

TEXAS CHRISTIAN UNIVERSITY
HARRIS COLLEGE OF NURSING &
HEALTH SCIENCES

**GRADUATE NURSING
STUDENT HANDBOOK**



Harris College
of Nursing & Health Sciences

Nursing

Revised 2016

Table of Contents

	Page
Welcome	1
TCU Nursing Mission, Philosophy, Program Goals & Student Outcomes.....	1-2
Accreditation, Certification and Licensure	2
Student Abilities	2-3
Change in Health Status	3
Student's Responsibility.....	3
Mid-semester Grades	4
Program Objectives	
MSN Program Objectives	4
DNP Program Objectives.....	4
Graduate Nursing Enrollment and Progression Policies	
Progression Policy	4-5
Program Interruptions for Life Events Policy	5
Residency Policy.....	5
Transfer Credit Policy	5
Intent to Graduate Policy	6
Expectations of Graduate Nursing Students in Concepts and Practica Courses	
Attendance in Online Classes.....	6
Attendance in Clinical Practica	6
University Emergencies and Closures	6-7
Examinations	7
Quizzes/Study Questions/Assignments	7
On-Campus Intensives (OCIs).....	7
Medication Administration	7
Professional Attire, Behavior	7-8
Professional Conduct Statement.....	8-9
Unsafe Nursing Practice.....	9
Code of Ethics for Nursing	9-10
Student Fees.....	10
Required Health Insurance.....	10
Immunizations and Documentation required prior to enrollment in Clinical Courses.....	10-11
HIPAA Policies	11-14
Student Confidentiality Agreement Statement.....	14
Use of Standard Precautions Policy for Bloodborne Pathogen Exposure	14
Criminal Background Check and Drug Testing Policy and Consequences	14-16
Guidelines for Use of Clinical Preceptors for Student Experiences: Preceptor, Faculty and Student Responsibilities	16-18
Criteria for Selection of Clinical Facilities for Graduate Students.....	19
Guidelines for Management of Incidents and Medication Errors	19
Student Clinical Forms	
Acknowledgement of TCU Nursing Policies & Procedures: Student Signature Form	20
Clinical Preceptor Agreement	21
Informed Consent and Assumption of Risk Form.....	23

WELCOME

Welcome to Texas Christian University (TCU) and the Harris College of Nursing and Health Sciences (HCNHS) Graduate Nursing Program. During the next several semesters you will learn the art and science of professional nursing, gaining career skills designed to carry you well into the 21st century. The TCU-Nursing Graduate Student Handbook contains the policies and procedures that apply to nursing students at TCU. The Handbook also introduces the standards of professional nursing. In order for TCU-Nursing to provide the best educational preparation for you, all of us—faculty, staff, and students—are accountable for the information contained in this handbook.

We value your choice to become a student in our program, recognizing the privilege and responsibility you have granted us. Welcome to TCU-Nursing.

TCU NURSING PROGRAMS

The TCU Nursing Program endorses the Mission and Vision of TCU. The specific vision of the program is to uphold academic and practice environments that foster excellence in professional nursing. The mission of the program is to promote health by liberally educating ethical nurse leaders who provide competent, evidence-based care and by advancing scholarship that informs the discipline and practice of nursing (Accepted September 9, 2010). TCU Nursing Program is dedicated to professional nursing education based on a foundation of liberal arts, sciences, and humanities and to the promotion of an environment that encourages lifelong learning. The Harris College of Nursing & Health Sciences further affirms to enhance the human condition by preparing graduates who think and practice as ethical leaders, and advancing knowledge of health and human development with the global community.

Philosophy

The faculty of TCU-Nursing, an academic unit of TCU, affirms that individuals are holistic beings who possess inherent worth. The faculty believes that the education of the professional nurse should prepare a graduate who exhibits qualities of mind and character that are necessary to live a fulfilling life, act in the public interest locally and globally, and promote health and the nursing profession. The teaching/ learning process is multidimensional and interactive, involving affective, cognitive and psychomotor changes. **A liberal educational foundation assists persons** to think critically and to seek improvement in themselves, the profession, and society. A liberal education provides the **basis for the development of core competencies and knowledge of professional nursing**. The TCU-Nursing faculty embraces the professional values of altruism, autonomy, human dignity, integrity, and social justice. Nursing practice, conduct, and relationships are guided by professional standards and the ANA Code of Ethics. Sound clinical judgments characterize the practice of the professional nurse in providing safe, humanistic care of individuals, families, and groups in and across diverse environments.

Portions of the above are based on the current *Essentials of Baccalaureate Education for Professional Nursing Practice*, published by the American Association of Colleges of Nursing (1998), Washington, DC.

TCU Nursing Program Goals

The program goals of TCU-Nursing are as follows:

- Prepare graduates who are competent to meet the unique, multiple, and complex human health needs of a global society.
- Promote values and behaviors that encourage respect for diversity, acknowledge human worth and dignity, and support professional nursing practice.
- Foster an appreciation for the necessity of learning, thinking critically, and continuing to

- grow personally and professionally.
- Contribute to the nursing profession and to society by engaging in scholarship, leadership, and service.
- Support the University's mission, vision, core values, and goals.

Expected TCU Nursing Student Outcomes

1. Demonstrate effective oral and written communication skills.
2. Provide health education to facilitate informed choices by clients and positive health outcomes.
3. Apply the nursing process to organize and provide comprehensive, holistic nursing care.
4. Use information and health care technology to enhance nursing practice.
5. Analyze health care systems, policies, and global issues impacting health care.
6. Incorporate legal, ethical and professional standards in one's own professional nursing practice.
7. Use evidence as a basis for professional nursing practice.
8. Participate as a member of the interdisciplinary health care team.
9. Manage resources to promote effective client outcomes.
10. Demonstrate ethical leadership and responsible citizenship through leadership and service activities.

Accreditation and Licensure

The TCU Nursing Program, enabled by a trust fund established by the late Dr. Charles Houston Harris, was organized as an academic unit of TCU in 1946. The College achieved national accreditation in 1952 and has remained fully approved by the Board of Nursing for the State of Texas, P.O. Box 430, Austin, TX 78767-0430, 512-305-7400. In addition to BON approval, the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC, 20036-1120, 202-887-6791, granted full accreditation in April 2001. Accreditation has been maintained for all programs.

STUDENT ABILITIES

In support of the 1973 Americans with Disabilities Act the faculty of TCU Nursing has defined the scope of nursing as it applies to the disabled or rehabilitating student.

To enter, remain and progress in the nursing program, all students must have the following abilities. Examples of abilities listed below are not inclusive.

- Students must have sufficient physical mobility to travel independently to and within hospitals, homes, clinics, schools, and other health-related agencies. They must have the gross and fine motor capability to provide safe care to clients independently. This requires the ability to sustain work requiring delivering services at the bedside, standing/walking for 8-12 hours, traveling independently, reaching, bending, lifting up to 50 pounds, and quick movements.
- Students must have sufficient tactile and manual dexterity to (a) accurately manipulate equipment, (b) complete a physical assessment (palpation, percussion, auscultation), (c) prepare and administer medications, (d) legibly print dates and times on medication vials, (e) perform cardiopulmonary resuscitation, (f) use a computer keyboard, (g) legibly and accurately document nursing care, and (h) perceive attributes of objects such as dimension, shape, temperature or texture.

- Students must have sufficient visual acuity to (a) observe subtle changes in clients' conditions, (b) accurately read medical records and orders, (c) accurately read a computer monitor screen, and (d) legibly and accurately document nursing care.
- Students must have the auditory acuity with and without background noise that enables them to assess the physical status of a client (breath sounds, heart sounds, etc.).
- Students must possess sufficient sensory function to recognize alarm and telephone signals.
- Students must have sufficient receptive, written and oral communication skills to accurately receive, read, interpret and comprehend the English language in written and verbal forms in order to (a) to communicate effectively and professionally with clients, faculty, staff, and peers from a variety of social, emotional, cultural and intellectual backgrounds; (b) teach clients and families; (c) accurately document, interpret, and comprehend nursing interventions and actions and client responses; and (d) communicate data about clients in a timely manner.
- Students must have sufficient emotional stability and cognitive skills to (a) process information in a reasonable amount of time; (b) make clinical judgments accurately; (c) identify cause and effect relationships in clinical situations; (d) establish and maintain appropriate relationships with clients, faculty, staff, and peers; and (e) have adequate environmental awareness in multiple, complex settings that may be stressful and noisy and may be potentially harmful. This includes exposure to communicable diseases, personal injury, death of patients, and violence in the workplace.

TCU provides reasonable accommodations for each student who has a physical, medical, psychological or learning disability. If you have a disability, and have not submitted information concerning that disability to the university, please contact the Coordinator for Students with Disabilities as soon as possible. For more information regarding disabilities services, contact:

Center for Academic Services
Texas Christian University
TCU Box 297710
Ft Worth, TX 76129
817-257-7486

CHANGE IN HEALTH STATUS

Students who experience a change in their health status that may affect their ability to function safely or meet course objectives in the practicum and/or classroom setting must notify their assigned faculty. The faculty member may require documentation from the student's health care provider indicating the student's functional abilities and/or limitations.

STUDENT'S RESPONSIBILITY

The faculty and academic advisers are available to help students understand and meet academic requirements for a degree, but the students themselves are responsible for understanding and fulfilling the requirements. The degree cannot be awarded until all requirements as defined by the TCU Catalog are met. It is essential that each student become familiar with all requirements and remains informed throughout the program.

MID-SEMESTER GRADES

After mid-semester grades are received, the faculty will identify students with unsatisfactory progress in any course. Students will be sent an academic and/or clinical warning letter from the Registrar. It is the student's responsibility to seek the assistance necessary to successfully complete the course in question.

PROGRAM OBJECTIVES

MSN Program Objectives

1. Demonstrate competence to meet the unique, multiple, and complex human health needs of a global society.
2. Advance a culture of excellence through lifelong learning.
3. Build and lead collaborative interprofessional care teams.
4. Navigate and integrate care services across the healthcare system.
5. Design innovative nursing practices.
6. Translate evidence into practice.
7. Utilize scientific knowledge to evaluate new and current approaches in nursing practice and healthcare delivery to promote optimal outcomes.
8. Employ ethical principles to decision-making in healthcare practices and systems.

DNP Program Objectives

1. Demonstrate advanced levels of clinical judgment and scholarship in nursing practice.
2. Utilize scientific knowledge to evaluate new and current approaches in nursing practice and healthcare delivery to promote optimal outcomes.
3. Provide leadership in organizations and systems to assure quality care delivery models.
4. Design, deliver, direct, and disseminate evidence-based practices.
5. Use information systems to design, select, use, and evaluate programs of care, outcomes of care, and care systems.
6. Advocate for healthcare practice change through policy development and evaluation.
7. Assume leadership roles for effective transdisciplinary collaboration to achieve optimal outcomes.
8. Employ ethical principles to decision-making in healthcare practices and systems.

GRADUATE NURSING ENROLLMENT AND PROGRESSION POLICIES

The University policies for enrollment, progression, probation, and suspension can be found in the *TCU Graduate Studies Catalog*, which can be found at: <http://catalog.tcu.edu>. The Nursing policies are found in the HCNHS section of the Catalog.

Progression Policy

Graduate students are expected to meet the academic standards required by the university and found in the TCU Graduate Bulletin. Graduate students must achieve a semester and cumulative GPA of at least 3.00, indicating the minimum acceptable letter grade of B. Regardless of overall GPA, any student receiving a C grade in any course will be placed on academic probation for the next semester. By the end of the probationary semester, the student must meet both semester and cumulative minimum GPA. Students on academic probation are

not eligible for registration in independent study courses. A grade below C is considered a failure. Any student receiving two C grades during the program may be dismissed. A student who is placed on academic probation for one semester will be dismissed if the semester or cumulative GPA falls below a 3.00 in any subsequent semester.

A student may receive grade of F or be administratively withdrawn from a course for lack of academic progress in the course, for unprofessional or unsafe conduct, or for receiving disciplinary action from the Board of Nursing. The student may further be dismissed, suspended, or expelled from the University. Recommendation for such action originates with the faculty of record for the course and requires approval of the Associate Dean for Nursing.

Program Interruptions for Life Events Policy

Unexpected life events occasionally result in the need for graduate nursing students to drop from full time status to part time status or to miss a semester or semesters. Life events can be:

1. Individual – examples include: personal illness or injury; job loss or change; and pregnancy.
2. Family-related – examples include: illness, injury, or death of a family member; marriage; separation/divorce; issues with children; and unexpected relocation.
3. Environmental – examples include: natural disasters like hurricanes, tornadoes, fire, and flooding.

The graduate student experiencing such an event will contact the Program Director and Division Director, Nursing Graduate Studies & Scholarship. Together, the student and director will draft an altered plan of study. If the student requires a semester or semesters off, the student and program director will mutually agree on the date of the student's return to the program.

If the student follows the mutually agreed upon plan or renegotiates for an alternate plan, the student will be considered a continuing student in the program. If the student does not follow the plan, the student may be dropped from the program and will have to reapply for readmission.

Residency Requirement

Online students do not have to meet the residency requirement required for on-campus students.

Transfer Credit Policy

Graduate credit earned from another accredited college or university may be considered for transfer to the nursing graduate program, if courses have been taken within the past five years. Written request for transfer credit with two copies of official academic transcripts reflecting the requested credit should be made at the time of application for admission. Such credit must be applicable to the student's program as determined by the Division Director, Nursing Graduate Studies & Scholarship, carry at least a "B" grade, and be coursework taken through an accredited school of nursing. Six semester hours of transfer credit usually is all that will be accepted.

Intent to Graduate

At the beginning of the semester in which the student plans to graduate, he/she must complete and return an *Intent to Graduate* form. This form will be sent to the student from the TCU Nursing Graduate office. In the event that graduation cannot be completed, a cancellation form must be filed with the Dean. An *Intent to Graduate* form must be refiled in case of

postponement. A non-refundable graduation fee, which includes all graduation costs, is charged when the Intent to Graduate form is filed.

EXPECTATIONS OF GRADUATE NURSING STUDENTS IN CONCEPTS AND PRACTICA COURSES

Attendance in Online Classes

Students are required and expected to attend all online classes.. If you are unable to do so, you must notify the faculty. Students are expected to participate in online class discussion. Each student will be accountable for all assigned objectives. Some classes may be led by a student, in which case, you may determine what you will use to generate discussion. The student will be held accountable for all content taught in previous courses. The APA format will be used for all written material in all classes.

____Students are expected to adhere to the Academic Conduct Policy of the University <http://catalog.tcu.edu>.

Attendance in Clinical Practica

As part of the clinical experience students have the opportunity to work in several clinical settings with qualified clinical preceptors. As professional nurses, students are expected to keep confidential all information entrusted to them by clients, peers, and colleagues in a practicum setting. The student who demonstrates unprofessional behavior can be administratively removed from or will fail the practicum course. Students are expected to be on time to practicum and to be prompt for any appointments made. Students are expected to conform to the standards of nursing practice as stated in the Texas Statutes Regulating the Practice of Professional Nursing, or the nursing practice act of the state where they live and practice. At the beginning of each semester, each student must review basic information regarding use of standard precautions. The student will turn in a signed statement to the effect that the student is responsible for implementing the practice.

Clinical preparation may require reading, researching, or written assignments prior to arrival at practicum. Clinical attendance is mandatory. Students who experience emergencies, such as a death in the family, personal or family illness, jury duty, hazardous weather conditions, or other situations beyond the student's control should notify course faculty and clinical preceptor as soon as possible. Frequent unexcused absences from clinical will be considered unprofessional behavior and may result in removal or failure of the practicum course

University Emergencies and Closures

Email communication will be sent to the student's TCU-provided email account. Messages sent to the students via email are considered an official form of university communication. Most university offices will use TCU email exclusively to communicate with students. In the event of an emergency, the University will notify students through TCU Alert. This service sends emergency messages to campus members via texts to cell phones, campus-wide emails and messages to home phones.

TCU also will utilize the media, in addition to TCU Alert, to inform the community about campus closures and delays. In the event of an emergency, updated TCU also will utilize the media, in addition to TCU Alert, to inform the community about campus closures and delays. In the event of an emergency, updated information can be found on the TCU Home page (www.tcu.edu) and on the recorded information line at (817) 257-INFO or (866) 321-7428.

To receive these emergency text messages, students must add their cell phone number in the "Student Center" in their my.TCU portal.

When the University is closed for holidays (Memorial Day, July 4th, Labor Day, Thanksgiving break, Christmas break, MLK Holiday, Good Friday) or inclement weather, students cannot be in the student role.

Examinations

Examinations are listed on the tentative class schedule. Students will take each examination at the time scheduled. In the event of extenuating circumstances, the student must contact the faculty prior to period the examination is being taken. Arrangements to make up the examination will be made at that time. A student who fails to comply with the above will not be permitted to take the examination, and the grade will be recorded as zero.

Quizzes/Study Questions/Assignments

Students are responsible for preparing for each assignment. All assignments are due on the date specified on the class schedule. If an extension needs to be made for an assignment due to extenuating circumstances, the faculty of the course must be notified in advance of the due date to make an appropriate decision on the request. Any assignment turned in late may lose points as noted on the evaluation form of the particular assignment.

On Campus Intensives (OCIs)

Advanced Practice Registered Nurse (APRNs) students will be required to participate in clinical training and skills assessment during OCIs at scheduled times throughout the program of study. OCIs are mandatory and will require travel to the TCU campus. Dates and times will be provided in advance for planning and travel purposes. Videotaping and audio recording will occur to enhance and support learning. A release form will be signed prior to OCIs.

Medication Administration

As registered nurses, students are able to administer medications under their license during the clinical practicum courses. Students are responsible for safely administering medications and for following the rules and regulations of the BNE and the clinical practicum facility.

Professional Attire (Graduate)

Students are to be professionally attired at all times when representing themselves as TCU-Nursing students.

In any clinical setting, students are expected to comply with the following:

- Wear a TCU-Nursing graduate student nametag at all times.
- Lab coats will be site specific. If lab coats are required, they must be white with permanently affixed TCU nursing identification.
- The lab coat may be fingertip length or knee length and well maintained.
- Street clothes, such as a skirt or slacks with a shirt or blouse or dresses should be worn to clinical and under lab coat.
- Scrubs are not acceptable unless required by the facility.
- Do not wear jeans, shorts, hats, tee shirts, flip flops, or sandals.
- No revealing clothing i.e. bare midriff or back, visible undergarments or cleavage.
- Due to OSHA requirements, closed toed shoes must be worn in the clinical setting.

- Hair must be naturally occurring color in humans, neatly pulled back, secured and should not rest over/below the shoulder or risk interfering with provision of patient care. If worn, hair bands should be solid color, unembellished, and less than 2 inches in width.
- Facial hair must be neatly trimmed and ½ inch or less in length.
- Refrain from wearing perfume or strong scents.
- No dangling jewelry or earrings are permitted.
- No visible piercing except one stud per ear.
- Fingernails should be clean and trimmed no longer than the fingertip. No nail jewelry or artificial nails are permitted.
- Tobacco or e-cigarette use while in clinical is unacceptable.

Professional Behavior

The TCU-Nursing nursing student 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)
3. American Hospital Association Bill of Rights

Professional Conduct Statement

The faculty of TCU-Nursing expects professional nursing students to conform to the standards of nursing practice as stated in the Texas Statutes Regulating the Practice of Professional Nursing (available on BON website). 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 practicum course and may lead to dismissal from the program.

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.
 8. 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.
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

Student Fees

In addition to tuition and University fees, graduate nursing students will have additional fees. See www.nursing.tcu.edu/graduate.

Required Health Insurance

All graduate students **MUST** have health and accident insurance coverage.

IMMUNIZATIONS AND DOCUMENTATION REQUIRED PRIOR TO ENROLLMENT IN CLINICAL COURSES

Copies of documentation of immunization status and **AHA Healthcare Provider** CPR certification as required in our contracts with clinical agencies must be presented prior to enrollment in clinical nursing courses. Only copies are accepted and should be sent to the Nursing office.

If annual renewals are necessary, for example, CPR certification or Mantoux, copies of the renewals are due on an established date prior to each semester (August 1 and January 1).

See copy of Immunizations and Documentation Required for All Nursing Students Enrolled in Clinical Courses.

Each student **MUST PROVIDE COPIES** of documentation of all below immunizations **PRIOR** to initial enrollment in graduate nursing practicum courses.

IMMUNIZATIONS	REQUIREMENTS
Tetanus/Diphtheria/Pertussis (Tdap Measles, Mumps, Rubella (MMR)	Those born since January 1, 1957, must have two (2) doses since 12 months of age. The two (2) doses must be at least 30 days apart.
Hepatitis B	The completed three-dose series must be received before contact with clients in practica
Varicella (chickenpox)	All practicum students must document evidence of immunity to varicella (chickenpox). This requirement must be met by either of the following:

	1. Documentation of varicella immunization. Immunization for adolescents and adults is a series of two doses 4 to 8 weeks apart. or 2. Positive varicella titer lab results.
Seasonal Flu (TBA each fall semester) (Jan. 1 for spring semester)	Must have documentation of annual seasonal flu vaccine which includes the following information: (a) person receiving vaccine, (b) date of vaccine administration, (c) vaccine manufacturer and lot number, (d) name and title of vaccine administrator, (e) address of clinic/office where vaccine was received

In addition, students must provide **copies** of documentation of:

DOCUMENTATION NEEDED	REQUIREMENTS
CPR healthcare provider certification	Current certification of: American Heart Association: BLS for Healthcare Provider
TB Skin Test or chest x-ray (annual renewal)	Negative TST (TB skin test) results or Negative chest x-ray

- CPR certification must include a hands on demonstration of skills
- CPR and TB skin test must not expire during the semester.
- ***These documents are due August 1 for fall semester and January 1 for spring semester.**

Required Forms

All students involved in clinical practicum coursework must sign forms attesting they understand and agree to follow the below policies.

- HIPAA Policies
- Student Confidentiality Agreement
- Unsafe Nursing Practice
- Use of Standard Precautions

Two other forms, TCU Assumption of Risk, and the TCU Preceptor Agreement, may be required. All three forms are found at the back of this handbook.

**TCU Harris School of 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 School of 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 ID's 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 TCU-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, 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 HCNHS 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 TCU-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 TCU-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 Administrative Affairs -Nursing 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 TCU 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 Administrative Affairs-Nursing, 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 TCU Nursing Students

1. All TCU-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 TCU Nursing policies and procedures related to HIPAA and the *Harris School of 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 1 month following a significant change in privacy practices.

Policy: Sanctions for Violating HCNHS 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.
-

TCU-Nursing Student Confidentiality Agreement

Patient confidentiality at the facilities used by TCU-Nursing is of primary importance. In addition to each facility policy, a federal law called the Health Insurance Portability and Accountability Act (HIPAA) requires patient health information to be kept confidential. Additionally, patients and their families have a right to deal with their issues in a private and secure manner, trusting that their privacy will be maintained. In order to protect this right to confidentiality and to comply with federal and state laws, students must agree to hold all information (including, but not limited to, patient names, their health information, and relevant agency information) gained through their clinical assignments or professional/research projects at any facility used by TCU-Nursing in strictest confidence. Confidentiality includes, but is not limited to, not discussing patients or their health conditions with persons who do not have a need to know and not removing any documents with individually identifiable patient data from the facility.

I also understand the terms of this Student Confidentiality Agreement, and I agree to abide by the above confidentiality requirements. I further understand that any breach of a patient's confidentiality may result in disciplinary action against me as described in the TCU-Nursing student handbook.

Use of Standard Precautions & Policy for Bloodborne Pathogen Exposure

1. All students are expected to have reviewed "Use of Universal Precautions" on the Centers for Disease Control website, <http://www.cdc.gov/mmwr/preview/mmwrhtml/00000039.htm>, and be familiar with the precautions.
 2. 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.
 3. 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.
 4. Student **must immediately notify** the faculty of any exposure no matter how small it might be.
 5. Incident reports are to be completed by the faculty member and student(s) involved at the facility and at TCU-Nursing (copy forwarded to TCU Health Center).
-

Criminal Background Check and Drug Testing Policy

Drug testing and criminal background checking of graduate nursing students prior to beginning clinical courses is required by the TCU-Nursing. Testing meets the requirements of the Community Standards for Drug Testing and Background Screening developed by a task force of members of the Dallas-Fort Worth Hospital Council ["Community Standards"]. According to the Community Standards, the rationale for the drug testing and criminal background checking is

due diligence and competency assessment of graduate students whose assignments bring them in contact with patients or employees.

Before a graduate nursing student can be placed by TCU-Nursing at a facility for his/her clinical experience, the graduate student must have cleared the drug screen and background check. Students are responsible for the cost of the background check and drug screen. The testing company only reports results to the Director of Nursing. It is the policy of TCU and TCU-Nursing to maintain the confidentiality of these results to the extent required by law. Only companies independent of TCU and approved by TCU will be used.

Students will receive details before beginning clinical rotations. A break in coursework of one semester or longer will result in the need to rescreen the student before re-entering clinical coursework.

Consequences for a Non-Negative Drug Screen

When a positive drug screen occurs, the following will occur:

- the graduate student will be immediately suspended for a minimum of one year (12 continuous months from the date of the beginning of the suspension) from the nursing program; and
- the positive drug screen will be shared by TCU-Nursing with the TCU Dean of Campus Life for further action, including but not limited to referral for a drug abuse education program, referral to counseling, and/or referral to a drug treatment program, under TCU's institutional policies; and
- the graduate student's positive results will be reported to the Board of Nursing in the state where he/she lives; and
- other appropriate action, if any.

Any graduate nursing student with a positive drug screen is encouraged to seek treatment.

TCU-Nursing encourages impaired graduate students to seek assistance voluntarily through their Boards of Nursing and assume responsibility for their personal and professional conduct.

A graduate student who has on one occasion had a positive drug screen under this policy, and who desires to be readmitted to TCU, TCU-Nursing's graduate nursing program, may reapply after the period of suspension (one year minimum). The graduate student will, in addition to meeting all other requirements for similarly situated applicants, be required to provide documentation of successful treatment and proof of an unencumbered nursing license from the state where the graduate student lives. The graduate student will be required to consent to and undergo a retest, at a time and through a testing company selected by TCU-Nursing, with this retest resulting in a negative drug screen. This re-testing is at the graduate student's expense. The decision on whether to re-admit the graduate student is not guaranteed, and will be made on a case-by-case basis.

Suspicion Testing Under the Community Standards

Additionally, the Community Standards provide that a graduate student assigned to a facility for a clinical experience, and who is suspected by the facility or faculty of substance use or abuse, will be asked to consent to a drug test, plus other consequences. In this situation, the graduate student is required to sign the consent and complete an immediate drug test as provided by the Community Standards.

Consequences for Failing a Criminal Background Check

When a graduate student fails the criminal background check, the following will occur:

1. The graduate student will be immediately suspended from the nursing program until the earlier of the following: (a) the company conducting the check reports to TCU-Nursing (perhaps through clarifying information provided by the graduate student to the company) that the graduate student no longer fails the check, or (2) the graduate student obtains from the Board of Nursing of the state where he/she lives a Declaratory Order or similar decision stating the individual is eligible for licensure or licensure renewal.
2. The graduate student will be notified of a description of the adverse action taken, the name of the company which prepared the report, a statement that the company did not make the decision to take the adverse action, that the graduate student has a right to obtain a free copy of the company's report from the company, and to contest its contents.
3. The results will be shared by TCU-Nursing with the TCU Dean of Campus Life for further action under TCU's institutional policies.
4. The Board of Nursing in the state where the graduate student is licensed will be notified of the result.
5. Other appropriate action, if any.

A graduate student who is convicted of or receives deferred adjudication for any of the criminal offenses while enrolled in the program must report the conviction to the Division Director, Graduate Nursing and Scholarship, within three days of the conviction, and the graduate student will be referred to the TCU Dean of Campus Life and suspended from the nursing program until the graduate student obtains from the Board of Nursing in the state where he/she lives a Declaratory Order or similar decision stating the individual is eligible for licensure or licensure renewal.

GUIDELINES FOR USE OF CLINICAL PRECEPTOR'S FOR STUDENT EXPERIENCES

Overview and Definitions

Clinical preceptors are crucial to graduate nursing education providing not only daily supervision and guidance, but also offering a rich variety of practice experience to students. As such, HCNHS values these individuals and supports their inclusion in student achievement. In general, preceptors are identified by students, faculty, or alumni. Following a review of qualifications, i.e., the ability of preceptor to demonstrate dimensions of the advanced practice registered nurse role, the graduate faculty, Program Directors, and Division Director, Nursing Graduate Studies & Scholarship select and provide an orientation for the preceptor. Students' progress will be monitored by faculty visits, conferences, and online discussions.

Clinical preceptor. A professional who works with a student to enhance student learning experiences, provides assistance to faculty in the supervision of students, and has expertise in the basic area of nursing, or related field, for the course or specific learning experience. For advanced practice registered nurses, this includes recognition and licensure in the state where the graduate clinical experience is conducted.

Agency. A facility or organization focused on health care delivery (direct and indirect) including community based and acute care institutions.

Agency Selection and Responsibilities

Clinical preceptors are used when a current "*Clinical Experience Agreement*" exists between TCU Nursing Program and the agency where the student experience is planned. The faculty member assigned to the course is responsible for communicating with the D-AA to ensure that the Agency Affiliation Agreement is current. The agreements are maintained by and located in the Harris College Nursing and Health Sciences (HCNHS) Administrative Offices. Graduate experiences are arranged by the faculty of record in collaboration with the graduate student.

Preceptor Selection and Responsibilities

The faculty member assigned to the respective course is responsible for final approval of clinical preceptors and submitting to TCU Nursing a completed "*Clinical Preceptor Agreement*". Graduate students are expected to assist in this recruitment, especially in distant sites.

Criteria for the selection of clinical preceptors should include the following:

1. Current Licensure as a registered nurse; or if not a registered nurse, a current license in Texas (or other state for graduate experiences) as a health care professional with a minimum of a master's degree in that field.
2. For advanced practice registered nurses this includes verifying recognition and licensure in the state where the graduate clinical experience is conducted.
3. Substantial experience in nursing, or their field, in the area in which the student experience is planned. It is preferred that the preceptor have a minimum of two (2) years' experience.
4. A recommendation by a faculty member of TCU Nursing.
5. A philosophy of health care delivery and nursing that is congruent with TCU Nursing.

Preceptor responsibilities include:

1. Participating in an orientation to the course with the faculty member.
2. Functioning as a role model in the clinical setting.
3. Orienting the student to the facility.
4. Guiding and supervising the student in achieving clinical objectives; this includes supervision of student performance of skills & other nursing activities to facilitate safe practice.
5. Providing feedback about student performance and the preceptor experience to faculty & student.
6. Complete and submit student performance evaluations, both midterm and final.
7. Contacting faculty if assistance is needed or if any problems/issues with student performance occur.
8. Providing a current biographical profile for the nursing program.

Faculty Responsibilities

The faculty member is responsible for:

1. Ensuring that current and complete "*Clinical Preceptor Agreements*" are obtained prior to the student experience
2. Submitting completed agreements to TCU Nursing no later than mid semester of the planned experience. "*Clinical Preceptor Agreements*" for Registered Nurses who serve in a secondary role are due to TCU Nursing as soon as possible, but no later than one week after the end of the clinical experience.
3. Verifying preceptor licensure with the state licensing board prior to student's clinical experience. Licensure verification should be documented on the Clinical Preceptor Biographical Data form. For Registered Nurse preceptors licensed in the State of Texas, faculty should utilize the Board of Nursing online verification process at <http://www.bon.state.tx.us/>. For advanced practice registered nurse preceptors this includes

verifying recognition and licensure in the state where the graduate clinical experience is conducted

4. Providing a list of each preceptor being utilized, their contact information (work number, pager number as appropriate, work address) and the name of each preceptor's assigned student and the student's contact numbers to TCU Nursing Office no later than the third week of the planned experience.
5. Orienting both the student and preceptor to the preceptored experience.
 - a) Preceptor: prior to the experience, provide the preceptor with an orientation to the course objectives, and student background and previous learning and skills; student guidelines for performance of procedures; student limitations in performance, i.e. taking verbal orders, blood product administration.
 - b) Student: Document that student is in compliance with standards on immunizations, AHA CPR, knowledge of OSHA standards, and has appropriate liability coverage.
6. Assuming responsibility for teaching and evaluating student.
7. Working cooperatively with the preceptor and agency to determine student learning needs and assignments.
8. Assigning individual students with preceptors and communicating assignments and other essential information to agencies.
9. Communicating regularly with the preceptor and the student in order to facilitate, monitor, and evaluate the learning experience.
10. Monitoring student progress through review of student clinical assignments, clinical site visits, and faculty/ preceptor conferences in person, by telephone, or online.
11. Being readily available by telephone for ongoing consultation when student(s) are in the clinical area.
12. Soliciting feedback from the preceptor regarding student performance on a regular and ongoing basis.

Process for Preceptor Evaluation

Upon completion of the preceptored experience, the student and the assigned faculty member will each complete a Preceptor Evaluation Form, which will be submitted by the faculty to the Nursing Office for filing with each individual preceptor's agreement. Evaluations of preceptors will be retained for four years.

Supervision of Graduate Students

The purpose of graduate student supervision is to promote, encourage, and facilitate practice learning in a safe environment. Recognizing that online methods may create distance between faculty and students, frequent faculty, preceptor and student communication becomes imperative and integral. The following guidelines describe appropriate clinical supervision:

- Graduate students have experience as Registered Nurses. Their clinical experiences are designed to teach them advanced concepts appropriate for the advanced practice role.
- Faculty, students, and preceptors engage in an open, participative relationship to facilitate learning. Clear expectations about learning and supervisory roles are communicated at the beginning and throughout each course. Policy and agency parameters are clearly identified. Course grade is assigned by the faculty with significant input from the preceptor and the student.
- The normal progression of student development results in increasing independence. This is measured by the level of student participation in clinical encounters, moving from observer to full participant. Faculty and preceptors actively guide students toward achieving competencies required for APRN practice

Criteria for Selection of Clinical Facilities for Graduate Students

In evaluating potential new clinical facilities for graduate students, the following criteria will be considered:

1. Environment that promotes safety for patients, staff, students, and faculty*.
2. Adequate opportunities for students to attain program goals and course objectives through practicum and/or observational experiences.
3. Receptivity of facility personnel to student experiences.
4. Availability of client population appropriate for meeting of course objectives.
5. Environment that contributes to a positive learning experience.

* Safety risks are communicated to students prior to beginning practicum or observational activities via the TCU Informed Consent & Assumption of Risk form.

6. Additional Criteria for Selection of Clinical Facilities for Graduate Students

Personnel-Student Interaction:

- A. Opportunities are available for the student to interact as a member of the interdisciplinary health care team using advanced practice nursing knowledge and skills.
- B. Preceptor(s) are available and have agreed to help students find appropriate advanced practice nursing learning opportunities.
- C. Clinical facility personnel are open and receptive to students.
- D. Opportunities are available for students and clinical facility personnel to critique one another.

7. Professional Role Models

- a. Preceptors and other role models:
 - Base practice on current knowledge, theory and research.
 - Assess and manage physical and psychological symptoms.
 - Advocate for patients within the health care delivery system.
 - Incorporate nursing standards and accountability into practice.

8. Environmental Support for Learning

- a. The philosophy of the agency is congruent with the philosophy of TCU Nursing.
- b. Students are appropriately oriented to the facility.
- c. A place for students' personal belongings is available.
- d. Students have access to conference or seminar rooms.
- e. Students have access to necessary equipment and supplies, as well as patient and institutional data.
- f. There is an adequate client population to meet the course objectives.
- g. The clinical environment promotes a positive learning experience.

9. Overall Evaluation

- a. Opportunities exist for students to meet learning objectives.
- b. Students recommend continued use of the facility.

Guidelines for Management of Incidents and Medications Errors

1. Any incident that creates a potential for injury or harm to any individual (patient, staff, student, faculty, etc.) must be immediately reported by phone to the Course Faculty and Program Director
2. An incident report must be completed and submitted to the Nursing Office within 24 hours.
3. Agencies and specific courses may require more stringent guidelines.

STUDENT CLINICAL FORMS

Texas Christian University
Harris College Of Nursing and Health Sciences

Name, please print _____

Student ID Number _____

Course Number _____

Section Number _____

I have completed the required reading of the selected TCU nursing policies and procedures, which are found in the Graduate Student Handbook. I understand that if I have questions, I should ask my course faculty for clarification of 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.

_____ 1. Professional Conduct Statement

_____ 2. Unsafe Nursing Practice

_____ 3. Policies and Procedures Related to HIPPA

_____ 4. Use of Standard Precautions

_____ 5. Student Confidentiality Agreement

Student Signature

Student Initials

Date

Student Name _____

Semester/Year _____

**TEXAS CHRISTIAN UNIVERSITY
HARRIS COLLEGE OF NURSING & HEALTH SCIENCES**

Clinical Preceptor Agreement (page 1)

Dates of Course _____

I, _____, agree to serve as a preceptor for
(Please print name as it appears on nursing license.)

students who are assigned to me by the TCU Nursing Program. These students are currently enrolled in _____.

I understand that the Nursing Program faculty will be responsible for establishing the course objectives, the learning experiences, and the evaluation criteria. I also understand that a copy of the objectives will be provided to me prior to the beginning of the student's experience. In addition, I understand the faculty will be available for consultation in the selection of specific student experiences and that faculty will be available on site, by telephone, or by pager.

As a preceptor, I agree to furnish guidance and supervision to students consistent with the course objectives and furnish data or information appropriate to the student's evaluation. I understand that the faculty shall ultimately be responsible for the student's learning experience and shall regularly monitor and evaluate the student's progress. I have read the Philosophy of the TCU Nursing Program (see below) and find it to be congruent with my own individual philosophy of health care.

I am currently an employee of _____ that has a separate educational agreement with the TCU Nursing Program. The facility is aware of my responsibilities as a preceptor in the above mentioned class. Nothing in this agreement creates an employer/employee relationship between Texas Christian University and me.

Preceptor Signature

Date

Facility Representative Signature

Date

Faculty Signature

Date

Philosophy of TCU Nursing Program

The TCU Nursing Program affirms that individuals are holistic beings who possess inherent worth and believe that the education of the professional nurse should prepare a graduate who exhibits qualities of mind and character that are necessary to live a fulfilling life, act in the public interest locally and globally, and promote health and the nursing profession. The teaching/learning process is multidimensional and interactive, involving affective, cognitive and psychomotor changes. The Nursing Program embraces the professional values of altruism, autonomy, human dignity, integrity, and social justice within a liberal educational foundation and affirms that nursing practice, conduct, and relationships are guided by professional standards and the ANA Code of Ethics. Lastly, the Nursing Program believes that sound clinical judgments characterize the practice of the professional nurse in providing safe, humanistic care of individuals, families, and groups in and across diverse environments.

TEXAS CHRISTIAN UNIVERSITY
HARRIS COLLEGE OF NURSING & HEALTH SCIENCES

Clinical Preceptor Biographical Data (page 2)

(Must be updated annually)

NAME _____

Position _____

Work Phone _____

Email _____

Cell Phone/Pager _____

EDUCATION:

<u>School</u>	<u>Degree</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____

LICENSURE:

<u>License</u>	<u>State</u>	Verified by (Name & Date)
_____	_____	_____
_____	_____	_____

EMPLOYMENT:

<u>Institution</u>	<u>Position</u>	<u>Year(s) of Employment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

CERTIFICATION:

PROFESSIONAL ORGANIZATIONS:

Signature of Preceptor _____

Date _____

**TEXAS CHRISTIAN UNIVERSITY
INFORMED CONSENT AND ASSUMPTION OF RISK**

Texas Christian University is a non-profit educational institution. References to Texas Christian University include "TCU", its trustees, officers, officials, employees, volunteers, students, agents, and assigns.

- I (print your name) _____ understand I am to participate in the _____ (henceforth referred to as the Program).
- I fully understand and appreciate the dangers, hazards and risks inherent in participating in the Program, in the transportation to and from the Program, and in any independent research or activities I undertake as an adjunct to the Program.
- I agree that participating in any activity is an acceptance of some risk of injury and/or loss or damage of property. I agree that my safety is primarily dependent upon my taking proper care of myself. I understand that it is my responsibility to know what I will need for the Program and to provide what I will need. I agree to make sure that I know how to safely participate in any activities, and I agree to observe any rules and practices, which may be employed to minimize the risk of injury. I agree to stop and seek assistance if I do not believe I can safely continue any activity. I will not wear or use or do anything that would pose a hazard to myself, or others, including using or ingesting any substance which could pose a hazard to myself or others. I agree that if I do not act in accordance with this agreement, I may not be permitted to continue to participate in the Program.

In consideration of my participation in this Program, I agree as follows:

SPECIFIC HAZARDS OF TRAVEL OR PROGRAM: Despite precautions, accidents and injuries can occur. I understand that traveling, doing fieldwork or being in a large city may be potentially dangerous, and that I may be injured and/or lose or damage personal property as a result of participation in the Program. Therefore, I ASSUME ALL RISKS RELATED TO THE ACTIVITIES including, but not limited to:

- Death, injury or illness from accidents of any nature whatsoever, including, but not limited to, bodily injury of any nature, whether severe or not, which may occur as a result of participating in an activity or contact with physical surroundings or other persons; arising from travel by car, bus or any other means; death injury or illness including food poisoning arising from the provision of food or beverage by restaurants or other service providers.
- Theft, loss or damage of my personal property while in transit or participating in the Program.
- Natural disaster or other disturbances, and alteration or cancellation of the Program due to such causes.
- Most trips to hospitals, schools and community service centers require travel through or parking in high crime areas. Please review the attached safety guidelines.
- Listed below are specific dangers endemic in this Program's area of travel or endemic to the Program.

No additional listings.
