE FORM

I, __________________________________________, have read the Substance Abuse Policy of the Ida Moffett School of Nursing, Samford University, and agree as a student in the Ida Moffett School of Nursing to comply with all aspects of the policy as written including urine testing.

I agree that ESS, a drug testing facility, is authorized by me to provide the results of this test to the Dean of the Ida Moffett School of Nursing for use in enforcing the Substance Abuse Policy and Procedure.

I agree to indemnify and hold ESS and its directors, officers, employees and agents harmless from and against any and all liabilities or judgments arising out of any claim related to 1) compliance of Samford University with federal and state law and 2) Samford University’s interpretation, use and confidentiality of the test results, except with ESS is found to have acted negligently with respect to such matters.

I agree to indemnify and hold Samford University and its trustees, officers, employees and agents harmless from and against any and all liabilities or judgments arising out of any claim related to 1) compliance of ESS with federal and state law and 2) ESS’s interpretation, use and confidentiality of the test results.

I further understand, acknowledge and agree that my failure to adhere to the conditions specified in this policy will result in my dismissal from the Ida Moffett School of Nursing. Furthermore, I agree to abide by the provisions for determining dismissal and to follow the conditions of re-acceptance as outlined.

I acknowledge that under the Family Education Responsibility and Privacy Act, 20 USC Section 1232g, Samford University may disclose, to a parent or legal guardian of a student, information regarding any violation of any Federal, State or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student’s education record, if (A) the student is under the age of 21; and (B) the institution determines that the student has committed a disciplinary violation with respect to such use or possession. I agree that a positive drug screen will be considered a determination by Samford University that I have committed a disciplinary violation with respect to such use or possession and if I am under the age of 21 years Samford University may disclose such information to my parent(s) or legal guardian.

I represent and certify that as of the date of my execution of this document I am _________ years of age. Failure to comply with random drug testing at the specified time without administrative permission will result in suspension from clinical attendance until testing is complete. Failure to comply with random drug testing at the specified times without administrative permission will result in suspension from clinical attendance until testing is complete. Failure to comply with “for cause” drug testing will result in immediate administrative withdrawal and a course grade of “F”.

Student printed name ____________________________ Student signature ____________________________ Date ____________________________

Witness ____________________________ Date ____________________________

Draft 3-18-02 JHW/jhw;  Modified by Bill Mathews 4-9-02; Finalized 4-17-02
Revised 8/1/07 JSM
Substance Abuse Policy and Procedure
CONFIDENTIALITY STATEMENT

Ida. Moffett School of Nursing
Samford University

I hereby agree to hold in confidence any information that I am made aware of pertaining to patients and/or their families during all of my clinical experiences while I am a student in the Ida Moffett School of Nursing. I recognize that patient records and patient interviews are confidential and private and that I will share information only with those authorized to have the information as necessary to care for the patient/family. I will not disclose any information to any unauthorized person, or permit any person to examine or make copies of any report or document prepared by me, coming into my possession or to which I have access. I will not use patient names or other identifying information on assignments that I submit to fulfill course requirements. I further agree never to use any information for my advantage or personal gain.

I realize that the unauthorized disclosure of information by me may violate state or federal laws, and that unauthorized release of information may result in my dismissal from school and legal action against me.

I have read this agreement, understand it, and agree to abide by it.

________________________________________
Signature                                      Date

________________________________________
Witness
Admission/Progression of Persons with Disabilities to the Ida Moffett School of Nursing

Students with disabilities are considered for acceptance to the Ida Moffett School of Nursing (IMSON) on the basis of their ability to meet the objectives of the program and to perform required activities. Students and applicants with disabilities who seek accommodations must make a request by contacting Disability Resources (205-726-4078, disability@samford.edu).

IMSON ADA Awareness Statement

IMSON endorses the university commitment to students with disabilities. IMSON will provide accessible programs, services, and activities and reasonable accommodations for any student with a disability as defined by Section 504 of the Rehabilitation Act of 1973, and by the Americans with Disabilities Act (ADA) of 1990.

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Qualified individuals are those who satisfy admission requirements and who can perform essential functions of a nursing program with or without reasonable accommodation or modification.

Students must satisfy the Essential Performance Standards of nursing students.

To be eligible for program accommodation, students must self-identify to the Office of Disability Resources (DR), who will determine eligibility for services. Once eligibility for accommodations are determined by DR, it is the students’ responsibility to request appropriate accommodations. If these standards cannot be achieved by the student, either unassisted or with dependable use of assistive devices, the faculty RESERVES the right to withdraw the student from clinical courses.

<table>
<thead>
<tr>
<th>Clinical Practicum/Lab Course Standards</th>
<th>Some Examples of Necessary Activities (not all-inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue</td>
<td>Standard</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from diverse backgrounds</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities (hearing, speaking, reading, and writing) sufficient for interaction with others in verbal and written form</td>
</tr>
<tr>
<td>Issue</td>
<td>Standard</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care</td>
</tr>
<tr>
<td>Physical Strength and Endurance</td>
<td>Physical stamina sufficient to perform full range of required client care activities for entire length of work role</td>
</tr>
<tr>
<td>Emotional Stability</td>
<td>Able to assume responsibility and accountability for own actions</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient for observation and assessment necessary in nursing care</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary in nursing care</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment</td>
</tr>
</tbody>
</table>
## Distance-Accessible Course Standards

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Some Examples of Necessary Activities (not all-inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical Thinking ability sufficient for clinical judgment</td>
<td>Synthesize reading assignments, able to write course assignments</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals and groups from diverse backgrounds</td>
<td>Interact with classmates and course instructors on course related subjects; able to work with other students on a group project</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities (hearing, speaking, reading, and writing) sufficient for interaction with others in verbal and written form</td>
<td>Communicate with faculty and other students via e-mail and electronic threaded discussions</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Physical abilities sufficient to use a computer</td>
<td>Complete written assignments and examinations by typing on the computer</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to complete class assignments</td>
<td>Listen to online audiovisual presentations</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient to participate in course activities</td>
<td>Complete reading assignments and watch audiovisual presentations</td>
</tr>
</tbody>
</table>

**NOTE:** It is important for nursing students to have a realistic view of the demanding curriculum before deciding to pursue the degree. Students are encouraged to contact the School of Nursing if there are questions about his/her abilities to function in the clinical settings.

I meet all Performance Standards required by the School of Nursing.

I do not/am not sure that I meet all Performance Standards required by the School of Nursing. I understand that I must meet with Dr. Margie Findlay, Associate Dean for the Undergraduate Program to discuss/clarify before I am allowed to progress in the School of Nursing.

All information I have provided is complete and accurate.

__________________________  __________________________
Student Signature  Date

__________________________
Printed Name
**Receipt of Student Handbook**

I, (please print)______________________________________, am aware that the **Ida Moffett School of Nursing Handbook** is online and acknowledge responsibility for reviewing the contents therein. I will clarify with my advisor any part(s) I do not understand. I further understand that failure to follow these rules and regulations contained in the handbook may result in various consequences, according to the infraction.

Student
Signature_________________________________________ Date________________________

**Permission to Provide References**

I, (please print)______________________________________, realize that in the future, references will be requested by potential employers. I give permission to the Ida Moffett School of Nursing administration and/or faculty to provide the requested information. A copy will also be directed to the Student File.

Student
Signature_________________________________________ Date________________________

**Permission to Display/Present Work**

I, (please print)______________________________________, hereby give the Ida Moffett School of Nursing permission to display and/or present examples of my work as part of a program review process by accrediting or approving organizations and their designated personnel.

Student
Signature_________________________________________ Date________________________