



## **LPN to ASN Student Handbook**

**Academic Year 2017-2018**

Updated May 2017

**The ASN Program is accredited by:**

**Accreditation Commission for Education in Nursing (ACEN)**

**3343 Peachtree Road NE, Suite 850**

**Atlanta, GA 30326**

**P. 404.975.5000**

**[www.acenursing.org](http://www.acenursing.org)**

**ATTENTION:** All WKU nursing students are required to read and follow School of Nursing Policies, which are posted in the separate School of Nursing Student Handbook on the nursing website. The following student handbook policies apply only to students enrolled in the LPN to ASN Program.

## TABLE OF CONTENTS

	Page
SON Mission & Philosophy	3
ASN Student Learning Outcomes	5
Required ASN Curriculum	6
Testing Policy	7
Testing Location	7
Student Absence from Examinations/Tests	8
Student Assistance for Success	8
Grades	8
Promotion & Retention Policies	8
Nursing Co-Requisite Withdrawal Policy	9
Clinical Skills Check-Off Policy	9
Evolve Reach Testing & Remediation Policy	10
NCLEX Prep Plan	11
Student Participation in Governance	12
Professionalism Activity Requirements	12
Travel	13
Post Admission Drug Screening	13
Attendance Policy	13
Classroom Audio Taping Policy	14
Audio/Video Taping Policy	14
Cell Phone & Pager Policy	14
Student Employment	14
Uniform Guidelines/Dress Code	14
Photo ID	15
ASN Pin	15
Jewelry	15
School Patch	15
Personal Hygiene	15
Continuing Education Credit for LPNs	15
NSNA Code of Academic and Clinical Conduct	16
NSNA Code of Professional Conduct	18
Reporting of Criminal Conviction	19

## WKU School of Nursing

### **Mission**

The mission of the School of Nursing (SON) of Western Kentucky University is to produce culturally sensitive nurses for an increasing global society at the associate, baccalaureate and graduate levels and to provide continuing education opportunities for lifelong learning to our constituents.

### **Philosophy**

The SON faculty members believe that education for professional nurses is built upon knowledge from the liberal arts and sciences and occurs within institutions of higher learning. The School of Nursing provides two options for entry into practice, the Associate of Science in Nursing (ASN) and the Bachelor of Science in Nursing (BSN) degrees. The Master of Science in Nursing (MSN) degree builds upon the baccalaureate degree and is the foundation for advanced nursing practice and doctoral education.

**Nursing** is a professional discipline, an art and science, which applies knowledge from the liberal arts and sciences to meet the health care needs of patients. The goal of professional nursing practice is to assist patients in achieving an optimal level of functioning across the lifespan.

**Professional nursing practice** encompasses the application of the nursing process, critical thinking skills, communication and scientific inquiry in the delivery of nursing care in a variety of settings. Nurses assume multiple roles based on educational preparation. Generalist nurses prepared at the Associate and Baccalaureate levels assume the roles of provider of care, designer/manager/coordinator of care, and member of a profession. Masters prepared nurses assume specialty roles based on educational preparation and experience. Nurses at all levels use inter and intra-professional communication and collaborative skills to deliver evidenced based interventions aimed at health promotion, risk reduction, disease surveillance/prevention/management and patient centered care for patients of all ages and diverse cultures. All professional nurses are accountable for their practice within the guidelines of standards of care and ethical codes set forth by professional organizations.

The **patient**, the recipient of nursing care and/or services, is conceptualized as an individual, family, group, community or population that is unique with intrinsic worth and dignity. The patient does not exist in isolation but as part of a complex interaction among other persons and the environment. Patients come from diverse backgrounds that require culturally sensitive nursing care. Patients have the right to self-determination. The unique interaction between the nurse and the patient is the essence of professional nursing practice.

**Health** reflects the patient's optimal level of functioning. Health is a dynamic process influenced by the complex interaction of biological, economic and environmental factors, values and beliefs, societal interactions, and health behaviors. Professional nursing practice enhances the patient's optimal level of functioning.

The **environment** consists of internal and external parameters that affect patients. The parameters include biological, cultural, economic, political, psychosocial, and spiritual factors. Any change in the environment has the potential to influence the patient's health. Nurses assist patients to modify the environment for improvement of health.

## Associate of Science in Nursing (ASN) Program

The Associate of Science in Nursing (ASN) program prepares the graduate as a generalist to give nursing care in a variety of health care settings and provides the knowledge base for career mobility. ASN Program graduates are eligible to write the NCLEX exam to become a registered nurse.

### Organizing Framework

The organizing framework reflects the philosophy of the SON Program and identifies the basic structural components of the curriculum. The organizational framework of the curriculum is based on the concepts of nursing, patient, health, and environment which is guided by theoretical principles including Maslow Hierarchy of Needs and Erikson's Developmental Stages.

The core values central to nursing practice are caring, diversity, integrity, excellence, ethics, patient-centeredness, and holism (NLN, 2011). The role of the associate degree nursing graduate includes provider of care, manager of care, and member within the discipline of nursing. Integrated concepts inherent in these three roles focus on the nurse as caregiver, teacher, coordinator, communicator, collaborator, and advocate. Professional nurses are accountable for their practice within the ANA's *Nursing: Scope and Standards of Practice*, ANA's *Code of Ethics for Nurses*, licensing laws, professional standards, and established policies and procedures.

### Operational Definitions

**Advocacy** -Giving patients the information they need to make decisions and then supporting those decisions. It implies that caregivers try to understand and clearly state a patient's point of view (Potter and Perry, 2011, p. 64-65).

**Caring**- A fundamental part of the nursing profession, characterizes our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable (NLN, 2010, p. 65, 2011).

**Diversity**-Recognizing differences among "persons, ideas, values and ethnicities," while affirming the uniqueness of each (NLN, 2010, p. 66).

**Evidence-Based Nursing**-The practice of nursing in which the nurse makes clinical decisions on the basis of the best available current research evidence, his or her own clinical expertise, and the needs and preferences of the patient (Mosby, 2009).

**Nursing Judgment**-Encompasses three processes: namely, critical thinking<sup>1</sup>, clinical judgment<sup>2</sup>, and integration of best evidence into practice. Nurses must employ these processes as they make decisions about clinical care, the development and application of research and the broader dissemination of insights and research findings to the community, and management and resource allocation (NLN, 2010, p. 67; Tanner, 2006).

<sup>1</sup>*Critical thinking*-Identifying, evaluating and using evidence to guide decision making by means of logic and reasoning.

<sup>2</sup>*Clinical judgment* - a process of observing, interpreting, responding, and reflecting situations

within and emerging from the nurse's knowledge and perspective.

**Nursing Process**-A critical thinking model comprising the integration of singular, concurrent actions of these six components: assessment, diagnosis, identification of outcomes, planning, implementation, and evaluation (ANA, 2010).

**Patient Centeredness**-An orientation to the care that incorporates and reflects the uniqueness of an individual and supports optimal health outcomes by involving patients in decisions about their care(NLN, 2010, p. 14; Cronenwett et al, 2007).

**Teaching**-An interactive process that promotes learning. It consists of a conscious, deliberate set of actions that help individuals gain new knowledge, change attitudes, adopt new behaviors, or perform new skills (Potter and Perry, 2011, p. 188; Bastable, 2008; Redman, 2007).

**Therapeutic communication**-“Interactive verbal and nonverbal strategies that focus on the needs of the patient and facilitate a goal-directed, patient-oriented communication process” (Keltner, Bostrom, and McGuinness, 2011). “It is nonjudgmental, discourages defensiveness, and promotes trust” (Townsend, 2011).

March 5, 2014

### **Student Learning Outcomes**

The graduate:

1. Applies knowledge from the behavioral, biological, physical and social sciences, and the liberal arts to provide a holistic approach to nursing care.
2. Functions within the ANA Scope and Standards of Practice, Code of Ethics, licensing laws and established policies and procedures to provide patient-centered care.
3. Provides safe, high-quality care utilizing nursing process, critical thinking skills, therapeutic communication and cultural sensitivity within the patient's context.
4. Uses caring behaviors and therapeutic evidence-based nursing interventions to assist patients to achieve an optimal level of health or to die with dignity.
5. Uses organizational and priority-setting skills to effectively manage multiple nursing demands.
6. Seeks appropriate resources when encountering situations beyond knowledge and experience.
7. Demonstrates accountability for nursing care given by self and/or delegated to others.
8. Collaborates with other health care providers to coordinate care.
9. Provides the patient with information to make informed decisions regarding health.
10. Serves as patient advocate to support optimal health outcomes.
11. Demonstrates the importance of professionalism, a spirit of inquiry, lifelong learning, and a commitment to evidence-based nursing practice.

May 2017

## REQUIRED CURRICULUM

The supporting courses listed in each semester must be taken prior to or concurrent with the nursing courses listed in the same semester. Students **MUST SUCCESSFULLY COMPLETE** all courses listed in each semester before enrolling in the next nursing course.

### First Semester

NUR 104	Calculations for Nursing <sup>4</sup>	1
NUR 105	Fundamentals of Nursing <sup>4</sup>	6
NUR 106	Fundamentals of Nursing Clinical <sup>4</sup>	1
NUR 150	LPN to RN Transition	1
PSY 220	Developmental Psychology	3
BIOL 131	Anatomy & Physiology <sup>2</sup>	4

### Second Semester

NUR 155	Medical-Surgical Nursing I	6
NUR 156	Medical-Surgical Nursing I Clinical <sup>3,6</sup>	2
NUR 157	Medical-Surgical Nursing I Skills <sup>3,7</sup>	1
NUR 165	Mental Health Nursing <sup>5</sup>	3
NUR 166	Mental Health Nursing Clinical <sup>3,6</sup>	1
BIOL 207	Microbiology	3

### Third Semester

NUR 208	Medical-Surgical Nursing II	5
NUR 209	Medical-Surgical Nursing II Clinical <sup>3</sup>	3
NUR 215	Maternal-Newborn Nursing <sup>5</sup>	2
NUR 216	Maternal-Newborn Nursing Clinical <sup>3,6</sup>	1
ENG 100	Intro to College Writing	3

### Fourth Semester

NUR 254	Pediatric Nursing	2
NUR 255	Medical-Surgical Nursing III <sup>5</sup>	3
NUR 257	Nursing Seminar & Practicum <sup>3</sup>	4
AH Elective	Arts & Humanities Elective <sup>1</sup>	3
QR Course	Quantitative Reasoning Course <sup>1</sup>	3

**Total Program Hours 61**

<sup>1</sup>Quantitative Reasoning course and the Arts & Humanities Elective may be taken at any time during the four semester curriculum.

<sup>2</sup>Students must achieve a minimum grade of "C" in all science courses in order to progress to the next nursing course.

<sup>3</sup>Clinical courses require students to complete 3-clock hours each week for each clinical credit hour.

<sup>4</sup>Upon admission to the ASN Program, proof of current LPN license, and after successful completion of NUR 150, PSY 220, and BIOL 131 the LPN will be awarded eight credit hours for NUR 104, NUR 105 and NUR 106.

<sup>5</sup>LPNs may receive credit on the basis of departmental examinations for NUR 165, NUR 215, and N254.

<sup>6</sup>LPNs may receive experiential credit for the course after successful completion of the course's didactic component.

<sup>7</sup>LPNs may receive experiential credit for the course after successful completion of skills competency check-off.

May 2017

## **TESTING POLICY**

All personal items, purses, hats, sunglasses, cell phones, PDAs, books, papers, etc. must be placed away from the testing area in the front or side of the classroom. All cell phones must be turned off and placed in your backpack/bag or in a designated area. Pockets must be emptied when entering the room. Leave anything of value in your car.

### Testing Supplies

You may not use books, notes, calculators, or other aids when taking your exam unless your instructor allows. Any scratch paper, scantrons or calculators will be supplied by the instructors.

### Food and drink

No food, candy or drink of any kind will be allowed inside the testing room.

### Cheating on exams

Proctors in the testing centers will monitor you during your exam. Monitoring includes watching from a seated position in the room, walking through the room, and viewing computer screens.

If you are caught cheating on an exam, any behavior of academic dishonesty will be addressed in a conference with the student and a panel of faculty. A score of zero will be applied to the examination or assignment for academic dishonesty. Additional actions which may be taken involve probation, suspension or expulsion from the university as deemed by the Offices of Student Life and Judicial Affairs.

### Technological Issues

As the ASN Program utilizes web-based testing, technological issues could arise that either delay or prevent retrieval of student test results. Therefore, ASN Program faculty reserve the right to add additional test questions to a future exam, increase the point value of future exam questions, or require retesting as necessary.

May 2015

## **TESTING LOCATION**

Online LPN to ASN students are required to take nursing exams on the same date as traditional nursing students. Online LPN to ASN students can choose to travel to WKU's South Campus to test with their respective class or they may choose to test at any of the university's regional campus testing centers. In addition, the WKU Testing Center can assist online students in locating approved exam sites in geographical locations most convenient for the student. While the WKU Testing Centers do not charge a fee, the WKU Remote Proctoring Network includes both proctor locations who charge for proctoring services as well as those who do not charge. Students are responsible for payment of any proctoring fees if they choose to use a proctoring site who charges a fee for this service. Students are also responsible for any additional fees that might be associated with the use of a particular proctoring site, such as parking fees.

## **STUDENT ABSENCE FROM EXAMINATIONS/TESTS**

A student may not take an examination other than the scheduled date without satisfactory justification. Students are responsible for notifying their instructor if they are unable to take a scheduled unit test or final examination prior to the scheduled test time. The faculty members responsible for the course will jointly decide if the justification is satisfactory. The student who does not notify the faculty of an absence for an examination and/or who cannot provide satisfactory justification for the absence can still take a makeup examination but the achieved score will be reduced by 10% of total points possible. At the discretion of the course instructors, any makeup exam may consist of different test items or essay questions. Makeup exams will be given as soon as possible, preferably within one week of the date of the original exam.

## **STUDENT ASSISTANCE FOR SUCCESS**

To promote student success in the LPN to ASN Program:

1. It is required that any student who achieves less than 80% on a unit exam must contact course faculty within one week after the exam.
2. It is required that students complete remediation activities as assigned by the course faculty. Remediation assignments are due within one week of student receipt. Students failing to complete remediation activities within one week will receive a 10% reduction in score achieved for the course's next unit exam/final.
3. Students who do not follow the Student Assistance for Success policy may not qualify for future readmission to the nursing program if unsuccessful.

April 2015

## **GRADES**

Didactic course grades will be determined by assignments and exams. Clinical course grades are pass/fail and based on student skill performance and clinical evaluation. If a student is unsuccessful in either the didactic or clinical component of a course, both courses must be successfully repeated before the student is allowed to progress in the program. Course letter grades are assigned using the following scale:

100.0 – 91.0%	= A
90.9 – 84.0%	= B
83.9 – 77.0%	= C
76.9 – 69.0%	= D
68.9 -- 0.0%	= F

## **PROMOTION AND RETENTION POLICIES**

1. In order to successfully complete a nursing course a student must achieve a minimum score of 77%. A student with an average score of 76.9% or below will not pass the course.
2. A student who is unsuccessful in a nursing course must repeat the course before taking the next sequential nursing course. A student who fails a nursing course must write a letter to the Academic Standards Committee requesting readmission. Consideration for a student to repeat a nursing course will be given on an individual basis by the Academic Standards Committee and dependent upon available resources. The student must have a minimum GPA of 2.0 excluding the nursing course(s) which is to be repeated. A second failure in a required nursing course or the failure of a subsequent nursing course will result in dismissal from the LPN to ASN Program. For the purpose of this policy, failure of a course with a required clinical section counts as a one-course failure, even if the student fails both the lecture and clinical section simultaneously.



3. The student must follow the required curriculum. Any exceptions must be approved by the Academic Standards Committee.
4. The student must achieve a grade of "C" or higher in Biology 131, Human Anatomy and Physiology, and Biology 207, Microbiology, in order to progress to the next nursing course.
5. A student considering to either audit or withdraw from a nursing course should consult with both course faculty and the WKU Student Financial Assistance office prior to making their decision. It is the student's responsibility to determine how such action would affect their financial standing (grant/scholarship/loan/etc.) and admission eligibility with the university.
6. A student who wishes to continue in the LPN to ASN Program after having withdrawn must submit a written request to the Academic Standards Committee for readmission into the next immediate semester. The request must explain the rationale for the unsuccessful performance and a plan for success if readmitted. Students who are readmitted to the program must complete remediation assigned by faculty. Readmission to the program may be influenced by faculty recommendations, attendance and effort put forth by student. Readmission to the program will depend upon resources available and time since initial admission. Students have a maximum of 2 years from admission to graduation to complete the LPN to ASN Program. Students with English as a second language may be granted an additional semester to complete the program.
7. If a student has health problems that in the opinion of the nursing faculty negatively influence his/her progress in the nursing program, the faculty may require certification by a medical doctor (approved by the nursing faculty) as to the person's fitness to continue in nursing.
8. A student who is unsuccessful in Nursing 208, Medical Surgical Nursing II, must also repeat Nursing 209, Medical Surgical Nursing II Clinical when repeating Nursing 208.

May 2017

#### **NURSING CO-REQUISITE WITHDRAWAL POLICY**

If a student withdraws from a nursing course with a clinical component, the student must also withdraw from the corresponding didactic/clinical component. For example, if a student withdraws from Nursing 208, that student must also withdraw from Nursing 209. If a student withdraws from Nursing 209, the student must also withdraw from Nursing 208.

August 2010

#### **CLINICAL SKILLS CHECK-OFF POLICY**

Clinical skills are essential to nursing practice. Therefore, a student must master all selected skills at a satisfactory level before utilizing the skills in the clinical area. Each clinical course's syllabus will identify selected skills for which students are to demonstrate skill competency. Students will be provided requirements for successfully completing each identified skill. A student has two attempts to successfully complete a skill. If a student is unsuccessful on their first attempt, a second faculty member will evaluate the student on their second and final attempt. Failure to successfully complete any selected skill within two attempts will result in clinical failure.

May 2008

LPNs will have the option to attempt a comprehensive skills check off or join the traditional lab group for skill presentation and return demonstration. If the LPN chooses to attempt the comprehensive check offs, they are responsible for all skills and will randomly be asked to demonstrate 3-4 skill sets at the instructor's discretion. If successful, the LPN will be exempt from attending regularly scheduled nursing skills lab days. If an LPN is unsuccessful on their first attempt, they will be required to complete the regular scheduled skills lab days with the same requirements of all students as noted in the above policy.

May 2013

## **EVOLVE REACH TESTING AND REMEDIATION POLICY**

The ASN Program has partnered with Elsevier to ensure student preparation for the national licensing exam. Benefits to utilizing the Evolve Reach Testing and Remediation Program are:

- Allows faculty to easily identify students who may be at-risk, throughout the curriculum.
- Exposes students to test items that simulate NCLEX questions and a computerized testing environment, preparing them for the NCLEX examination throughout their program of study.
- Provides customized remediation based on individual student areas of weakness, ensuring targeted review prior to taking the NCLEX examination.
- Offers flexibility for reviewing, as the student can access the appropriate remediation resources from any computer with access to the internet, and provides the option of printing remediation resources for study away from their computer.

Select nursing courses have scheduled standardized tests. The student's standardized test score will account for 10% of the student's overall course grade. Returning students are required to complete the HESI remediation prior to the start of the following semester.

Nursing 155 – Medical-Surgical Nursing I  
Nursing 165 – Mental Health Nursing  
Nursing 208 – Medical-Surgical Nursing II  
Nursing 215 – Maternity Nursing  
Nursing 254 – Pediatric Nursing  
Nursing 255 – Medical-Surgical Nursing III

The HESI RN Exit Exam will be administered during the last semester of the nursing program. Each student is required to take the HESI RN Exit Exam and achieve a score of 900. Two HESI Exit exams are required and each will be calculated as 10% of the NUR 255 course grade. After the first attempt, the student is required to complete quizzing specific to all content topics scoring less than 900 prior to taking the second HESI Exit Exam. If the required score of 900 is not achieved on the 2nd HESI Exit attempt, the student will receive a grade of "Incomplete" in NUR 255 and will be required to complete additional remediation. Once the assigned remediation is complete, the students' name will be placed on the program's certified list of graduates for submission to the Kentucky Board of Nursing for NCLEX-RN eligibility and the student will receive the grade earned for the course.

December 10, 2014

Please note that Evolve Reach Testing is a web-based program, therefore, technological interruptions may occur during testing. ASN Faculty will make every effort to resolve any issues/interruptions as they occur in order to resume student testing as scheduled.

## **NCLEX PREPARATION PLAN**

In order to be successful, students must prepare for the national licensing exam, NCLEX-RN. Therefore, the LPN to ASN Program requires all nursing students to complete NCLEX style questions throughout the program and to take the program required NCLEX-RN Review Course during the last semester of the program. Failure to complete the review course and provide documentation of completion will result in the student receiving a grade of incomplete in the last semester nursing course(s). NCLEX questions will be completed using Lippincott's NCLEX-RN PassPoint quizzing system. Each nursing course syllabus will outline the number of questions per quiz and required mastery level. Quizzes will be assigned as follows:

### **NUR 155**

Med/IV Administration  
Gastrointestinal  
Musculoskeletal  
Respiratory  
Genitourinary  
Acid Base  
Cellular Regulation  
Fluid & Electrolytes  
Immunity  
Infection  
Inflammation  
Informatics  
Diversity  
Time Management  
Critical Thinking  
Oxygenation/Gas Exchange  
Technical Skills  
Basic Physical Care  
Basic Physical Assessment  
The Nursing Process  
Elimination  
Basic Care & Comfort  
Mobility

### **NUR 165**

Basic Psychosocial Needs  
Mood and Affect  
Behaviors  
Caring  
Caring Interventions  
Foundations of Psych Nursing  
Anxiety  
Mood, Adjustment, and Dementia  
Psychotic Disorders  
Substance, Eating, Impulse Control  
Advocacy  
Cognition  
Stress & Coping  
Violence  
Psychosocial Integrity  
Self  
Communication  
Ethical  
Legal Issues  
Safety

**NUR 208**

Cardiovascular Disorders  
 Oncology  
 Endocrine/Metabolic  
 Metabolism  
 Perfusion  
 Clinical Decision Making  
 Diversity  
 Health Care Systems  
 Health Care Policy  
 Evidence Based Practice  
 Collaboration  
 Managing Care  
 Quality Improvement  
 Professional Behavior  
 Informatics  
 Thermoregulation  
 Teaching & Learning  
 Cultural  
 Spiritual  
 Tissue Integrity  
 Assessment  
 Wellness

**NUR 215**

Antepartum  
 Intrapartum  
 Postpartum  
 Neonate  
 Family  
 Reproduction  
 Sexuality  
 Accountability

**NUR 254**

Infant  
 Toddler  
 Pre-Schooler  
 School Age  
 Adolescent  
 Development

**NUR 255**

Intracranial Regulation  
 Sensory Perception  
 Neurosensory Disorders  
 Grief/Loss  
 Health/Wellness/Illness  
 Leadership/Management  
 Management of Care  
 Safety/Infection Control  
 Health Promotion Maintenance  
 Pharmacological/Parenteral Therapies  
 Reduction of Risk Potential  
 Physiological Adaption  
 Comprehensive Exam  
 Comprehensive Exam

May 2017

**STUDENT PARTICIPATION IN GOVERNANCE**

The LPN to ASN Program values student participation in governance. Students are asked to submit comments/suggestions to the LPN to ASN Coordinator for discussion at LPN to ASN faculty meetings. Student input is also sought by program committees during discussion of proposed program policy changes.

May 2017

**PROFESSIONALISM ACTIVITY REQUIREMENTS**

Western Kentucky University ASN Program expects that the graduate “Demonstrates the importance of professionalism, a spirit of inquiry, lifelong learning, and a commitment to evidence-based nursing practice.” As part of your development within the nursing profession in your leadership role within the community active participation is required. Active participation includes:

- at least one nursing professional committee meeting (excluding routine staff meetings) in your local healthcare facility. Examples may include ethics committee, policy committee, shared governance committee, research committee, etc.

- **and** one community event per semester (minimum 2 hour participation). Examples may include health fair, Relay for Life, Special Olympics, Camp courageous volunteer, shelter volunteer, etc.

Failure to comply with this participation each semester will result in a failing grade in the nursing course(s) in which you are enrolled. Documentation of attendance, date/time, and committee name from the healthcare facility and/or community event is required.

May 2017

## **TRAVEL**

The student will provide his/her own transportation for clinical experiences, some of which may be located outside the Bowling Green area.

Fall 2009

## **POST ADMISSION DRUG SCREENING**

Random drug screening will occur as per the School of Nursing Drug Screen Policy. Students will be provided a list of clinical facilities available for random drug testing. Each student will select the clinical site most convenient to their location at the start of the nursing program. Should the student desire to change their selected clinical site for drug screening, it is the student's responsibility to submit a request to change selected clinical site to the ASN Clinical Education Coordinator.

## **ATTENDANCE POLICY**

### Clinical/Laboratory Attendance

Attendance in the clinical facility or nursing skills laboratory is essential in order to achieve the educational objectives of the nursing program. A student must notify his or her clinical instructor prior to any clinical absence. The student must meet with course/clinical faculty immediately following any absence. Students who are absent from clinical, regardless of the reason, will be required to make up clinical time by completing a learning assignment as determined by the course coordinator. Students are given up to one week to complete the assigned learning assignment.

**Maximum hours allowed for absence consist of one clinical day plus two additional hours.** For example if your clinical meets for 12 hours then you can miss one clinical day and then up to two additional hours for either arriving late or leaving early. This policy includes both clinical time spent in the skills lab or at a clinical facility.

An additional clinical absence will be given to a student who submits an incomplete or late learning assignment. A student absent more than the designated number of hours for that course will fail the clinical nursing course. If the clinical nursing course failure occurs prior to the official university withdrawal date, the student will withdraw from the clinical course and corresponding didactic course. If the clinical course failure occurs after the official university withdrawal date, the student will receive a failing grade for the clinical course. If eligible for readmission, the student may request readmission into the program for the following semester.

Tardiness for and/or leaving early from the clinical/laboratory experiences is unacceptable and may result in

the student not being admitted to the clinical/laboratory, which will then be counted as an absence. Students may be sent to an alternate learning experience if unprepared to perform clinical assignment.

If a student misses clinical due to a medical reason (e.g., hospitalization, invasive procedure, or infectious process), the student must present a signed medical release indicating no restrictions prior to return to clinical. It is the student's responsibility to provide this signed release. Individual cases will be considered at the discretion of that student's clinical instructor and/or course coordinator.

May 2017

### **AUDIO/VIDEO TAPING POLICY**

As a nursing student of WKU's LPN to ASN Program, students may be photographed, videotaped and/or audio taped for educational purposes. Recorded material may be viewed by instructors and other students or outside sources for educational advancement during and beyond a student's enrollment. Students are to dress appropriately and use appropriate language during any media recording. No media content will be copied by a student for any reason.

November 2016

### **CELLULAR PHONE AND PAGER POLICY**

No cellular phones or pagers are allowed in any classroom, clinical or laboratory setting. Phones and pagers must remain off in a student's purse or backpack. Students may check for messages during breaks. No photographs or videos may be taken of patients. Instructors will have a phone in the classroom/clinical facility for receipt of emergency transmissions.

March 2010

### **STUDENT EMPLOYMENT**

1. The LPN to ASN Program is responsible for students' performance only while in nursing laboratory experiences under guidance of Western Kentucky University faculty members.
2. Student employees are the responsibility of the employer. It is the responsibility of individual faculty members to counsel students if employment seems to be interfering with educational experience.
3. Nursing students may not wear student photo ID badges or nursing school emblems during non-school activities including employment.
4. Nursing students must adhere to the requirements of the Kentucky Board of Nursing as stipulated in the Advisory Opinion Statement 18, revised February 2016.

### **UNIFORM GUIDELINES/DRESS CODE**

A program approved uniform and WKU name badge must be worn in all clinical settings in accordance with the policy of that agency. An official WKU patch designating the ASN program must be worn on the left

sleeve. The skirt length of the uniform shall be no shorter than the middle of the knee. Plain black leather shoes with black socks or hosiery is required. Scrub jackets may be worn with the uniform. Uniforms may be worn from residence to agency and return. Students may wear uniforms only when functioning in their capacity as a WKU nursing student.

May 2013

### **PHOTO ID BADGE**

A photo ID badge must be purchased during nursing orientation. Students are responsible for wearing the photo ID badge anytime in nursing uniform and/or scrub jacket.

### **ASN PIN**

Those students in Nursing 255 may purchase the official Associate of Science in Nursing Program pin which may be worn after graduation from the University bookstore.

### **JEWELRY**

Jewelry must be limited to a watch, engagement and wedding rings, and one pair of small post earrings. All other visible piercings must be removed. The watch must have the ability to calculate seconds.

### **SCHOOL PATCH**

The patch must be worn on both the scrub jacket and uniform. The emblem is to be centered on the left sleeve, two and one-half inches below the shoulder seam, with the raw edges turned under.

### **PERSONAL HYGIENE**

At all times students are required to be clean, neat and appropriately groomed. If inappropriately dressed, the student will be asked to leave the clinical area. Hair must be clean, of natural hair color, and neatly styled at all times when wearing scrub jacket and/or student uniform. Long hair must be secured at the back of the neck or up off of the collar. Barrettes must be the same color as the hair. Beards and mustaches must be neatly trimmed. Fingernails should be of medium length. No fingernail polish, artificial nails, perfumes/cologne, and fragrant lotions allowed. Visible tattoos must be covered. Gum chewing is prohibited in patient care areas.

May 2013

### **CONTINUING EDUCATION CREDIT FOR LPNS**

The Kentucky Board of Nursing will award contact hour credit for academic programming in accordance with the criteria listed in Kentucky Board of Nursing 201 KAR 20:215 Continuing Competency Requirements Section 7 (revised 11/6/2015). Questions regarding specific courses and/or circumstances should be directed to the Kentucky Board of Nursing.

**National Student Nurses' Association, Inc.**  
**Code of Academic and Clinical Conduct**

**PREAMBLE**

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

**A CODE FOR NURSING STUDENTS**

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we;

1. Advocate for the rights of all patients
2. Maintain patient confidentiality.
3. Take appropriate action to ensure the safety of patients, self, and others.
4. Provide care for the patient in a timely, compassionate and professional manner.
5. Communicate patient care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of patient care
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.



12. Refrain from performing any technique or procedure for which the student has not been adequately trained.

13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the patient, self, or others.

14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from patients regarding any form of treatment or research.

15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.

16. Strive to achieve and maintain an optimal level of personal health.

17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.

18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Fall 2007

**National Student Nurses' Association, Inc.**  
**Code of Professional Conduct**

As a member of the National Student Nurses' Association, I pledge myself to:

- Maintain the highest standard of personal and professional conduct.
- Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.
- Uphold all Bylaws and regulations relating to the student nurses' association at the chapter, state and national levels, reserving the right to criticize rules and laws constructively, but respecting the rules and laws as long as they prevail.
- Strive for excellence in all aspects of decision making and management at all levels of the student nurses' association.
- Use only legal and ethical principles in all association decisions and activities.
- Ensure the proper use of all association funds.
- Serve all members of the student nurses' association impartially, provide no special privilege to any individual member, and accept no personal compensation from another member or non-member.
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or appointed position in the association.
- Refuse to engage in, or condone, discrimination on the basis of race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.
- Refrain from any form of cheating or dishonesty, and take action to report dishonorable practices to proper authorities using established channels.
- Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is integrity in the data and information used by the student nurses' association.
- Cooperate in every reasonable and proper way with association volunteers and staff, and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing.
- Use every opportunity to improve faculty understanding of the role of the student nurses association.
- Use every opportunity to raise awareness of the student nurses' association's mission, purpose, and goals at the school chapter level.

May 2017

## **CRIMINAL CONVICTIONS**

Most, if not all, state boards of nursing require a criminal background check upon admission to a nursing program and again prior to licensure. The Kentucky Board of Nursing Mandatory Reporting of Criminal Convictions statement is listed here for your convenience. However, please note that if you live in Tennessee or plan to license in a state other than Kentucky, you are responsible for reviewing the criminal convictions/background check guidelines for that particular state.

### **Kentucky Board of Nursing Mandatory Reporting of Criminal Convictions**

Kentucky law requires that licensed/credentialed individuals report criminal convictions to the Kentucky Board of Nursing within ninety (90) days of the conviction, KRS 314.109. Kentucky Board of Nursing Administrative Regulation 201 KAR 20:370, an application for license/credential, also requires applicants to report criminal convictions and states what must be submitted when reported.

This brochure addresses the most commonly asked questions by individuals with criminal convictions. For additional information, contact the Board office or visit our website.

**KENTUCKY BOARD OF NURSING  
312 WHITTINGTON PKY, SUITE 300  
LOUISVILLE KY 40222-5172  
1-800-305-2042 OR 502-429-3300  
<http://kbn.ky.gov>**

#### **What criminal convictions must I report to the Kentucky Board of Nursing?**

The *Kentucky Nursing Laws* require that **ALL** misdemeanor and felony convictions occurring in Kentucky or any other state, regardless of when they occurred, must be reported to the Kentucky Board of Nursing (KBN). Federal and military convictions must also be reported. Any person licensed/credentialed by the KBN shall, within ninety (90) days of entry of the final judgment, notify the KBN in writing of any misdemeanor or felony criminal conviction in this or any other jurisdiction. Upon learning of any failure to notify the KBN under this section, the KBN may initiate disciplinary action under KRS 314.089. Traffic related misdemeanors, with the exception of Driving Under the Influence (DUI), conviction(s) do not have to be reported.

#### **What is the Board's definition of a conviction?**

KRS Chapter 314.011(22) defines a conviction as the following: (a) An unvacated adjudication of guilt; (b) Pleading no contest or nolo contendere or entering an *Alford* plea; or (c) Entering a guilty plea pursuant to a pretrial diversion order; Regardless of whether the penalty is rebated, suspended, or probated. You should contact the court to determine whether the above definition of conviction applies to you.

#### **How do I know whether I've been convicted of a crime?**

You have been convicted if you have pled guilty to, entered an *Alford* plea or *Nolo Contendere* plea, have entered into a pre-trial diversion program or were found guilty of a criminal offense in any court. You should contact the court to determine whether the conviction was a violation, misdemeanor or felony offense.

#### **What if my charge was dismissed?**

You are not required to report charges that have been dismissed by the court. You may be required to provide records verifying the conviction(s) have been dismissed if requested.

**Do I report convictions when I was a juvenile?**

Juvenile convictions that occurred when you were under the age of 18 do not need to be reported unless you were convicted as an adult.

**How will my conviction be reviewed?**

There are three methods of criminal conviction review:

1. Staff Member Review
2. Board Member Review
3. Credentials Review Panel

A determination will be made to request additional information, request a personal interview with you or approve/deny your application (for applicants by examination denial of your application will prohibit you from being allowed to take the NCLEX examination in Kentucky).

**How long will it take for my conviction to be reviewed?**

It may take up to three or more months to review your information. You may be contacted by mail if additional information is needed.

**Will my conviction make me ineligible for a nursing license?**

Not necessarily. The statute states that the KBN may take action on criminal convictions that bear directly on an individual's qualifications or ability to practice nursing. The regulation clarifies that the type of convictions referred to are those that involve dishonesty, substance abuse, sexual offenses, breach of trust, danger to the public safety, or physical harm or endangerment.

**Can I be denied licensure?**

Yes. The KBN can deny a license for criminal conviction(s).

**What if I am denied licensure, what can I do?**

You may request a formal hearing before a KBN hearing panel. Your request must be in writing:

- o You will be notified of the date, time, and location of the hearing
- o You may bring legal counsel
- o The panel will make a recommendation regarding the approval or Denial of your application for licensure.

**Will a Denial of licensure be on my permanent KBN record?**

Yes. Denial of licensure is a formal disciplinary action. The Denial will be published in the KBN Connection and reported to the National Council of State Boards of Nursing's Disciplinary Data Bank.

**What if the KBN previously reviewed my conviction?**

Attach a letter of explanation to the application to inform the KBN about previous conviction reviews.

**What documents do I need to submit to the Board when reporting my conviction(s)?**

For felony conviction(s):

- o Submit a letter of explanation for each conviction
- o Provide certified/attested copy of court records

For misdemeanor conviction(s) and (DUI) conviction(s) five (5) years old or less:

- o Submit a letter of explanation for each conviction
  - o Provide certified/attested copy of court records
- For misdemeanor conviction(s) and (DUI) conviction(s) over five (5) years old:
- o No documentation required unless requested by the Board

**When do I send the information to the KBN?**

The letter of explanation and certified copy of the court record must accompany your letter of self-report and/or your application.

**What is the letter of explanation?**

The letter of explanation is a personally written summary of the events that led to your conviction. It gives you the opportunity to tell what happened and to explain the circumstances that led to your conviction.

**Where do I get the certified copy of the court record?**

You should contact the court clerk in the county where the conviction occurred to obtain a certified/attested copy of the court record. The certification/attestation verifies the conviction, date of the conviction and the judgment entered against you

**What if the court can't find a record of my conviction?**

If a court record has been "purged" or expunged, you may submit a statement from the court to affirm that the physical record no longer exists. This statement will be accepted in lieu of the court record.

**What additional information may be requested from me?**

The most frequently requested information is proof of compliance with a court ordered alcohol education/treatment program or of successful completion of a court ordered probation.

**Do I report a conviction that has been appealed?**

You should report the appealed conviction to the KBN.

**Will the KBN verify my criminal history?**

Yes. The KBN requires a state and federal criminal history search on applicants. The record search is NOT the official court record. Discrepancies related to criminal convictions or failure to report a criminal conviction will delay the processing of the application.

**What if I fail to report a conviction(s)?**

Failing to report a conviction on your application, or failing to report a conviction within ninety (90) days of entry of the final judgment is a violation of the nursing law and you could be subjected to disciplinary action. In some situations the Board may issue a consent decree. A consent decree is not "formal" disciplinary action taken by the Board. The consent decree will consist of the applicant paying a civil penalty to the Board before the license is issued.

01/16