



**TEXAS CHRISTIAN UNIVERSITY – HARRIS COLLEGE  
OF NURSING AND HEALTH SCIENCES**

Name (Last, First), *please print* \_\_\_\_\_

Semester \_\_\_\_\_

Course Number \_\_\_\_\_

Section Number \_\_\_\_\_

I have completed the required reading of the selected TCU nursing policies and procedures, which are found in the NURS-BSN Student Handbook. I understand that if I have questions, I should ask my course faculty for clarification or information. My initials and signature indicate I am aware of and agree to adhere to and consistently implement the nursing policies and procedures.

(Please **initial** each individual item and then sign and date the Signature Form.)

- \_\_\_\_\_  
Initials      1). Professional Conduct Statement
- \_\_\_\_\_  
Initials      2). Unsafe Nursing Practice
- \_\_\_\_\_  
Initials      3). Policies and Procedures Related to HIPPA
- \_\_\_\_\_  
Initials      4). Use of Standard Precautions
- \_\_\_\_\_  
Initials      5). Student Confidentiality Agreement

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

\_\_\_\_\_  
Student initials

\_\_\_\_\_  
Date

## PROFESSIONAL BEHAVIOR

---

The Harris College-Nursing major is expected to display professional behaviors that are conducive to the practice of professional nursing at all times. Professionalism is a concept that embraces conduct, attitudes, values, and standards relating to the practice of a professional. Professionalism in nursing can be witnessed in individual and collaborative practice and organizational participation. The nursing students are expected to incorporate into their behavior the TCU Student Code of Conduct and the policies and regulations as established by the following regulatory bodies:

1. American Nurses' Association (ANA) Code of Ethics for Nurses
2. Nurse Practice Act—Texas Statutes Regulating the Practice of Nursing ([www.bon.state.tx.us](http://www.bon.state.tx.us))
3. American Hospital Association Bill of Rights
4. National Student Nurses' Association, Inc.—The Student Bill of Rights and Responsibilities

### Professional Conduct Statement

The faculty of Harris College-Nursing expect professional nursing students to conform to the standards of nursing practice as stated in the Texas Statutes Regulating the Practice of Professional Nursing (may be downloaded/printed from the following site: <http://www.bon.state.tx.us/nparr.htm>). The term unprofessional conduct is described as any act, practice or omission that fails to conform to the accepted standards of the nursing profession. Unprofessional conduct includes but is not limited to the following:

1. Failing to assess and evaluate a patient's/client's status or failing to institute nursing intervention which might be required to stabilize a patient's/client's condition or prevent complications.
2. Knowingly or consistently failing to accurately or intelligibly report or document a patient's/client's symptoms, responses, progress, medications, and/or treatments.
3. Knowingly or consistently failing to make entries, destroying entries, and/or making false entries in records pertaining to the giving of narcotics, drugs, or nursing care.
4. Appropriating medications, supplies, equipment, or personal items of the patient/client or employer.
5. Failing to administer medications and/or treatments in a responsible manner.
6. Performing or attempting to perform nursing techniques and/or procedures in which the nursing student is unprepared, unsafe, and/or without appropriate supervision.
7. Violating the confidentiality of information or knowledge concerning the patient/client except where required by law.
8. To cause, suffer, permit, or allow physical or emotional injury to the patient/client or failing to report same in accordance with the incident reporting procedure in effect where the nurse is employed or working.
9. Leaving a nursing assignment without notifying appropriate personnel.
10. Failing to report to the Board or the appropriate authority in the organization in which the nurse is working, within a reasonable time of the occurrence, any violation or attempted violation of the Texas Nurse Practice Act or duly promulgated rules, regulations, or orders.
11. Expressly delegating nursing care functions or responsibilities to a person who lacks the ability or knowledge to perform the function or responsibility in question.

Failure to meet these standards will result in a failing grade for the clinical course.

## **Unsafe Nursing Practice**

**Definition:** Unsafe nursing practice is defined to include, but is not limited to, the following behaviors of a nursing student:

- Allowing own value system to interfere with client care/well being.
- Demonstrating lack of acceptable or safe nursing judgment in performing nursing interventions.
- Engaging in activities for which the nursing student is not academically prepared or which exceed the nursing student's own limitations.
- Engaging in activities that do not fall within the realm of standardized nursing practice and endangers patients.
- Recording and/or reporting client-care data and/or nursing interventions inaccurately or fraudulently, or failing to record and/or report data.
- Appropriating medications, supplies, equipment, or personal items of the patient/client or employer.
- Endangering the welfare of the client. Examples of behaviors:
  - (1) Reporting to practicum under the influence of alcohol.
  - (2) Reporting to practicum under the influence of drugs or other substances that hamper proper functioning in their responsibilities.
  - (3) Reporting to practicum when physically or mentally unsafe to assume care whether due to sleep deprivation, infectious disease, extreme stress, or any other condition.
  - (4) Failing to administer medications and/or treatments in a responsible manner, which includes having adequate knowledge of the drug.
  - (5) Violating the confidentiality of information or knowledge concerning the patient/client except where required by law.
  - (6) Leaving a nursing assignment without notifying appropriate personnel.
  - (7) Failing to provide a safe environment.
- Failing to comply with institutional policies and procedures in implementing nursing care.

## **Code of Ethics for Nurses**

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. 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.
5. 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 and professional growth.
6. 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.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

TCU, HARRIS COLLEGE-NURSING

**Unsafe Nursing Practice**

I, \_\_\_\_\_ have read and understand the Unsafe  
PRINT full name

Nursing Practice policy in the *TCU, Harris College Nursing Student Handbook*. I understand that, while not specifically stated in the policy, errors in judgment underlie the behaviors that endanger the welfare of the client. Examples of errors in judgment may include giving a medication without following the "5 Rights" or performing a treatment or procedure at the direction of a client, staff nurse, nurse manager, or a physician without first clarifying directions with the clinical preceptor before I intervene. I have had an opportunity to have my questions concerning unsafe nursing practice answered. I understand that a violation of this policy will lead to a grade of no credit (failure) in the course and immediate withdrawal from the clinical practicum.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

TCU, HARRIS COLLEGE-NURSING

**STUDENT POLICIES: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)  
Policies: Access, Use, and Protection of Health Information  
obtained during the course of Clinical Education**

1. All students must sign a *Harris College-Nursing Confidentiality Statement* prior to accessing patient files in any agency used for clinical education.
2. All student documents related to patient assignments (journals, care plans, papers, assignment sheets, etc) must be protected to assure privacy of the patient(s) information by de-identifying the health information. Your course faculty will tell you the de-identification method to be used.
3. Students should maintain the de-identification of health information when communicating with faculty, one another, or any other entity through any means including electronic means.
4. Any documents submitted to faculty should contain no protected health information (PHI) or the information should be de-identified. For example: course papers, care plans, interview information, etc.
5. If protected health information is re-identified for any reason, it is deemed to be protected health information and is subject to the applicable privacy protections. The student is responsible for maintaining the security of the re-identified information.
6. Per the TCU-Clinical Agency Identity Verification Policy, only students wearing the approved TCU identification badge will be granted access to patient information by the clinical agency.
7. Student IDs are to be worn in a visible location on the uniform, street clothing, or scrubs when representing self as a TCU student nurse. The ID is not to be worn at any other time, such as during a work shift in a hospital setting.
8. There should be no disclosure of PHI of patients by Harris College-Nursing students. A student should consult the course faculty if a student has a question about PHI related to disclosures required by law, disclosures for public health activities, disclosures about victims of abuse, neglect or domestic violence; law enforcement purposes, disclosures about decedents, disclosures for cadaver organ, eye, tissue donation, disclosures to avert a serious threat to health or safety, disclosures for specialized government functions, disclosures for workers' compensation.
9. If documents containing PHI are in use by students (for example, in the hospital unit, Harris College-Nursing computer lab, etc.) the document(s) must be shielded so others may not see the information. If the person using the documents leaves the room, the documents must not be left on top of the desk for others to see. Locking the documents in a secure file is recommended.
10. If faxing, copying or printing documents containing PHI it is the user's responsibility to assure protection of the PHI.
11. Documents containing PHI should only be shredded by the person authorized to have the PHI.

## **Policy: HIPAA Regulations and Harris College-Nursing Research and/or Professional Projects**

1. Any student research or professional projects should maintain the protection of health information collected during the duration of the project by including no identifying patient information on project instruments. If a code is used to re-identify the participant information, the codebook must be maintained in a locked, secured file. If an informed consent document is signed, the documents should be maintained in a locked, secured file apart from any patient/subject information. Informed consent documents should be submitted to the Harris College-Nursing Administrative Office at the end of the project. The documents will be stored according to TCU Safeguards in Human Research guidelines.
2. In the event protected health information collected during a research project was disclosed, the student and the student's committee chairperson should report the disclosure to the Harris College-Nursing Privacy Official. The Privacy Official will determine if a disclosure of PHI was made for 50 or more individuals involved in a research project. If so, an accounting of the disclosure should include the following: a) name of research activity b) a description of the project in plain language including the purpose for the research and selection of criteria for the records c) a description of the type of PHI disclosed d) the date or period of time of the disclosure e) name, address and phone number of the sponsor of the research f) the name of the researcher to whom the PHI was disclosed g) a statement that the PHI of the individual may or may not have been disclosed during the research activity.

If there were fewer than 50 individuals involved in the research, the Privacy Official must provide an accounting for every disclosure of PHI for each individual whose PHI was disclosed.

In addition, if an individual involved in a research study of 50 or more individuals requests an accounting for the disclosure of PHI pertaining to the individual, the Privacy Official must make a reasonable attempt to satisfy this request.

### **HIPAA Privacy Official**

1. The Director of the nursing program is the Privacy Official, but may delegate his or her duties to others if so desired. The appointment is continuous and will transfer when and if a new Director is named.
2. The duties of the Privacy official include: a) Maintaining program compliance with HIPAA regulations b) developing Harris College-Nursing policies and procedures related to HIPAA regulations c) maintaining documentation of complaints and sanctions d) overseeing HIPAA training program.
3. The chain of command under the Director of the nursing program, as the Privacy Official is student to faculty, faculty to lead teacher of course (if applicable), and faculty/lead teacher to Director. At times it may be appropriate for the student and faculty/lead teacher to meet simultaneously with the Director.

**Policy: Required Training Regarding HIPAA  
Regulations and Policies for All Harris College-Nursing Students**

1. All Harris College-Nursing students enrolled in practicum courses for the first time will complete a training program regarding HIPAA regulations and policies during the first week of the academic semester. Each will be asked to sign a form indicating understanding of the Harris College-Nursing policies and procedures related to HIPAA and the *Harris College-Nursing Confidentiality Statement*.
2. If a breach in confidentiality occurs, the student will complete a retraining program as soon as possible following the incident.
3. All students will complete retraining within one month following a significant change in privacy practices.

**Policy: Sanctions for Violating Harris College-  
Nursing Policies and Procedures related to HIPAA**

1. A complaint regarding a breach in patient privacy may be brought to the Privacy Official with the assurance that no retaliatory measures will be taken against the person bringing the complaint.
2. The Privacy Official will document the complaints received and their disposition and maintain the document in a locked, secured file.
3. Students who violate the protection of health information are subject to sanctions, which may include, but are not limited to: unit or course grade reduction; failure of course; suspension from program.

Effective Fall 2003, Policy in Student Handbook

TCU, HARRIS COLLEGE-NURSING

**Student Completion of Training Regarding Harris College-Nursing  
Policies and Procedures Regarding HIPAA**

I have completed the required reading of the Harris College-Nursing policies and procedures regarding HIPAA. I understand that if I have questions I should ask my course faculty for clarification or information.

---

Student signature

---

Date

Effective fall 2003

Clinical Course Faculty will initiate and collect student completed forms during course orientation.  
The completed form is to be placed in student's file in Harris College-Nursing's administrative office.



9. 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.

© American Nurses Association

## BLOODBORNE PATHOGENS EXPOSURE

---

### Prevention

1. Any exposure to bloodborne pathogens during practicum should be reported immediately to the faculty and the person in charge on the unit, and the individual(s) must follow that institution's policy regarding bloodborne pathogen exposure.
2. If post-exposure procedures are not available to the involved individual, the student/faculty should go immediately to Harris Methodist Fort Worth Employee Health Department. Employee Health procedures will be available through Harris Emergency Department if it is after hours.
3. Student **must immediately notify** the faculty of any exposure no matter how small it might be.
4. Incident reports are to be completed by the faculty member and student(s) involved at the facility and at TCU Harris College-Nursing (copy forwarded to TCU Health Center).
5. TCU policy is located in Director's office.