



## STUDENT HANDBOOK ACKNOWLEDGEMENT

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I, the undersigned, understand that that there are policies specific to the BSN program. I understand that I am responsible for those policies and have been told how to access a copy of the program handbook. I further agree that the School of Nursing has the right to make necessary/needed changes in the policies and procedure here within.

I, the undersigned, have read the policy on academic honesty. I understand that I am expected submit work that is totally my own. If a faculty member authorizes a group activity, I may work with other students.

I, the undersigned, will appropriately reference all written work that is taken from the works of others.

I, the undersigned, also understand that this policy is binding on all of my work for the program including, but not limited to exams, projects, papers and presentations.

I, the undersigned, understand that violation of this policy may lead to course failure, and/or probation, suspension or permanent dismissal from the program.

### **To Be Completed by Student**

I have read and understand the Clayton State University School of Nursing Student Handbook. I will uphold the policies as outlined therein. My signature is proof of my commitment to abide by the policies of the Clayton State University School of Nursing.

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Last Name

First Name

Middle Name

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Laker ID

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Signature

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Date



## College of Health Drug/Alcohol Policy

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All dental and nursing students are expected to be free from any influence of drugs and/or alcohol while in class and during all clinical/lab experiences. All dental and nursing students must undergo drug screening prior to matriculation into the clinical portion of their majors.

Additionally, the College of Health reserves the right to require any and all students accepted into its clinical programs to submit to random drug screening upon request and at any time a student is suspected of being under the influence. Failure to comply will result in immediate dismissal from the program.

If a student is suspected of being under the influence, they will be removed from class and/or lab/clinical experiences and asked to submit to drug testing within 24 hours using the procedure described below. Admission of drug/alcohol use will result in immediate dismissal from the program and referral to University Student Affairs for possible additional disciplinary action.

If the student denies any drug or alcohol use, they must undergo drug screening, at their expense using the following protocol. If the drug screen comes back negative, the student is allowed to return to class and/or clinical experiences. If the drug screen comes back positive, the results will be reviewed by the appropriate university administrator and may result in dismissal from the program.

Students have the right to appeal any disciplinary action resulting from the drug/alcohol screen.

### To Be Completed by Student

I have read and understand the above policy.

_____ Last Name	_____ First Name	_____ Middle Name	_____ Laker ID
_____ Signature			_____ Date



**University System of Georgia**  
Creating A More Educated Georgia

## **Student Applied Learning Experience Agreement**

In consideration for participating in an applied learning experience (hereinafter referred to as the "A.L.E.") at any Facility where I may participate in such an A.L.E. (hereinafter referred to as the "Facility"), I hereby agree to the following:

1. To follow the administrative policies, standards and practices of the Facility when in the Facility.
2. To report to the Facility on time and to follow all established regulations of the Facility.
3. To keep in confidence all medical, health, financial and social information (including mental health) pertaining to particular clients or patients.
4. To not publish any material related to my A.L.E. that identifies or uses the name of the Institution, the Board of Regents of the University System of Georgia, the Facility or its members, clients, students, faculty or staff, directly or indirectly, unless I have received written permission from the Institution, the Board of Regents of the University System of Georgia, and the Facility. However, the Facility hereby grants to the Institution the right to publish Institution administrative materials such as catalogs, course syllabi, A.L.E. reports, etc. that identify or uses the name of the Facility or its members, staff, directly or indirectly.
5. To comply with all federal, state and local laws regarding the use, possession, manufacture or distribution of alcohol and controlled substances.
6. To follow Centers for Disease Control and Prevention (C.D.C.) Universal Precautions for Bloodborne Pathogens, C.D.C. Guidelines for Tuberculosis Infection Control, and Occupational Safety and Health Administration (O.S.H.A.) Respiratory Protection Standard.
7. To arrange for and be solely responsible for my living accommodations while at the Facility.
8. To provide the necessary and appropriate uniforms and supplies required where not provided by the Facility.
9. To wear a name tag that clearly identifies me as a student. Further, I understand and agree, unless otherwise agreed to in writing, that I will not receive any monetary compensation from the Board of Regents of the University System of Georgia, the Institution or the Facility for any services I provide to the Facility or its clients, students, faculty or staff as a part of my A.L.E.

Unless otherwise agreed upon in writing, I also understand and agree that I shall not be deemed to be employed by or an agent or a servant of the Institution, the Regents or the Facility; that the Institution, Regents and Facility assumes no responsibilities as to me as may be imposed upon an employer under any law, regulation or ordinance; that I am not entitled to any benefits available to employees; and, therefore, I agree not to in any way to hold myself out as an employee of the Institution, the Regents or the Facility.

I understand and agree that I may be immediately withdrawn from the A.L.E. based upon a lack of competency on my part, my failure to comply with the rules and policies of the Institution or Facility, if I pose a direct threat to the health or safety of others or, for any other reason the Institution or the Facility reasonably believes that it is not in the best interest of the Institution, the Facility or the Facility's patients or clients for me to continue. Such party shall provide the other party and the student with immediate notice of the withdrawal and written reasons for the withdrawal.

I understand and agree to show proof of professional liability insurance in amounts satisfactory to the Facility and the Institution, and covering my activities at the Facility, and to provide evidence of such insurance upon request of the Facility.

I further understand that all medical or health care (emergency or otherwise) that I receive at the Facility will be my sole responsibility and expense.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this Applied Learning Agreement; and that I, or my parent and/or guardian, have read carefully and understand the above Applied Learning Experience Agreement; and that I have freely and voluntarily signed this "Applied Learning Experience Agreement".

This the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Witness Signature

Name: \_\_\_\_\_  
(Please print)

Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Parent/Guardian Signature  
(if applicable)

\_\_\_\_\_  
Witness Signature

Name: \_\_\_\_\_  
(Please print)

Name: \_\_\_\_\_  
(Please print)



University System of Georgia

Creating A More Educated Georgia

## Authorization for Release of Records and Information

TO: The Board of Regents of the University System of Georgia or any of its member Institutions (hereinafter referred to as the "Institution"), and any Facility where I participate in or request to participate in an applied learning experience (hereinafter referred to as the "Facility").

RE: \_\_\_\_\_  
(Print Name of Student)

As a condition of my participation in an applied learning experience and with respect thereto, I grant my permission and authorize The Board of Regents of the University System of Georgia or any of its member institutions to release my educational records and information in its possession, as deemed appropriate and necessary by the Institution, including but not limited to academic record and health information to any Facility where I participate in or request to participate in an applied learning experience, including but not limited to the Facility (hereinafter referred to as the "Facility"). I further authorize the release of any information relative to my health to the Facility for purposes of verifying the information provided by me and determining my ability to perform my assignments in the applied learning experience. I also grant my permission to and authorize the Facility to release the above information to the Institution. The purpose of this release and disclosure is to allow the Facility and the Institution to exchange information about my medical history and about my performance in an applied learning experience.

I further understand that I may revoke this authorization at any time by providing written notice to the above stated person(s)/entities, except to the extent of any action(s) that has already been taken in accordance with this "Authorization for Release of Confidential Records and Information".

I further agree that this authorization will be valid throughout my participation in the applied learning experience. I further request that you do not disclose any information to any other person or entity without prior written authority from me to do so, unless disclosure is authorized or required by law. I understand that this authorization shall continue in force until revoked by me by providing written notice to the Institution and the Facility, except to the extent of any action(s) that has already been taken in accordance with this "Authorization for Release of Records and Information".

In order to protect my privacy rights and interests, other than those specifically released above, I may elect to not have a witness to my signature below. However, if there is no witness to my signature below, I hereby waive and forfeit any right I might have to contest this release on the basis that there is no witness to my signature below. Further, a copy or facsimile of this "Authorization for Release of Records and Information" may be accepted in lieu of the original.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this "Authorization for Release of Records and Information"; and that I, or my parent and/or guardian, have read carefully and understand the above "Authorization for Release of Records and Information"; and that I have freely and voluntarily signed this "Authorization for Release of Records and Information".

This the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Witness Signature

Name: \_\_\_\_\_  
(Please print)

Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Parent/Guardian Signature  
(if applicable)

\_\_\_\_\_  
Witness Signature

Name: \_\_\_\_\_  
(Please print)

Name: \_\_\_\_\_  
(Please print)



## Affirmation of Ability to Complete Core Performance Standards

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The list of Core Performance Standards is documented to provide students with information related to skills required in the performance of duties of the professional nurse as well as to assess your ability to complete such duties. These standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at this University. Persons interested in applying for admission to the nursing program should review the core performance standards to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program.

These core performances are based on guidelines proposed by the Southern Regional Education Board (SREB) and National Council of State Boards of Nursing. The University complies with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Therefore, the University will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

### To Be Completed by Student

I would require the following accommodation(s):

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I have read and understand the technical standards of the Baccalaureate Nursing Program and possess the ability to successfully complete the program.

_____ Last Name	_____ First Name	_____ Middle Name	_____ Laker ID
_____ Signature			_____ Date



## BLOOD BORNE PATHOGEN EXPOSURE

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### REVIEW OF GENERAL PROCEDURE

In the event of exposure to any type of **Blood Borne Pathogen**, these guidelines are recommended:

1. Immediately remove the substances from the area of contact with soap and water. If mucous membranes are exposed, flush the area thoroughly with water and an antiseptic agent.
2. If exposure occurs on-campus, first-aid treatment may be rendered by available and qualified health care providers in the CSU University Health Services during clinic hours. (*After hours: Please seek consultation with appropriate Faculty member to go over the **Blood Borne Pathogen** procedures*) If exposure occurs at an off-campus facility, follow the protocols of the host clinical agency, then immediately notify on-site CSU faculty member and upon return to campus proceed as follows.
3. Following first-aid treatment, report to the Office of Public Safety to complete an accident/ injury report which will be forwarded to the University Health Services for processing.
4. Review treatment options with a health care provider in the Clayton State University Health Services who will track incident and provide follow-up counseling.

### TREATMENT OPTIONS AND RECOMMENDATIONS

If you are exposed to any type of **Blood Borne Pathogen**, you have several treatment options available. Your Primary health care provider will help you decide the course of treatment right for you. If the student does not have a primary health care provider they can visit a Concentra Urgent Care facility at either the Morrow location, 1368 Southlake Plaza Drive, Morrow, GA; or the Airport North location, 3580 Atlanta Avenue, Hapeville, GA. The Clayton State University Health Services recommends you contact your primary health care provider or the public health department for all medical treatments and follow-up care. The following treatment regiment is recommended by the Center for Disease Control and Prevention (CDC):

1. HIV Post-Exposure Prophylaxis (PEP): Antiviral Medications such as ZDV (Zidovudine) and Lamivudine (3TC) or Stavudine (D4T) and Didanosine (DDI) may be used. For details call Clinicians' Hotline at (888) 448-4911 or visit the CDC: <http://www.cdc.gov/ncidod/dhqp/bp.html>
2. HIV Basic Treatment Regimen: Medications such as ZDV and 3TC (available as Combivir) or 3TC and D4T may be used.
3. HIV Testing: (within hours) or STAT, 6 weeks, 12 weeks, and 6 months.
4. Hepatitis A, B, C Panel; HBIG, if indicated, and HBV series if non-immune.
5. The source of exposure should be tested for HIV and Hepatitis A, B, C panel.

### To Be Completed by Student

I have read and understand the above treatment recommendations related to **Blood Borne Pathogen Exposure**.

_____ Last Name	_____ First Name	_____ Middle Name	_____ Laker ID
_____ Signature			_____ Date





**STATE OF GEORGIA  
COUNTY OF CLAYTON**

**CONSENT, RELEASE WAIVER OF LIABILITY, AND COVENANT NOT TO SUE**

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(READ CAREFULLY BEFORE SIGNING)

The undersigned hereby intends to voluntarily participate in a program of study through the School of Nursing at Clayton State University (herein after referred to as the Program) and acknowledges that participation in said Program, and travel to and from this Program may involve inherent risks of physical injury, including but not limited to death or loss of personal property and hereby assumes an such.

NOW, THEREFORE, the undersigned (for myself, my heirs, executors, administrators, and assigns) hereby agrees, for the sole consideration of the enrichment I expect to derive from the Program and for consideration of Clayton State University allowing my participation in the Program and/or arranging travel to and from the Program, to waive, release, hold harmless, covenant not to sue, and forever discharge Clayton State University and the Board of Regents of the University System of Georgia, and their members individually, and their officers, agents and employees from any and all claims, demands, rights, causes of action actions, judgments, costs and expenses, or other liability of whatsoever kind or nature resulting from my participation in or growing out of or in any way connected with this Program either arising before, during and/or subsequent to the Program, including but not limited to any and all, known and unknown, foreseen and unforeseen, bodily and personal injuries, including death; damage to property; and the consequences thereof.

I understand that the acceptance of this Consent, Release, Waiver of Liability, and Covenant not to Sue by the Board of Regents of the University System of Georgia shall not constitute a waiver, in whole or in part, of sovereign immunity by said Board, its members, officers, agents, and employees.

I further understand that if I elect to drive any vehicle during the Program and/or travel to and from the Program, I win be personally responsible and liable for all damages and injuries arising therefrom, to the extent that said liability, damage and/or injury is not covered by the Georgia State Tort Claims Act.

I hereby certify that I am 18 years of age or older, or my parent or guardian has signed below-, that I am suffering under no legal disabilities, and that I, or my parent and/or guardian, have read and understand the above Consent, Release Waiver of Liability, and Covenant Not to Sue carefully before signing and agree to be bound by its terms.

**To Be Completed by Student**

IN WITNESS WHEREOF, I have hereunto set my hand and seal this document:

_____ Last Name	_____ First Name	_____ Middle Name	_____ Laker ID
_____ Signature			_____ Date



## College of Health Health Insurance Policy

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The Clayton State University College of Health adheres to the University System of Georgia Student Health Insurance Policy (USG-SHIP). This policy requires students in health related programs to carry proof of health insurance coverage.

I understand that it is my responsibility to:

- have proof of health insurance coverage prior to enrollment in clinical courses
- be able to produce proof of coverage on demand, both on-campus and at off-campus clinical sites
- continue health insurance coverage throughout my tenure in the BSDH/BSN program

I understand that per University System of Georgia guidelines, I will be automatically enrolled each semester in a discounted group health insurance plan:

- fees will be added to my student account each fall and spring/summer
- students with private health insurance can submit waiver; upon approval fees will be dropped from student account

### To Be Completed by Student

_____ Last Name	_____ First Name	_____ Middle Name	_____ Laker ID
_____ Signature			_____ Date



## School of Nursing Honor Code

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I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others.

I have received a copy of the policy on academic honesty, have read it and understand the implications and penalties for violations of said policies. The definitions of academic dishonesty have been reviewed with me and I have had the opportunity to discuss any concerns or questions with a representative of the School and gain clarification.

I understand that violation of this policy may lead to course failure, and/or probation, suspension or permanent dismissal from the program.

As a student of Clayton State University School of Nursing, "I commit to uphold the ethical principles of the American Nurses' Association Code of Ethics for Nurses in the classroom, clinical area and during any activity or event associated with the School of Nursing. I commit to conduct myself in a manner that will uphold the essential nursing values and principles of altruism, equality, aesthetics, freedom, human dignity, justice, truth, and caring. I pledge to assume responsibility and accountability for all written assignments and verbal and written communications. I agree that I am responsible for the academic integrity of my work and will not misrepresent any work or receive unauthorized assistance. The work that I complete will be my own and any cited work by another author will be given proper credit. I know cheating and plagiarism are not tolerated and I support consequences for participating in such activities. I pledge to uphold the Academic Honesty and Integrity Policy. I will report students who choose not to preserve the Honor Code of the School of Nursing. Failure to report a violation, in itself, is a violation of the Honor Code. Any student who reports an act of misconduct will be protected from repercussions and his/her confidentiality will be maintained within the guidelines of the Academic Honesty and Integrity Policy.

I have read and understand the Honor Code of Clayton State University School of Nursing. I will uphold the Honor Code and Academic Honesty Policy. My signature is proof of my commitment to abide by this Honor Code and the Academic Honesty Policy of the Clayton State University School of Nursing.<sup>1</sup>

### To Be Completed by Student

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Last Name

First Name

Middle Name

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Laker ID

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Signature

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Date

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<sup>1</sup> Adapted from Blessing-Rieman College of Nursing

## Clayton State University Simulation Center Confidentiality Statement/ Photography Release

### Confidentiality

Clayton State University School of Nursing supports the University Honor Code and maintains School of Nursing policies.

Students are expected to keep all events, procedures, and information used in conjunction with the simulation lab strictly confidential. This includes patient history information obtained prior to the actual simulation experience, as well as information obtained and used in the pre- and post-conferences. Simulations will not be discussed with other students in order to maximize learning opportunities.

Information is to be treated as for real patients and confidentiality for simulated patients' health information should be treated as it is for HIPAA.

Students are to maintain confidentiality about any observations made or the performance of individuals during the simulation experience. Simulation includes use of high-fidelity manikins, medium-fidelity manikins, task trainers, and simulated situations such as medication administration.

Students *may not* video or audio record simulation experiences, actual lab experiences, or clinical experiences, or store recorded information on personal devices, nor transmit recordings, information, or data.

### Photography Release

During simulated experiences recording may be used for debriefing and for educational purposes.

Students, staff, and faculty may be recorded for the purpose of education, research, and/or quality improvement projects.

During simulation visitors may be authorized to observe if granted permission by the School of Nursing. Recorded student videos, photos, or media may be used in publications, proceedings, and/or conferences for educational or instructional purposes only.

*I have read the statements above, understand them, and will abide by them. I agree to allow Clayton State University to record and/or photograph my performance in the simulation lab for teaching purposes. I understand any photos or videos are the property of Clayton State University and agree to the use of any versions of recorded media from the Simulation Center as stated above. I waive all claims relating to rights of privacy, rights of publicity, confidentiality, copyright, and any other such claims against Clayton State University and/or the School of Nursing, or any other person or entity.*

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Last Name

First Name

Middle Name

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Laker ID

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Signature

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Date

## Clayton State University Model Release Form



### Model Release

I hereby give Clayton State University the absolute right and permission to copyright and/or publish, or use photographic portraits or pictures of me, in which I may be included in whole or in part, or composite, in conjunction with my own or fictitious name, or reproductions thereof in color or otherwise, for the purposes of marketing, advertising, and promotion of Clayton State University, or any other lawful purpose whatsoever.

I hereby waive any right that I may have to inspect and/or approve the finished product or the copy that may be used in connection therewith, or the use of which it may be applied.

I hereby release, discharge, and agree to save Clayton State University from any liability by virtue of any use in composite form, whether intentional or otherwise, that may occur or be produced in the publication of said photographs. I understand that editorial copy may accompany these photographs.

I certify that I am over 18 years of age and that I am possessed of full and legal capacity to execute the forgoing authorization.

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Name (Print)

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Signature

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Witness

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Date