



THE GEORGE WASHINGTON UNIVERSITY

S C H O O L O F
N U R S I N G

Nursing Undergraduate Student Handbook 2010-2011

School of Nursing

Bachelor of Science in Nursing (BSN) Program
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THE GEORGE WASHINGTON UNIVERSITY

VIRGINIA SCIENCE AND TECHNOLOGY CAMPUS

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INTRODUCTION

The purpose of the Nursing Undergraduate Student Handbook is to describe policies and procedures specific to the undergraduate Bachelor of Science in Nursing (BSN) program in the School of Nursing (SON) at The George Washington University (GW). This handbook is an extension of and supplement to the current or latest revisions of the GW University Bulletin: Undergraduate Programs, School of Medicine and Health Sciences Bulletin, and School of Medicine and Health Sciences Programs Student Handbook.

Students enrolled in the BSN program at GW are bound by and required to adhere to all policies and guidelines outlined in the *GW Guide to Student Rights and Responsibilities* (<http://gwired.gwu.edu/dos/GuidetoStudentRights>), the *GW Code of Academic Integrity* (<http://www.gwu.edu/~ntegrity/code.html>), and the American Nurses Association *Code of Ethics for Nurses* (<http://nursingworld.org>).

As of the 2010-2011 academic year, the SON offers only a second-degree BSN program for students who hold previous baccalaureate degrees in non-nursing fields. All references to the BSN are related only to the second-degree program in the SON.

This handbook will be reviewed and updated annually. The School of Nursing reserves the right to review and revise policies stated herein at any time. The most up to date version of this handbook will be posted on the BSN web site. Students are expected to remain current on all policies and procedures affiliated with the BSN program. This handbook does not in any way constitute a contractual obligation on the part of GW or the SON.

INSTITUTIONAL MISSION STATEMENTS

The George Washington University

The George Washington University, an independent academic institution chartered by the Congress of the United States in 1821, dedicates itself to furthering human well-being. The University values a dynamic, student-focused community stimulated by cultural and intellectual diversity and built upon a foundation of integrity, creativity, and openness to the exploration of new ideas.

The George Washington University, centered in the national and international crossroads of Washington, D.C., commits itself to excellence in the creation, dissemination, and application of knowledge.

To promote the process of lifelong learning from both global and integrative perspectives, the University provides a stimulating intellectual environment for its diverse students and faculty. By fostering excellence in teaching, the University offers outstanding learning experiences for full-time and part-time students in undergraduate, graduate, and professional programs in Washington, D.C., the nation, and abroad. As a

center for intellectual inquiry and research, the University emphasizes the linkage between basic and applied scholarship, insisting that the practical be grounded in knowledge and theory. The University acts as a catalyst for creativity in the arts, the sciences, and the professions by encouraging interaction among its students, faculty, staff, alumni, and the communities it serves.

The George Washington University draws upon the rich array of resources from the National Capital Area to enhance its educational endeavors. In return, the University, through its students, faculty, staff, and alumni, contributes talent and knowledge to improve the quality of life in metropolitan Washington, D.C.

The George Washington University Medical Center

Working together in our nation's capital, with integrity and resolve, The George Washington University Medical Center is committed to improving the health and well-being of our local, national and global communities.

The George Washington University Medical Center will improve the health and well-being of our local, national and global communities by:

- Developing tomorrow's leaders
- Delivering high-quality healthcare
- Advancing scientific discovery and translating discoveries into action
- Harnessing new technology
- Establishing community partnerships
- Fostering multidisciplinary collaboration
- Pursuing alliances unique to our location.

School of Nursing

The mission of the School of Nursing is to develop nursing leaders who will actively engage in promoting health and well-being at local, national, and global levels. The School encourages nursing students and faculty to achieve a high level of excellence through rigorous scholarship and by promoting quality in all their endeavors. Pursuit of knowledge is a key thread that crosses the entire curriculum and will enable the student to critically evaluate and integrate theory, research, and current practice trends and will encourage life-long learning. Learning is enhanced through collaborative interaction with other health care disciplines, broadening the student's appreciation for diverse points of view. In continuing the GW tradition of embracing innovation, students will examine future-oriented concepts and incorporate information technology. The program will cultivate ethical and empathetic professionals who are compassionate, respectful of diversity, and view individuals from a holistic perspective.

ACCREDITATION

The George Washington University is accredited by its regional accrediting agency, the Middle States Association of Colleges and Schools.

The Masters Program of the School of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE).

CCNE Accreditation for the Bachelors Program of the School of Nursing is still pending from a Spring 2010 visit. The BSN program has been granted provisional approval by the Virginia Board of Nursing. Full approval by the Virginia Board of Nursing is expected following the graduation of the first cohort of students in January 2011.

PROGRAM GOALS

The BSN curricula is based on The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, April 2008) and will prepare graduates to be generalist nurses who are providers of direct and indirect patient care, coordinators and managers of care and members of the profession with responsibility and accountability. Graduates of the BSN program will be prepared to:

- Practice in a variety of healthcare settings
- Promote patient safety and patient quality care
- Acquire learning skills to care for patients across the lifespan, within diverse populations and across the health-illness continuum
- Use clinical/critical reasoning to address simple to complex situations
- Use information management and application of patient care technology to better patient care outcomes
- Engage in continuous professional development

TERMINAL OBJECTIVES

Graduates of The George Washington University's School of Nursing BSN Pathway will leave the program with the knowledge, skills, and practical experience needed to:

- Utilize the nursing process to support and promote health in diverse individuals, families, groups and communities in a multi-cultural world.
- Synthesize knowledge derived from the natural, behavioral sciences and the humanities with nursing theory as a basis for professional nursing practice.
- Apply theories to analyze client responses to health and illness and intervene appropriately.
- Demonstrate nursing practice that is based on ethical, legal, and professional values and standards of practice.
- Participate in identifying societal health needs, critiquing and improving the delivery and quality of health care and nursing practice.

- Demonstrate accountability for decisions, actions, and outcomes relative to nursing practice.
- Collaborate with clients and health care team to provide, facilitate, and coordinate optimal health care.
- Utilize leadership and management skills to identify and meet health care needs of individuals, families, groups, and communities.
- Utilize communication theories and techniques in developing effective relationships with clients and health care team members.
- Evaluate research findings to determine their relevance and apply findings to professional nursing practice.
- Demonstrate the efficiency and effectiveness of health care information management and application of patient care technology.
- Demonstrate continued commitment to lifelong learning to promote personal and professional growth.

Upon completion of the BSN degree at GW, graduates will be eligible to sit for the NCLEX-RN examination for professional licensing.

CURRICULUM

The second-degree BSN curriculum consists of 60 credits, which are to be completed through full-time study over the course of four academic semesters. The BSN program is located on the Virginia Science and Technology Campus of GW, located in Ashburn, Virginia.

Courses indicated with a double dagger have a clinical component. Clinical rotations will take place in agencies throughout the DC metropolitan region, and students must provide their own transportation to clinical sites.

Courses indicated with an asterisk are graduate-level, web-based courses that may be applied to pursuit of an MSN at GW within 5 years following completion of the BSN.

Course	Title	Credits
NURS 110	Transition into the Nursing Profession	2
NURS 111	Health Assessment: Foundations of Nursing Practice	3
NURS 113 ‡	Nursing Practice and Clinical Reasoning I: Adult and Aging Acute and Chronic Illness	10
NURS 114 ‡	Nursing Practice and Clinical Reasoning II: Adult and Aging Acute and Chronic Illness	10
NURS 115 ‡	Nursing Practice and Clinical Reasoning III: Maternity and Women's Health Care	3
NURS 116 ‡	Nursing Practice and Clinical Reasoning IV: Children and Families	3
NURS 117 ‡	Nursing Practice and Clinical Reasoning V: Epidemiology & Community Health Nursing	3

NURS 118	Pharmacology: Pathophysiological Approach	5
NURS 119	Patient Safety and Quality	3
NURS 120 †	Capstone Experience: Transition into Practice	6
NURS 201 *	Theoretical Foundations of Nursing	3
NURS 203 *	Nursing Leadership	3
CML 203 *	Health Information, Quality, and Outcomes	3
NURS 270 *	Research Methods for Health Professionals I	3

ACADEMIC INTEGRITY AND ETHICS

All students are expected to maintain a high level of honor in the pursuit of the BSN degree. Students enrolled in the BSN program are required to adhere to and are entitled to the benefits of the *GW Guide to Student Rights and Responsibilities* and the *GW Code of Academic Integrity*, as well as all other rules, regulations, and policies with University-wide applicability.

Incidences of dishonesty constitute legal or moral offense and may be grounds for dismissal from the BSN program. Such violations will be handled according to procedures described in the *GW Code of Academic Integrity*.

DRUG/ALCOHOL POLICY

The BSN program follows the GW Drug/Alcohol policy found in the *Guide to Student Rights and Responsibilities*. The BSN program extends this policy beyond University premises to include any clinical site to which the student may be assigned. The use of drugs or alcohol during class, laboratory, or clinical experiences will not be tolerated.

Impaired or unsafe behavior is a danger to students, faculty, and patients. A student demonstrating any impaired or unsafe behaviors may be removed from the class, lab, or clinic. Any student in violation of the drug/alcohol policy is subject to the sanctions and reviews described in the *Guide to Student Rights and Responsibilities*.

Behaviors leading to disciplinary action under the drug/alcohol policy include, but are not limited to the following:

- Impaired ability to process information
- Impaired judgment/reasoning
- Weakness, imbalance, or uncoordinated fine/gross motor skills
- Slurred speech
- Glassy eyes and/or constricted or dilated pupils
- Irrational, combative, or abusive behavior
- Smell of alcohol or other cognition impairing substances

Violations of the drug/alcohol policy will be reported directly to the Office of Student Judicial Services and to the University Police Department in compliance with the policy described in the *Guide to Student Rights and Responsibilities*.

PROFESSIONAL COMPORIMENT

Nursing students are expected to adhere to a professional standard of behavior. Some behaviors may raise concerns regarding the student's suitability to continue in the BSN program.

Due to the unique requirements of the nursing profession, students enrolled in the BSN program at GW also are expected to be knowledgeable of and adherent to the American Nurses Association *Code of Ethics for Nurses*.

As members of the health care community, health sciences [nursing] students are expected to behave in a manner consistent with the principles and obligations inherent in professional practice. Professional maturity, integrity, and competence are expected of students in every aspect of the clinical setting with preceptors, coworkers, and patients. Students are obliged to practice diligence, loyalty, and discretion in the patient-provider relationship.

Some behaviors or patterns, either during the didactic or clinical phase, may raise concerns as to the student's suitability to continue in the program of study. Inappropriate behaviors for a health profession [nursing] student may include, but are not limited to, breaching patient confidentiality, using illegal drugs or abusing controlled substances, becoming sexually involved with a patient, undertaking a procedure or scope of practice beyond that of a student, disobeying or showing disrespect for others, showing a judgmental attitude toward patients, or revealing a lack of concern or compassion in practice.

Breaches of conduct are unacceptable behavior. Such violations will be handled according to procedures described in the *School of Medicine and Health Sciences Bulletin* or the *GW Guide to Student Rights and Responsibilities*, based upon the determination of the SON dean or his/her designee.

ACADEMIC PROGRESSION

Attendance

Students are expected to attend all classes, laboratories, and clinical rotations with punctuality. Some courses in the BSN program consist of multiple components (didactic and clinical), and students are required to maintain punctuality and consistent attendance in all components of the course.

Tardiness is disruptive to students and faculty and will not be tolerated. Excessive tardiness may result in a reduction of the course grade.

On occasion a student may miss class because of unavoidable or extenuating circumstances. Legitimate excusable absences include personal injury or illness (with medical substantiation), death in the immediate family, jury duty or subpoenas, and military service. Excused absences may require supporting substantiation such as military orders or a physician's note, and prolonged absence from courses may require the student to take a leave of absence.

Non-emergency physician appointments are NOT acceptable reasons for absence or tardiness. Conflicts with child care or employment are NOT recognized as excusable absences. Students bear the responsibility of notifying the instructor prior to any anticipated absence or immediately following the absence in the case of emergencies.

An unexcused absence from a clinical rotation will result in a grade contract, and the student will be placed on probationary status. A second unexcused absence means the student will be unable to obtain a satisfactory grade, which will result in failure of the clinical course.

Students are expected to attend all clinical rotations with punctuality. Tardiness is disruptive to students, faculty, clinical staff, and patients. Tardiness in clinical rotations will not be tolerated. Two incidences of tardiness in a clinical setting will be counted as an unexcused absence.

Failure to report an absence is unexcused, and students may not be permitted to make up material missed. Two or more unexcused absences will result in failure of the course.

If classes, laboratories, or clinical rotations are missed for any reason, the decision as to whether the work or examination can be made up is at the discretion of the instructor.

Advising

Each BSN student will be assigned a faculty member as an academic advisor. The relationship is established to assure that the student is progressing satisfactorily in the program. Students are expected to meet with the advisor at least once during each semester of enrollment or at any time during which an academic problem arises that may impede the student's progress in the program. Faculty will provide office hours and opportunities for advising by appointment.

Should any other non-academic concerns (i.e. personal bereavement or medical issues) arise which hinder a student's academic success in the BSN program, the student should first discuss the issue with the faculty advisor. The faculty advisor may refer the student to the Program Coordinator or to one of the University services for consultation.

Requests for Accommodation

The Office of Disability Support Services (DSS) is designated for verifying disabilities, evaluating documentation, and recommending accommodations to professors if necessary. Students with physical or learning disabilities who may require accommodations are encouraged to identify themselves to the DSS prior to or upon admission to the program.

In addition to the policies described in the GW Undergraduate Bulletin, the BSN Program supports the guidelines for ADA set forth by the National Council of State Boards of Nursing. These guidelines serve to guide applicants and students of nursing in understanding what functions, standards, and competencies will be required of them during their course of study and whether or not some accommodations will be necessary in order for them to be successful. The NCSB has defined the following list of essential nursing functions necessary for the professional practice of nursing. This list of essential nursing functions is defined as:

- Physical (gross and fine motor, physical endurance, physical strength, mobility)
- Sensory (visual, tactile, olfactory, hearing)
- Cognitive (reading, arithmetic, analytical and critical thinking)
- Interactive (interpersonal, communicative)

A student acquiring or identifying a disability after admission to the BSN program should contact the Program Coordinator and DSS immediately.

Religious Holidays

The BSN program adheres to the University policy regarding religious holidays. The full policy is detailed in the SMHS Health Sciences Programs Student Handbook.

Inclement Weather or Emergencies

In the case of inclement weather or emergency situations, The George Washington University may close or delay opening.

The GW Campus Advisories homepage (<http://www.campusadvisories.gwu.edu/>) is the primary source for incident-related information. If you are unable to access the internet, the GW Information Line (202-994-5050) provides recorded voice updates. Local radio station WTOP (103.5FM) may also have late-breaking information.

Because the BSN program is located on the Virginia Science and Technology Campus, students also should call the VA Campus Weather line (703-726-8333) in cases of inclement weather or emergency situations. The Virginia Science and Technology Campus may have a different closing schedule than the main campus in DC.

In cases where the delay/closure information differs between the main campus and the Virginia campus, the BSN program will follow the actions of the Virginia Campus.

In some cases, clinical requirements may have a starting time earlier than the standard posting times for alerts on the GW information lines. A phone tree will be established so that the BSN program can notify students in clinical learning experiences of contingency plans for severe weather and emergencies.

Grading Policies

All courses in the BSN program counting towards the bachelor's degree must be taken for a grade. All courses in the BSN curriculum must be passed with a grade of **C** or better. In courses with clinical/laboratory components, students must pass the clinical/laboratory component of the course in order to pass the course.

Grades will be assigned as follows:

Grade	Percentage	Quality Points
A	93 – 100	4.0
A-	90 – 92	3.7
B+	87 – 89	3.3
B	83 – 86	3.0
B-	80 – 82	2.7
C+	77 – 79	2.3
C	73 – 76	2.0
C-	70 – 72	1.7
F	69 and below	0.0

Grades below C are considered failing within the BSN curriculum.

Students are expected to take all examinations as scheduled. Exams will be rescheduled only if circumstances warrant permission by the instructor. If a student fails to take any examination without obtaining permission from the instructor (or, in the case of an emergency, providing notification immediately following the event), the student will fail the examination.

If a student earns a final grade lower than C in any BSN program required course, the student's progression in the program will be stopped. The student will be required to take a leave of absence of one year until the course is offered again, and the student will be given one opportunity to repeat the failed course. Both grades will remain on the student's transcript and calculated into the cumulative degree GPA. Failure of a second course, in the same or any subsequent semester, is grounds for dismissal from the BSN program.

Courses taught by other programs may use different grade scales, and the expectation of a C or better is maintained for these courses as well as those offered within the BSN program.

The grade of *I* (incomplete) may be assigned at the discretion of the faculty only in cases where the instructor has received acceptable explanation of a student's inability to complete the required work for the course *and* the student's performance in the course has been satisfactory. Student's who earn an incomplete will be permitted to register for the following semester and are expected to complete the work to resolve the incomplete according to the established timelines for changing the grade.

Standardized Testing

All entering BSN students will be required to complete a pre-entry assessment examination during orientation. This examination, provided by Kaplan, Inc., is used for evaluative purposes only and does not affect a student's matriculation into the BSN program. If severe performance weaknesses are determined, the faculty may require a student to complete remediation during the first semester of enrollment. The cost of the assessment examination is incorporated into the fees associated with BSN courses during the first fall semester of the program.

NCLEX-style standardized testing will be incorporated into courses throughout the BSN program. Testing is provided by Kaplan, Inc. Students will be required to pass these examinations in order to receive a passing grade in the affiliated courses. The cost of testing is incorporated into the fees associated with courses in the BSN program.

Registration/Scheduling

Upon admission to the BSN program, the Health Sciences/School of Nursing Office of Admissions will activate students for GW registration.

Students entering and continuing in the BSN program should be aware that, while activated for GW registration, they *should not* self-register for BSN courses without first receiving the appropriate course registration information from the program.

Class schedules for BSN students are integrated and fully dependent upon the student's clinical rotation assignments. The Program Coordinator will place each student into the term's clinical rotation once clinical contracts are finalized. Once placements are made, students will receive an email from the program providing them with the course registration numbers (CRNs) for the semester, following which students may register.

Students are assigned to clinical placement sites based upon the learning objectives of the course and site availability. Accommodations cannot be made for personal scheduling conflicts. Students cannot participate in clinical experiences without having completed all clearance requirements. It is the student's responsibility to ensure that they are compliant and have provided appropriate documentation.

Course Add/Drop/Withdrawal

All courses within the BSN curriculum are integrated as co-requisites or prerequisites to the other courses of the program. BSN students may not add, drop, or withdraw from these courses without the permission of the Program Coordinator.

Leaves of Absence/Readmission

The SMHS Bulletin describes policies and procedures for formal leaves of absence.

Students considering a leave of absence must meet with the Program Coordinator for approval. If approval is granted, the student will proceed by obtaining formal approval through Health Sciences Student Services.

Leaves of absence are generally granted for durations of one calendar year. In cases of military deployments exceeding one calendar year, orders should be provided to the Program Coordinator to substantiate the need for a longer allowance for the leave of absence.

Students who discontinue their pursuit of the BSN degree without being granted a leave of absence must apply for readmission and are subject to the regulations in force at the time of readmission.

Appeals

Students who believe that a grade, evaluation, dismissal, or other action taken by the faculty is unfair, discriminatory, or injurious have the right to appeal.

All appeals to academic and non-academic actions will proceed according to the appropriate policies described in the *School of Medicine and Health Sciences Programs Student Handbook* and/or in the *Guide to Student Rights and Responsibilities*.

Graduation

Students are expected to complete the BSN curriculum in 15 months of continuous enrollment. In most cases, the BSN degree will be conferred in January.

All students must submit an application to graduate, regardless of whether they plan to attend or participate in University commencement ceremony. Students must meet all program requirements for graduation and submit the application for graduation to the Health Sciences Student Services Office by the published deadline(s). The application to graduate can be found on the GW Registrar's website (<http://www.gwu.edu/~regweb>).

NCLEX and State Board Licensure

Upon completion of the BSN program, students must complete and pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in order to be licensed by a State Board of Nursing to practice as a Registered Nurse.

Graduates are responsible for filing their own applications for the NCLEX-RN and to the appropriate State Board of Nursing.

To be eligible to take the NCLEX-RN, the student must

1. Successfully complete the requirements of the BSN program at GW.
2. Apply for graduation from The George Washington University by the specified deadline.
3. Submit an application for licensure to the Board of Nursing where you wish to be licensed (refer to the appropriate Board of Nursing website for guidelines and requirements).
4. Request an official GW transcript be sent to the appropriate Board of Nursing immediately following completion of the program. (The official transcript must show that the degree or diploma has been awarded or that all requirements for awarding the degree have been met and specify the date of conferral.)
5. Meet all of the board of nursing's eligibility requirements to take the NCLEX examination.
6. Register for the NCLEX Examination with Pearson VUE.
7. Receive Confirmation of Registration from Pearson VUE.
8. The Board of Nursing makes the candidate eligible to take the NCLEX.
9. Receive Authorization to Test (ATT) from Pearson VUE.
10. Complete the NCLEX Examination within the timelines described in the ATT.

STUDENT POLICIES

Statement of Non-Discrimination

The George Washington University does not unlawfully discriminate against any person on the basis of race, color, religion, sex, national origin, age, handicap, veteran status, or sexual orientation. This policy covers all programs, services, policies, and procedures of the University, including admission to education programs and employment.

Employment

The BSN program is a full-time program with courses offered during daytime hours. Students are strongly discouraged from holding employment while enrolled in the program. No accommodations will be made for any scheduling conflicts that result from employment.

Health Records, Physical Examinations, and Immunizations

All BSN students are required to complete the GW Physical Examination/Documentation of Health Requirements Form for Health Science Students in Clinical Practice (this is a substitute to the GW Student Health Service Mandatory Immunization form found on the Student Health Services website). All immunization requirements must be met prior to initial registration for courses and must be maintained throughout enrollment in the BSN Program. The health form and supporting documentation must be submitted to Student Health Service no later than August 2.

In addition to the standard GW immunization requirements, BSN students must provide evidence of a recent physical examination by an MD or NP and evidence of a PPD tuberculin skin test completed in the summer preceding initial registration. PPD skin tests must be completed annually and updated with the Student Health Service.

The BSN program requires the following health records:

1. Annual physical examination
2. Tuberculosis Skin Test Screening by PPD, updated annually
 - a. If PPD results are newly positive, students must provide documentation of a negative chest x-ray
 - b. If student has a history of positive PPD, students must provide documentation of a negative chest x-ray within the last 12 months and prophylactic treatment (if required/administered)
3. Tetanus/Diphtheria vaccination within the last 10 years (Tdap recommended).
4. Measles/Mumps/Rubella (MMR) verification of immunity through positive antibody titer
5. Hepatitis B verification of immunity through positive antibody titer (at least two shots in the HepB series must be completed prior to August 1 to be eligible for clinical rotations. The HepB series must be completed within CDC guidelines.)
6. Varicella (Chicken Pox) verification of immunity through positive antibody titer

The BSN program also recommends the following vaccinations:

1. Hepatitis A vaccination (may be completed with HepB as Twinrix series)
2. Meningococcal vaccination
3. Adult Polio IPV booster vaccination or documentation of OPV administration

Failure to comply with the health record and immunization requirements will prevent a student from beginning the BSN program. Students will not be permitted to enter or continue in clinical rotations if health/immunization records are not current.

Due to HIPAA regulations, all health records are submitted to and maintained by the GW Student Health Service. Student Health Service verifies completion of clinical rotation requirements for the program, and the program will subsequently verify compliance for the appropriate clinical agency.

At no time will the BSN program have or release original health records to any third party. Students are encouraged to keep original documents available regarding the above-listed health/immunization requirements should a clinical agency require those documents at the beginning of a rotation.

Students are responsible for all costs associated with fulfilling and maintaining health/immunization requirements.

Criminal Background Checks and Drug Screenings

The GWUMC *Policy and Procedures on Criminal Background Checks (CBC) and Drug Screening (DS) for the Health Sciences Programs* is included with this handbook as Appendix III.

All students enrolling in the BSN program are required to complete a criminal background check and drug screen upon admission to the program and to authorize release of results to appropriate academic/clinical personnel. The School of Nursing utilizes the services of One Source Screening. SON will not accept CBC or DS results from any other provider.

Following a newly admitted student's Declaration of Intent and payment of the tuition deposit, SON will provide contact information for students to One Source. Students will be contacted directly by One Source to complete the CBC and DS. Costs of the CBC and DS vary based upon the student's history. Students should anticipate at least 5 business days for completion of the CBC and up to two weeks from testing for results of the DS to be reported back to SON from One Source.

Failure to comply with CBC and DS by the deadlines prior to the time of matriculation/registration will result in a hold being placed on the student's registration and may prevent the student from beginning or continuing in the BSN program. Students

will not be permitted to begin clinical rotations without satisfactory completion of the CBC and DS.

Results of the CBC and DS are maintained by SON Student Services, are communicated to the Program Coordinator and to appropriate clinical faculty and may be verified to clinical agencies as needed. Some clinical affiliates may require additional CBC/DS prior to participation in clinical education experiences at their facilities. Students must comply with any additional requirements presented by the clinical facility.

As stated in the GWUMC policy, “Students must meet any and all requirements of the clinical facility, which may be more extensive than referenced herein. Inability to participate in patient care or being subject to any other exclusion prescribed by law will preclude successful completion of the requisite curriculum. As such, affected students may not be eligible for matriculation, continuation in the program, or graduation, if applicable.”

All expenses related to the criminal background check and drug screen are the responsibility of the student.

CPR Certification Requirements

All students enrolling in the BSN program are required to earn and maintain current professional level certification in cardiopulmonary resuscitation (CPR) throughout their enrollment in the BSN program.

The program will accept ONLY the American Heart Association’s ***Basic Life Support for Healthcare Providers*** (2-year certification). Students must be trained in adult, child, and infant CPR and have automatic electronic defibrillator (AED) training.

Original certification cards must be presented to the BSN Program Coordinator during orientation. The BSN program will maintain a copy of the certification card in the student file.

Should the expiration date of the certification fall during enrollment in the program, the student bears the responsibility to renew certification no later than the month prior to expiration. Proof of recertification must be provided to the Program Coordinator prior to the initial date of expiration.

Use of Cellular Phones/Pagers/Personal Data Assistance (PDA) Devices

University office telephones are for official use only and students are not permitted to use phone or fax systems in University offices without permission.

Students are permitted to carry personal cellular phones, pagers, and/or personal data devices (BlackBerrys[®], iPhones[®], etc.) during didactic and laboratory experiences only in accordance with any guidelines set forth by the course instructor. The possession and use

of such devices is discouraged at all times while engaged in academic activities in the BSN program.

Students should exercise careful discretion in the usage of such devices. Personal cellular phones and personal data devices should be turned off or set to vibrate, and should never be allowed to ring or alarm during class.

Students are encouraged to use such devices only in cases of emergency. In cases where a student must have access to their personal phone or PDA during class for emergency purposes, the faculty instructing the course must be alerted prior to the start of class and the student must discreetly excuse themselves from class in order to answer any emergency call.

Texting and engaging in personal non-emergency conversations during class or lab is prohibited.

The use of cellular phones/pagers/PDAs is prohibited during examinations.

All such devices must be turned off during exam periods. If a student anticipates an emergency situation during an examination, the faculty or instructor must be alerted and alternate means of contacting the student will be determined.

Students must ALWAYS abide with policies set forth by clinical agencies regarding the possession and use of cellular phones/pagers/PDAs.

Students are discouraged from carrying cellular phones/pagers/PDAs in clinical facilities.

Students who are found to be in violation of this policy will risk reduction of grade in the course and may be subject to additional disciplinary action at the discretion of the faculty and the BSN Program Coordinator.

Computer Usage Policy

The GW policy “Code of Conduct for Users of Computing Systems and Services” states:

Users must apply standards of normal academic and professional ethics and considerate conduct in the use of all University computing systems and services or any other computer system accessed by virtue of their affiliation with the University. Users agree to and are bound by these and all other applicable rules and regulations related to appropriate legal, and ethical use of University computing systems and services, including the Code of Student Conduct and Faculty Handbook.

All students enrolled in the BSN program are required to have available for their use or to have ready access to computer and communication technology (personal computers, internet access, and email).

Four of the courses in the BSN curriculum are drawn from the MSN curriculum and are taught in a distance education format, requiring students to meet the requirements for distance education found in the SMHS Health Sciences Programs Student Handbook.

Personal computers and electronic devices (laptops, notebook computers, PDAs, etc.) may be used in the classroom during didactic courses only in a manner that is not disruptive to other students and in compliance with guidelines set forth by the course instructor. Students may NOT use any personal electronic device(s) during examinations.

Students have access to GW computer systems and library resources for educational purposes. Students may not use University computer systems for personal use. Students found to be in violation of the GW policy, rules, and regulations regarding computer usage will be referred to the appropriate authority, and such actions may result in a reduction of grade or further disciplinary actions.

Email

The BSN program and SON will use only GW email addresses for electronic communication with students. All students must establish and maintain a GW email address. Students may forward this GW email to another personal account; however, students are expected to check and respond promptly to emails from the BSN program.

Emergency Contact Information

Students are responsible for keeping the BSN Program, the SON Student Services, and the GW Registrar informed of current name, address, and telephone contact information. Every student must have at least one emergency contact on file with the BSN Program.

Liability Insurance

Due to clinical requirements involving patient contact, all students enrolled in nursing programs are required to carry liability insurance. Coverage is provided by the GWUMC policy and is included in student registration fees. This coverage does not extend beyond clinical rotations required by the GW BSN program and will not cover employment or volunteer exposure.

All students currently registered for clinical education courses are covered by professional liability protection by an actuarially funded self-insurance trust administered by Wachovia Bank of North Carolina. Additional liability insurance that extends this coverage is available to requesting clinical facilities.

Insurance coverage verification letters are available to students and clinical facilities upon request.

Medical/Health Insurance

All students enrolled in the BSN program are required to have health and accident insurance that is maintained throughout enrollment. Students are required to submit proof of health insurance coverage to the Program Coordinator during orientation. The name of the insurance company and the policy number will be kept with the student's records. The costs associated with medical/health insurance coverage are the sole responsibility of the student.

GW offers health insurance coverage through United Health Student Resources. For information on the group health insurance options offered through the University, students should contact the Student Health Service (202-994-6827).

Injuries and accidents may occur during the course of the program. Accidents and injuries must be reported to the appropriate faculty member or clinical instructor and to the BSN Program Coordinator.

Students may be referred to or transported by emergency personnel to the GW Student Health Service (located in Foggy Bottom), to the GW Hospital Emergency Department, or to emergency facilities not associated with GW. The site of referral will be influenced by several factors, including the site at which the student was injured, the time of day, and the type of injury incurred.

If medical attention is required at any point during the program, costs incurred are the sole responsibility of the student not that of the BSN program, the SON, or the University.

HIPAA/Patient Confidentiality

The Health Insurance Portability and Accountability Act (HIPAA) passed by Congress in 1996, requires that health care workers be trained in the handling of protective health information (PHI). All students must complete a basic HIPAA privacy course. Information regarding this course will be provided to students during the new student orientation during the first semester of enrollment. All BSN students must successfully complete this short course in order to participate in clinical rotations and to be permitted to register for future semesters. The program will maintain a record of completion of HIPAA training for each student enrolled in the BSN curriculum.

Students are prohibited from disclosing PHI through verbal, written, electronic, or any other means. Information contained within a patient's medical record is strictly confidential and may not be released to anyone without written permission from the patient. Any discussion of patient issues will occur with the highest standards of confidentiality and privacy, having awareness of the environment and the potential for being overheard.

Students may never use PHI in any report, presentation or publication without the express written consent of the patient (or legally appointed guardian) *and* the clinical facility at which the patient was treated.

Breaches of confidentiality may be cause for failure of the clinical experience or dismissal from the BSN program. Students violating patient confidentiality are subject to civil and criminal liability under applicable law.

OSHA/Bloodborne Pathogens

Universal Precautions are procedures to be followed by all staff who are caring for a patient believed to be harboring a highly contagious dangerous pathogen that is transmitted in blood, blood products, and other body fluids. Universal precautions were described in directives and guidelines issued by the Centers for Disease Control and Prevention (CDC) in 1987, and in standards published by the Occupational Safety and Health Administration (OSHA) in 1991. Revisions are published from time to time in Morbidity and Mortality Weekly Reports (MMWR).

All students in the BSN program will be trained in the practice of universal precautions, including the use of gloves, aprons, gowns, masks, and protective eye shields to prevent exposure to pathogens of potential portals of entry for infection (nose, mouth, mucous surfaces, conjunctive membranes, abrasions and lacerations on the skin, etc.). Students are expected to adhere to the practice of universal precautions in all laboratory and clinical settings. The program will maintain a record of completion of OSHA training for each student enrolled in the BSN curriculum.

In case of a needle stick or biohazard exposure:

1. Immediately wash hands and any other affected skin area thoroughly. Flush mucus membranes with water.
2. Report the incident immediately to the faculty/clinical instructor and to the appropriate site authority.
3. The faculty/clinical instructor will file a report with the agency and will follow guidelines set forth by the clinical agency.
4. The faculty will also report the incident to the BSN Program Coordinator.
5. Students may be referred for follow-up with the GW Student Health Service.
6. All expenses incurred are the responsibility of the student.

Dress Code and Uniform Policy

BSN uniforms embroidered with the GW logo are to be purchased directly from **Lynford Uniforms, Inc.** (<http://lynforduniformsinc.net/>) No substitutions or variations will be allowed.

Nursing students represent The George Washington University and the School of Nursing. BSN students are expected to be neatly dressed and groomed at all times.

Appearance must conform to the highest standards of cleanliness, professionalism, and safety. Failure to dress professionally may result in removal from a clinical experience.

At orientation, students will receive their University-issued “GWorld” card. Students are required to display the “GWorld” card at all times while on campus.

Failure to adhere to the following standards constitutes an infraction and will be treated as a breach under the policies described under Professional Comportment in this handbook.

Didactic/Laboratory attire:

Students must wear publicly acceptable attire in the classroom setting. Clothing should be clean and in good repair. Skirts and dresses, when worn, must be knee-length or longer. Clothing that exposes areas of the chest, abdomen, midriff, back, or underwear are unacceptable. Non-religious headwear and dark glasses (unless accompanied by a physician’s note) are to be removed in classrooms and in the laboratory.

Students are required to purchase at least one long lab coat, embroidered with the GW logo, from Lynford Uniforms. The lab coat must be worn at all times when students are in the nursing laboratory. Each student is responsible for maintaining his or her lab coat(s) in a clean and professional manner.

Clinical attire:

Students are required to wear their name badges, identifying them as BSN students from The George Washington University, during all clinical experiences. The School of Nursing will provide each student with one name badge. Students are responsible for the cost of replacement if the badge is lost or broken.

Students must have a stethoscope and a watch with a sweeping second-hand or digital second-indicator in all clinical settings.

Students are encouraged to have at least two uniforms, each of which should be professionally fitted. All uniforms should be clean and pressed at all times. For sanitary reasons and to aid in infection control, the BSN uniform should never be worn in settings other than clinical agencies or the nursing simulation laboratory. Sweaters or cover-ups that obscure the uniform are prohibited. Undergarments must never be visible, and female students must wear a bra. Students are responsible for maintaining the BSN uniform in a clean and professional manner.

The following are the requirements for BSN uniforms, which are to be worn in all clinical settings unless otherwise instructed by GW faculty:

- Top: Yellow polo shirt with navy trim, custom embroidered with GW logo and Nursing Education. (Purchased directly from Lynford Uniforms)

- Pants: Navy pants, with elastic waist and cargo pocket. (Purchased directly from Lynford Uniforms)
- Lab Coat: Short lab coat custom embroidered with GW logo and Nursing Education. (Purchased directly from Lynford Uniforms)
- Hosiery: Clean white stockings or socks are required at all times.
- Shoes: Clean white nursing shoes (no canvas) are required in all settings. Shoes should be polished and in good repair, with clean white laces if needed. Sneakers and other athletic shoes are prohibited in all clinical environments. Only closed-toe, closed-heel shoes are permitted in clinical settings (no sandals, flip-flops, sling-backs, Crocs etc.).

Students in clinical experiences must adhere to the following guidelines regarding personal appearance:

- Hygiene: Good personal hygiene is a responsibility of each student and is respectful of patients and colleagues in the clinical environment. Students are expected to bathe regularly, to conduct proper oral hygiene, and to use deodorant to prevent offensive body odors. Scented soaps, lotions, perfumes and colognes may offend or illicit allergic responses among patients and clinical staff and should be avoided while students are engaged in clinical settings.
- Cosmetics: Make-up may be worn in moderation, applied lightly and in a non-threatening manner. Scented products and products containing glitters should be avoided.
- Nails: Artificial nails/nail tips are strictly prohibited in all clinical environments. Nails must be natural, maintained at a length no longer than the finger tip, and kept free of debris and polish.
- Hair: Mustaches and beards are permitted but must be clean, trimmed, and well-groomed. Hair must be neatly styled and groomed. Hair longer than collar-length must be pulled back from the face and secured neatly in a manner to prevent hair from falling in the face (tight pony tail, braid, or bun). Decorative clips, bows, bun pins, and other ornate hair accessories are not permitted in clinical settings.
- Headgear: Religious headwear is permitted. Other caps, hats, bandanas, and headwear are not permitted in clinical settings.
- Jewelry: Jewelry is a potential source of contamination in the clinical setting. Students must wear a watch with a sweeping second-hand or a digital second-indicator. Engagement rings and wedding bands may be worn when in accordance with the clinical site's policies. Other rings are prohibited. Pierced post-style

earrings (one per ear lobe) are permitted. Students are not permitted to wear bracelets (with the exception of a Medic Alert bracelet), chains, necklaces, drop earrings, visible body piercings/jewelry, or rings with stones in clinical environments.

- Accessories: Buttons, pins, ribbons, bracelets, pendants, or other items supporting political, social, philanthropic, or athletic causes are prohibited at all times.
- Tattoos: Tattoos are discouraged, and must not be visible during clinical experiences. Any existing tattoo must be covered by clothing when possible.
- Personal Items: Refrain from carrying purses, backpacks/shoulder bags, waist packs or valuables to clinical settings, as agencies may not be able to provide storage space for students' belongings.

Each agency has its own dress code. Students are required to adhere to the dress code of the assigned agency. Even if the agency allows staff to wear jeans, shorts, mini-skirts, t-shirts, sweatshirts, or scrubs, it is never acceptable for BSN students to wear these items during a clinical experience.

APPENDIX I

Faculty/Staff Directory

For all general inquiries, contact the appropriate faculty member or nursing@gwumc.edu

Administration

Rosemarie Brenkus, M.A.Ed, RN Coordinator, BSN Program	sonrxb@gwumc.edu 703-726-4493
Ellen Dawson, PhD, ANP Senior Associate Dean for Academic Affairs, SON	sonemd@gwumc.edu 202-994-5192
Jean Johnson, Ph.D., RN, FAAN Dean, SON	sonjej@gwumc.edu 202-994-3725

BSN Faculty

Patricia Davis, MSN, RN-BC Laboratory Director	pdfdavis@gwu.edu 703-726-4185 Lab: 703-726-1091
Whitney Hodges, MSN, RN Instructor	whodges@gwu.edu 703-726-4178
Yanika Kowitlawakul, PhD, RN Assistant Professor	ykowitz@gwu.edu 703-726-3615
Carol Lang, D.H.Sc., RN, CCRN Assistant Professor	cslang@gwu.edu 703-726-6873

Staff

Nikki Fairman Executive Coordinator, BSN Program	sonnmf@gwumc.edu 703-726-4498
Joe Velez Administrative Manager, School of Nursing	sonjdv@gwumc.edu 202-994-5192
Erina Moriarty Director of Student Services, SON/SMHS	hspemm@gwumc.edu 202-994-0437

APPENDIX II

Course Descriptions

NURS 110: Transition into the Nursing Profession (2 credits):

The historical development of nursing as a profession. Overview of the values and characteristics of professional nursing practice. Legal, regulatory, and, ethical issues: critical reasoning and evidence-based practice. Professional ethics and cultural competence. Students keep a journal as a self-reflection tool to facilitate the transition into professional nursing.

NURS 111: Health Assessment (Foundations of Nursing Practice) (3 credits):

Development of the knowledge and skills necessary for conducting comprehensive and need-specific health assessments for individuals in the context of their family and community and for determining areas in which health promotion activities should be implemented or reinforced. Students use structured interviews to elicit health histories and health practices and perform physical examinations in a systematic manner. Identification of a broad range of normal variations through practice with peers in the laboratory setting. Foundational skills of nursing practice in the laboratory setting, including physical mobility, safety, infection control, drug calculation, medication administration, and other health technologies.

NURS 113: Nursing Practice and Clinical Reasoning I: Adult and Aging Acute and Chronic Illness (10 credits):

The first of five nursing practice courses that combine didactic and clinical experience. Students are introduced to the values, knowledge and competencies that are the foundation for safe, evidence-based professional holistic nursing care of adults with common medical and surgical needs. The classroom component focuses on the expected outcomes and effects of nursing interventions with adults experiencing selected health conditions, and the loss associated with compromised health. In the clinical component students use critical thinking and effective communication skills to deliver care to adults with common medical and surgical needs.

NURS 114: Nursing Practice and Clinical Reasoning II: Adult and Aging Acute and Chronic Illness (10 credits):

Continuation of nursing interventions with adults experiencing selected psychiatric, neurologic, oncologic, endocrine, sensory, and orthopedic conditions. Didactic and clinical experience.

NURS 115: Nursing Practice and Critical Reasoning III: Maternity and Women's Health Care (3 credits):

Nursing interventions used in health promotion, risk reduction, clinical decision-making and management. Women's health issues, perinatal care of mothers and infants, and gynecological health. Men's reproductive health. Didactic and clinical experience.

NURS 116: Nursing Practice and Critical Reasoning IV: Children and Families (3 credits):

Focus on families with usual childhood issues and with children who require acute and chronic care. Working with persons of diverse backgrounds, nursing colleagues, and other members of the interdisciplinary team, students prioritize and provide nursing care in hospital and community-based settings. Didactic and clinical experience.

NURS 117: Nursing Practice and Critical Reasoning V: Epidemiology and Community Health Nursing (3 credits):

Introduction to principles of epidemiology and the roles and responsibilities of nurses in population-based health systems. Emphasis on vulnerable populations locally, nationally, and globally. Epidemiologic, demographic, economic, and environmental health factors used to identify community-oriented strategies aimed at primary, secondary, and tertiary levels of prevention. Didactic and clinical experience.

NURS 118: Pharmacology: Pathophysiology Approach (3 credits):

Examines the basic principles of pharmacology and medication administration, and applies scientific framework, biomedical factors, and physiological factors of disease processes to drug mechanisms. The course will explore body-system units and apply the nursing process to major disorders and drug class to promote safe medication administration.

NURS 119: Patient Safety and Health Care Quality (3 credits):

The processes and skills needed to provide safe, high-quality nursing care. Critical competencies for quality and safety nursing care: patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics.

NURS 120: Capstone Experience (Transition into Practice) (5 credits):

Final clinical experience will have intense medical surgical practice providing complex nursing care to culturally diverse and vulnerable populations. Specialty clinical experiences available in selected institutions.

NURS 201: Theoretical Foundations of Nursing (3 credits):

Evaluation and analysis of the theoretical foundation of nursing. Overview of various philosophical schools of thought, with emphasis on ontology and epistemology toward development of a framework for practice.

NURS 203: Nursing Leadership (3 credits):

Through a self-reflection process, students learn evidence-based leadership skills as a core competency in nursing to improve quality in patient care and strengthen nursing as a profession. Theories of leadership, skills building through mentoring and communication, team building techniques, and related topics.

NURS 270: Research Methods for Health Professionals I (3 credits):

Methodological issues of basic, applied, and clinical research. Students develop the knowledge and skills to evaluate evidence-based methods, develop research questions, and identify appropriate inquiry methodologies. Students become familiar with all elements of a research proposal, including those relating to the use of human subjects and informed consent.

CML 203: Health Information, Quality and Outcomes (3 credits):

Approaches to medical informatics to support managerial decision making, patient care, and quality improvement in clinical practices. Ethical, legal, and social dimensions of health care information technology.

APPENDIX III

2010-2011 GW Academic Calendar

(M = Mondays, T = Tuesdays, W = Wednesdays, R = Thursdays, F = Fridays)

BSN students will attend orientation during the week of August 23-27, 2010

FALL SEMESTER 2010

CLASSES BEGIN	(M) August 30
Labor Day	(M) September 6
Thanksgiving Break	(W-F) November 24-26
Last Day of Fall Semester Classes.....	(F) December 10
Make-up Classes	(T) December 7
Reading Day.....	(M) December 13
FINAL EXAMINATIONS	(T-W) December 14-22

SPRING SEMESTER 2011

CLASSES BEGIN	(M) January 10
Martin Luther King Jr. Day	(M) January 17
Presidents' Day.....	(M) February 21
Spring Break	(M-S) March 14-19
Make-up Classes	(T) April 26
Designated Monday/Last Day of Spring semester classes	(W) April 27
Reading Days	(R-F) April 28-29
FINAL EXAMINATIONS	(M-T) May 2-10
Commencement Weekend	(F-S) May 13-15

Watch the Registrar's website for upcoming calendars for Summer and Fall 2011.

APPENDIX IV

The ANA Code of Ethics

The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal professional growth.

The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

APPENDIX V

THE GEORGE WASHINGTON UNIVERSITY SCHOOL OF MEDICINE AND HEALTH SCIENCES and SCHOOL OF NURSING

*Policy and Procedures
on Criminal Background Checks (CBC) and Drug Screening (DS)
for the Health Sciences Programs*

Policy effective September 1, 2008

TITLE Criminal Background Check (CBC) and Drug Screen (DS) Policy

RATIONALE Some criminal offenses preclude students from participating in patient care. In addition, some professional licensure boards prohibit licensure for those convicted of specific offenses. Thus, students from professional programs are subject to the statutory and/or regulatory requirements independently imposed by law, or as required by affiliating entities. Students must meet any and all requirements of the clinical facility, which may be more extensive than referenced herein. Inability to participate in patient care or being subject to any other exclusion prescribed by law will preclude successful completion of the requisite curriculum. As such, affected students may not be eligible for matriculation, continuation in the program, or graduation, if applicable.

This policy is designed to provide a safe environment for patients, visitors, faculty, employees and students at The George Washington University School of Medicine and Health Sciences Health Sciences Programs (“HSP”) and its affiliated institutions. Criminal background checks (CBCs) and Drug Screens (DS) allow the Health Sciences Programs to evaluate whether students possess the character and fitness to participate in clinical education activities.

The Health Sciences Programs do not guarantee that state licensure boards will ultimately issue a license to an individual with or without a criminal record.

POLICY Policy on Criminal Background Checks (CBC) and Drug Screens (DS)

This policy applies to all Health Sciences Programs students whose program of study requires them to complete a clinical rotation.

CRIMINAL BACKGROUND CHECK (CBC)

Prospective Students:

Prospective students seeking admission to the Health Sciences Programs will be informed of this policy and its requirements will be posted on the admissions website.

New Students:

Students admitted to any Health Sciences Programs that require clinical practica will be informed of this policy and its requirements at the time of acceptance. Once admitted, students will be required to complete a criminal background check and authorize release of the results to appropriate academic and/or clinical personnel. A criminal background check will be considered a condition of acceptance and it must be completed by the end of the first month of classes.

Enrolled Students:

Students currently enrolled in Health Sciences Programs that require clinical practica will be required to complete a criminal background check and authorize release of the results to appropriate academic and/or clinical personnel before starting their next rotation. Any disruption in enrollment may require the student to undergo an additional criminal background check. Students will be required to report any criminal convictions subsequent to completion of the initial criminal background check.

DRUG SCREEN (DS)

Prospective Students:

Prospective students seeking admission to the Health Sciences Programs will be informed of this policy and its requirements will be posted on the admissions website.

New Students:

Students admitted to any Health Sciences Programs that require clinical practica will be informed of this policy and its requirements at the time of acceptance. Once admitted, students will be required to complete a drug screen and authorize release of the results to appropriate academic and/or clinical personnel. The drug screen check will be considered a condition of acceptance and it must be completed by the end of the first month of classes.

Enrolled Students:

Students currently enrolled in Health Sciences Programs that require clinical practica will be required to complete a drug screen and authorize release of the results to appropriate academic and/or clinical personnel before starting their next rotation. Any disruption in enrollment may require the student to undergo an additional criminal background check.

Students may be required to undergo additional CBCs and/or DSs during their tenure as a Health Sciences Program student, as deemed necessary by the academic and/or clinical facility. The cost of all CBCs and DSs shall be the responsibility of the student. The cost of all drug screens shall be the responsibility of the student unless the clinical facility completes the screen on site as part of an internal process. Further, the student shall be deemed responsible for completing all CBCs and DSs in a timely manner.

Failure to comply with this policy will preclude participation in clinical rotations. As a result, the student may not be able to complete the

requirements of the education program, may not be eligible for federal or state credentialing required for practice, and may be dismissed from the Program.

Failure of either the CBC or DS may preclude participation in any further clinical rotations. As a result, the student may not be able to complete the requirements of the education program, may not be eligible for federal or state credentialing required for practice, and may be dismissed from the Program. Decisions are subject to right of appeal.

All information will be retained until such time as an appeal, if any, has concluded and determination regarding continued participation in the various GW programs has been made.

Results of all background checks and drug screens shall be privileged and confidential, will be maintained in a secure place and shall not be released or otherwise disclosed to any person or agency, other than (1) individuals involved in Health Sciences Programs admissions and student services; (2) persons who have a legitimate need to know, as determined by the Senior Associate Dean of Health Sciences; (3) upon direction of a court order; (4) any affiliated entity providing clinical training; or, (5) with the written consent of the student. Records will be maintained on students until graduation or end of matriculation.

*PROCEDURES
for CBC*

1. Prospective students for any of the Health Sciences Programs requiring clinical practica will be notified through the admissions web page that if admitted they would be required to complete a criminal background check and authorize release of the results to appropriate academic and/or clinical personnel after admission.
2. Students accepted for admission will be notified that matriculation is contingent upon the evaluation and acceptable outcome of all required CBCs.
3. Once admitted, students will be notified verbally and by letter or e-mail of the deadline for completion. The School will provide students with the name(s) of vendor(s) with which the Health Sciences Programs has established reporting relationship(s). Students will be given instructions on obtaining and reporting the results of their CBC. Students will be responsible for all costs associated with completion of a criminal background check.
4. The Director of Student Services will receive certification letters for all CBCs that result in no records found and will store them in a locked file.
5. In those CBC where a record of conviction is found, the record will be screened as to severity by the vendor and the student will be notified:
 - Serious offenses (as defined in the Appendix) will result in notification of the Senior Associate Dean of the Health

Sciences Programs and the Director of Security. A decision will be made regarding continued matriculation in the Program. If it is determined that the student can continue in the Program, when placed in a clinical site, the site can request a copy of the CBC report and determine whether to accept or not accept the student. If a student is unable to be placed in a clinical facility, s/he will be unable to complete his/her educational requirements pending the outcome of an appeal, should such right be invoked.

- Minor offenses will be considered on a case by case basis. No certification letter will be issued and the student will be notified. When a student is sent to a clinical site, the site can request a copy of the CBC report and determine whether to accept or not accept the student. If a student is unable to be placed in a clinical facility, s/he will be unable to complete his/her educational requirements and will be dismissed from the Program pending the outcome of an appeal, should such right be invoked.

The student will be notified of his/her right to appeal and all information will be retained until such time as an appeal, if any, has concluded and determination regarding continued participation in the Health Sciences Program has been made.

Students claiming inaccuracies in their CBC will be referred to the entity completing the initial CBC for procedures as required by the Fair Credit Reporting Act.

Students may appeal to the Dean as described under the “Regulations on the Evaluation of Professional Comportment” in the School of Medicine and Health Sciences Bulletin.

*PROCEDURES
for DS*

1. Prospective students for any of the Health Sciences Programs that require clinical practica will be notified through the admissions web page that, if accepted, they would be notified that they will be required to complete a drug screen and authorize release of the results to appropriate academic and/or clinical personnel.
2. Students accepted for admission will be notified that matriculation is contingent upon the evaluation and acceptable outcome of all required drug screens.
3. Once admitted, students will be notified verbally and by letter or e-mail of the deadline for completion. The School will provide students with instructions on obtaining an authorized drug screen. Students will be responsible for all costs associated with completion of a drug screen.
4. The Director of Student Services will receive certifications of drug screens and will store them in a locked file.

5. In the event that a student fails a drug screen Director of Student Services will notify the Senior Associate Dean who will notify the student and appropriate Program Director. Students may also be notified directly by the vendor. At that time, the student will be notified that s/he can not be placed in a clinical facility and will be unable to complete his/her educational requirements pending the outcome of an appeal, should such right be invoked.

Any student who fails the drug screen will be notified of his/her right to appeal and all information will be retained until such time as an appeal, if any, has concluded and determination regarding continued participation in the Health Sciences Program has been made. Students claiming inaccuracies in their DS will be referred to the vendor and/or authorized laboratory completing the screen.

Students may appeal to the Dean as described under the “Regulations on the Evaluation of Professional Comportment” in the School of Medicine and Health Sciences Bulletin.

APPENDIX VI

CRIMINAL BACKGROUND CHECK REPORTING CRITERIA

Some criminal offenses preclude students from participating in patient care (i.e., Red Flags). In addition, some professional licensure boards include specific offenses which constitute those crimes for which licensure are prohibited. Several issues arising from the background check involves what constitutes a failing report and to what extent clinical sites would refuse a student based on the failed status. All felony cases listed below will be posted as a “FAIL”. In addition, each clinical facility may require more or less stringent criteria for placement.

Major Offenses (Red Flags are those that indicate clear potential threat or harm to the community - constitutes an automatic failure of the CBC and dismissal from the Program):

- Assault and related offenses when resulting in a felony
- Battery and related offenses when resulting in a felony
- Arson, Attempted Arson
- Child abuse, aggravated child abuse, neglect of a child, exploitation of a child
- Endangering the welfare of a child
- Theft and related offenses resulting in a felony
- Contributing to the delinquency or dependency of a child
- Fraud
- Credit Card Crimes; Credit Card Fraud, Credit Card Theft, Illegally use a Credit Card
- Hate Crimes and related offenses
- Sale, Distribute, Deliver controlled substances and related offenses when resulting in a felony
- Possession of a controlled substance when resulting in a felony
- Incest
- Kidnapping, False Imprisonment
- Killing of an unborn child by injury to the mother
- Lewd and Lascivious Behavior when resulting in a felony
- Murder, Maiming, Manslaughter, Attempted Murder, Attempted Maiming, Attempted Manslaughter
- Malicious Wounding, Unlawful Wounding
- Obscene literature
- Prohibited acts of persons in familial or custodial authority
- Prostitution, Sexual Solicitation
- Rape, Sexual Abuse, Sexual Assault, Incest
- Sexual Misconduct
- Sexual Assault, Sexual Battery and other Sexual Offenses
- Robbery and related offenses resulting in a felony
- Vehicular Homicide, Vehicular Assault, Hit and Run
- Breaking and Entering
- Weapon Crimes and related offenses
- Embezzlement

Minor Offenses (Yellow Flags - may not constitute and automatic failure of CBC) These will be reviewed independently and a decision will be made based on the nature of the crime and the nature of the position:

- (e.g., 10 year old charge of Possession of Marijuana, DWI, etc)

APPENDIX VII

The George Washington University Medical Center Statement regarding HIPAA Training (<http://inside.gwumc.edu/hipaa/index.htm>)

In the fall of 2002, GW initiated a multi-phase effort to assess the impact of the Health Insurance Portability and Accountability Act (HIPAA). The privacy and security components of the HIPAA legislation impact the use, transmission, and storage of protected health information (PHI).

The assessment concluded that GW is not covered by the HIPAA regulations and, therefore, is not a covered entity. HIPAA does, however, indirectly impact the University through its relationships and affiliations with a number of covered entities, particularly its affiliations with The George Washington University Hospital and Medical Faculty Associates, Inc. These impacts are most directly realized in the area of human subjects research and the required protections regarding the use of protected health information (PHI) for research purposes.

Although not a covered entity under HIPAA, GW is committed to continuing to implement privacy and security best practices in order to ensure protections to its students, faculty, and staff, served by its non-medical clinics, and University services including Student Health Services and Human Resources and Benefits. Additionally, in the Medical Center and other clinical training programs, training and exposure to HIPAA requirements orient students to ethical and professional requirements of their future internships and professional opportunities.

In its ongoing efforts to ensure the implementation of privacy and security best practices, GW has instituted these activities:

- Design and delivery of training for medical and health science students, clinicians, Institutional Review Board members and participants, and employees who may have access to Protected Health Information
- Design and delivery of training specific to computer and information professionals regarding information security best practices and protections
- Development of privacy policies and procedures for functions and departments that interact with health information
- Development of supporting security policies, procedures and protections
- Establishment of a GW Privacy Officer and Privacy Council to address privacy issues