



# LPN to ASN Program Student Handbook

January 2020

LPN to ASN Program

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**The ASN Program is accredited by:**

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

**3343 Peachtree Road NE, Suite 850**

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## **WKU School of Nursing and Allied Health**

**THE PROVISIONS OF THIS DOCUMENT DO NOT CONSTITUTE A CONTRACT BETWEEN THE STUDENT AND THE SCHOOL OF NURSING. THE FACULTY AT WKU SONAH RESERVES THE RIGHT TO MAKE REASONABLE CHANGES AS NECESSARY.**

Students at Western Kentucky University are expected to review and abide by policies within the University Student Handbook. However, in addition to the University Student Handbook, there are specific policies related to nursing students and the various nursing programs. This LPN to ASN Program Student Handbook contains polices that apply to all LPN to ASN Program students.

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## WKU School of Nursing and Allied Health

### **Mission**

The mission of the School of Nursing and Allied Health (SONAH) prepares undergraduate and graduate students to provide compassionate, culturally sensitive care to diverse populations. Through the use of service and interprofessional learning opportunities, students are prepared to function in an increasingly global society and to provide creative evidence based, and ethical solutions for complex healthcare issues. The desire for lifelong learning is instilled in graduates as a means to continue personal professional development and to affect positive change in healthcare systems and policy.

### **Nursing 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-and identifies the basic structural components of the curriculum. The organizational framework of the curriculum is guided by theoretical principles including Maslow Hierarchy of Needs and Erikson's Developmental Stages and based on the concepts of nursing, patient, health, and environment.

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*, QSEN competencies, licensing laws, professional standards, and established policies and procedures.

### Operational Definitions

**Evidence-Based Practice**-Integration of best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (QSEN, 2019)

**Clinical decision making**- Contextual, continuous, and evolving process, where data are gathered, interpreted, and evaluated in order to select an evidence-based choice of action. (Tiffen, et.al)

**Patient-centered care**-Recognition of the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs. (QSEN, 2019)

**Informatics**-Utilization of information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN, 2019)

**Quality Improvement**-Use of data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN, 2019)

**Safety**-To minimize the risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN, 2019)

**Teamwork and Collaboration**-To function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (QSEN, 2019)

### References

*QSEN Institute*. (2019). Retrieved from <http://qsen.org/competencies/pre-licensure-ksas/>

Tiffen, J., Corbridge, S. J., & Slimmer, L. (September -October 2014). Enhancing Clinical Decision Making: Development of a Contiguous Definition and Conceptual Framework. *Journal of Professional Nursing*, vol 30, issue 5, pages 399-405.

March 15, 2019

## **Student Learning Outcomes**

The graduate:

1. Functions in the professional role utilizing current standards of nursing practice.
2. Provides safe, competent, patient-centered care based on respect for patient's preferences, values, and needs utilizing the nursing process.
3. Incorporates clinical decision making and effective communication when prioritizing and collaborating with members of the inter-professional team.
4. Demonstrates accountability for nursing care given by self and/or delegated to others while seeking appropriate resources.
5. Provides the patient with information to make informed decisions regarding health.
6. Demonstrates a spirit of inquiry and examines the evidence that underlies clinical nursing practice to enhance quality and safety in healthcare.
7. Uses information and communication technologies to coordinate patient care and support decision making.

December 2019

## 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



## SONAH STUDENT POLICIES

### COMPUTER LITERACY

Students are expected to have adequate computer skills for writing papers, using electronic mail to communicate, and accessing information using the Internet. If computer skills are not adequate, it is suggested the student investigate learning experiences to improve skills. Introductory computer courses are available here at WKU, local community colleges and/or technical schools, etc. Students are expected to use Microsoft Office and some specialty software (see class syllabi for details). Many courses are web-enhanced or web-based using the Blackboard Educational Package, which requires internet access and a current version of either Internet Explorer or Fire Fox. Students without appropriate computer hardware and software will be expected to either upgrade their personal systems and/or make use of the student computer labs to complete computer-based assignments.

All students must use their **WKU EMAIL ADDRESS** and are responsible for checking their email on a regular basis for updates and instructions from their course and clinical faculty.

### GENERAL STUDENT ATTENDANCE AND ILLNESS POLICY

**Attendance:** Students are expected to be present, punctual, and attentive for class, lab and clinical experiences.

**Tardiness:** Students are expected to arrive prior to the start of class, to avoid disrupting the classroom. Students who arrive after class begins may be asked to wait until break to enter the classroom. Admittance to the clinical setting/laboratory in the event of tardiness for exceptional circumstances will be at the discretion of the instructor.

**Extra Assignments:** Faculty members may assign extra work for students who have missed any part of a class or clinical to help the student regain what was lost during their absence if the faculty member feels this is appropriate.

**Extenuating Circumstances:** *Unforeseen events* such as an auto accidents, deaths in the immediate family or personal illness which requires a student to be absent from class or clinical may be viewed as an extenuating circumstance. In the case of such events the student must notify faculty members as soon as possible. ***Vacations, weddings, doctor appointments, studying for an exam, child care issues, job interviews, working, etc. are not considered extenuating circumstances as these are not unforeseen events.*** Students wishing to claim extenuating circumstances will be asked to provide documentation of the condition which led to excessive absenteeism. The presence of extenuating circumstances does not guarantee that a student will be exempted from this attendance policy.

## **PERSONAL ILLNESS AND EMERGENCY**

Students may not attend class or clinical if they have a fever or other evidence of a contagious illness. Students are expected to be fever free for 24 hours after an acute illness before returning to the class or clinical setting. If students are unable to attend the regularly scheduled class, lab or clinical rotation due to illness or such an emergency, they are required to provide advance notice via telephone or email to the faculty member teaching the course. In an emergency where advance notice is impossible, the student is required to notify the faculty member teaching the course as soon as possible.

If an emergency situation occurs during a class, lab, or clinical session that requires immediate medical attention for a student, the nursing faculty is to contact 911 and provide directions to the student's location. The student is responsible for any transport and treatment costs. Students should contact their own health care provider for recommendations for follow-up treatment.

Approved January 2017

DIVISION: School of Nursing  
TITLE: **NURSING CORE PERFORMANCE STANDARDS**  
DATE: May 2016  
REVISED: N/A  
AUTHORIZED: Mary Bennett, Director WKU School of Nursing

## **I. Purpose and Scope**

To document the required Core Performance Standards for WKU School of Nursing Pre-Licensure Students. To document student's acknowledgement of their awareness of these standards and that they can meet these standards upon application to one of the WKU pre-licensure nursing programs.

## **II. Otherwise Qualified Person with a Disability**

An otherwise qualified individual with a disability is a person with a recognized disability who is otherwise qualified (meets the academic requirements for placement within an admission cohort), but may not be able to meet the core performance standards without accommodations.

## **III. Students who require accommodation**

(Academic adjustment and/or auxiliary aids or services) to meet the core performance standards must contact the WKU SARC Student Accessibility Resource Center (SARC) and obtain evaluation of any necessary accommodations prior to entering the nursing program. Written documentation from the SARC must be presented to the nursing program prior to starting nursing courses, so that any necessary arrangements can be made to provide appropriate accommodations (more information below). *Please note that admission into the nursing program does not guarantee the student with a disability will be able to be placed at specific clinical agencies, or that every clinical agency will be able to provide the same level of accommodations for students with disabilities.*

## **IV. Testing Accommodations**

Students requesting testing accommodations within WKU School of Nursing must meet the same rigorous standards as those required for nursing licensure and accreditation exams. See School of Nursing Testing Accommodations Policy for details. Students should work with SARC to obtain

the needed documentation and make arrangements for extended testing prior to the first timed graded assignment or exam within a course, or within 4 weeks of starting the course, whichever comes first. Last minute requests for extended time on exams may not be able to be accommodated.

## V. The Core Performance Standards

These are approved technical standards for students in nursing programs. Each institution must make explicit essential eligibility requirements for its nursing program by citing the core performance standards. The standards set forth cognitive, sensory, affective and psychomotor performance requirements. Each core performance standard should be accompanied by examples of activities nursing students are required to perform.

[http://www.sreb.org/page/1390/the\\_americans\\_with\\_disabilities\\_act.html](http://www.sreb.org/page/1390/the_americans_with_disabilities_act.html)

## VI. Core Performance Standards

To enter, remain and progress in the WKU pre-licensure nursing program, all students must be able to meet the following core performance standards, with or without reasonable accommodation. Examples of abilities listed below are not inclusive.

- **Gross Motor:** Students must have sufficient physical mobility to travel independently to and within hospitals, homes, clinics, schools, and other health-related agencies. They must be able to quickly and safely move from room to room and maneuver in small places. 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, ability to reach above shoulders to manage IVs or monitors, ability to reach below waist to manage equipment, twist, bend, stoop, squat, push, pull, lift, support at least 50 pounds in order to position, transfer, and ambulate patients, ability to administer CPR to adults, children and infants, and perform physical movements quickly and efficiently to provide safe patient care.
- **Sensory and Fine Motor:** Students must have sufficient tactile and manual dexterity to (a) accurately manipulate equipment, (b) complete a physical assessment (palpation, percussion, auscultation, taking a pulse), (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, color, temperature and texture.
- **Visual Acuity:** Students must have sufficient visual acuity to (a) observe subtle changes in clients' conditions, (b) accurately read medical records and orders, (c) accurately read computer monitor screens and other equipment indicators, and (d) legibly and accurately document nursing care. Detect changes in color of various alarm lights and laboratory assays which are color based.

- **Auditory Acuity:** Students must have the auditory acuity with and without background noise that enables them to communicate with others and to assess the physical status of a client (breath sounds, heart sounds, bowel sounds, auscultating blood pressure, etc.). Students must possess sufficient auditory acuity to respond to various alarm signals from different types of equipment, such as when the alarm is sounding from the patient's room and the student is in the hallway. Must be able to respond to normal volume speech in situations where unable to see lips move, as when the speaker is not facing the student or when the speaker is wearing a mask.
- **Communication Skills:** 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) Give oral and written reports to faculty and other members of the health care team; (c) teach clients and families; (d) accurately document, interpret, and comprehend nursing interventions and actions and client responses; (e) communicate data about clients in a timely manner; and (f) demonstrate a willingness and ability to give and receive feedback.
- **Emotional and Cognitive Skills:** Students must have sufficient emotional stability and cognitive skills to (a) process both verbal and written information in a reasonable amount of time; (b) demonstrate good judgement; (c) respect differences in patients, families and other students; (d) establish and maintain appropriate relationships and boundaries with clients, faculty, staff, and peers; (e) work closely with others, including touching and being touched by others during patient care and in training situations; (f) take responsibility for their own actions; (g) complete all responsibilities in the assessment and implementation of nursing care for patients in a timely, safe and effective manor; (h) adapt to changing and high paced environments without becoming overwhelmed; and (i) have adequate environmental awareness and emotional stability to remain calm and function effectively in multiple, complex settings that may be stressful, noisy and may be potentially harmful. This includes exposure to communicable diseases, personal injury, death of patients, and violence in the workplace.

### **Change in Ability to Meet the Core Performance Standards**

Students who experience a change that affects their ability to meet any of the core performance standards must notify their assigned faculty. Students unable to function safely and effectively in the clinical setting may be required to drop out of the clinical courses during the time they are unable to meet the core performance standards. If the student experiences a change but feels that they can continue to perform safely in the clinical setting, the faculty member will require documentation from the student's health care provider indicating that the student can safely function in the clinical setting.

## **Requesting Reasonable Accommodations**

Students diagnosed with disabilities covered by the ADA and the Rehabilitation Act may be granted special accommodation in the nursing classroom or laboratory setting. Details concerning the accommodations required in each setting must be documented. Accommodations granted in one setting may be different than those granted in another setting and are not automatic. For example, *an accommodation of double testing time for a learning disability in the classroom does not mean the student will automatically get double time to perform a procedure in a laboratory or clinical setting.* It should be noted that in the clinical setting the ability to perform skills safely and effectively is mandatory and students must be able to perform the assigned clinical skills in within the allotted clinical time. For example, it is not reasonable for the student to take 12 hours to provide the assigned patient care instead of 6 hours. It is the responsibility of the student to follow the appropriate procedure for requesting an accommodation through the WKU Student Accessibility Resource Center (SARC). SARC, Downing Student Union (DSU) Room 1074, Monday-Friday, 8-4:30, 270-745-5004. [sarc.testing@wku.edu](mailto:sarc.testing@wku.edu).

## **TESTING ACCOMMODATIONS POLICY AND PROCEDURE**

NUMBER: N.1003  
DIVISION: School of Nursing  
TITLE: School of Nursing Testing Accommodations for Students with Disabilities  
DATE: 1/27/2012  
REVISED: N/A  
AUTHORIZED: Mary Bennett, Director WKU School of Nursing

### **Purpose and Scope**

In order to standardize application for testing accommodations within the school of nursing to those required for students taking nursing licensure and certification exams, the following policy will apply to nursing students who are requesting testing accommodations for School of Nursing courses.

#### **I. Policy**

Students requesting testing accommodations within WKU School of Nursing must meet the same rigorous standards as those required for nursing licensure and accreditation exams.

#### **II. Procedure**

1. All students seeking testing accommodations within the School of Nursing must work through student disabilities **PRIOR** to taking any exam for which they want accommodations. Retroactive accommodations will not be allowed under any circumstances.
2. Students must submit a written statement, on letterhead, from the disability coordinator at your high school or other former educational program, listing a detailed diagnosis, the date of your initial diagnosis, and the accommodations provided to you while attending the program. The disability coordinator may require you to sign a release of information form before the documentation can be released to WKU.
3. Documentation from a licensed health care provider (Physician, Psychologist or Nurse Practitioner) with expertise in evaluation of learning disabilities. Document must include all of the following:
  - a. Recent (within the past two years) reports, test results, evaluations, and assessments of the need for accommodations due to a physical or mental disability that substantially limits one or more major life activities, and the applicable DMI code(s).
  - b. A description of your substantial day-to-day functional limitations resulting from your stated disabilities.
  - c. A history of the disability and any past accommodations granted to the candidate, as well as a description of the disabilities impact on the individual's functioning.
  - d. Identification of the specific standardized and professionally recognized adult test/assessments given (such as Woodcock-Johnson, Wechsler Adult Intelligence Scale,), the scores resulting from testing, interpretations of the scores and evaluations.
  - e. Recommendations for testing accommodations with a stated rationale as to why the

requested accommodations are necessary and appropriate for the diagnosed disability.

4. After all required documentation has been submitted to SARC the School of Nursing will be notified by SARC of the recommended testing accommodations.
5. The School of Nursing will work with testing services to provide any required testing accommodations for all candidates who provide the above required documentation for.
6. The Student Accessibility Resource Center will keep copies of all documentation supporting the need for testing accommodation for accreditation and KBN audit reports.

**Related Policies:** Core Performance Standards



## TESTING ACCOMMODATIONS PROCEDURE

This procedure applies to students who are taking proctored or monitored exams and/or quizzes and does not apply to quizzes or tests given online in a non-proctored setting. Any student who is admitted into the WKU Nursing Program and has a letter of accommodation form from the Student Accessibility Resource Center (SARC) requesting testing accommodations will be required to take all exams requiring accommodations at the Student Accessibility Resource Center or other pre-approved testing center. This standardized procedure will provide the proper testing environment and promote student success.

### What you need to know before taking a proctored exam in the SARC Testing Center

#### I. Appointments

Your instructor will tell you what dates s/he wants you to take your exams. It is your responsibility to work with your instructor to schedule your proctored exam with the SARC Testing Center.

#### II. Parking for the SARC Testing Center

- Parking at WKU is a challenge. If you do not have a student parking pass you will need to give yourself plenty of time to get a visitor parking pass and find a parking spot.
- To obtain detailed information about parking passes and parking locations, please visit the Parking and Transportation website at [wku.edu/transportation](http://www.wku.edu/transportation).
- If you have any questions or concerns about parking on the WKU campus you may contact the Parking and Transportation Office at (270) 745-2361.
- Testers requiring parking accommodations due to accessibility issues, please contact Parking and Transportation or click here: <http://www.wku.edu/transportation/disability/>

**SARC Downing Student Union (DSU) Room 1074, Monday-Friday 8-4:30, 270-745-5004, [sarc.testing@wku.edu](mailto:sarc.testing@wku.edu), [www.wku.edu/sarc](http://www.wku.edu/sarc)**

SARC testing procedures can be found at the following link:  
[http://www.wku.edu/sarc/testing\\_guidelines\\_and\\_forms.php](http://www.wku.edu/sarc/testing_guidelines_and_forms.php)

#### III. Check-in

You will need to go through a check-in procedure so please plan to arrive five to ten minutes before your scheduled exam to complete the necessary paperwork. (During peak testing times plan on arriving 15 – 20 minutes prior to the exam).

#### IV. Identification

You must show a current photo ID before you will be allowed to take an exam at either testing location. Valid forms of ID are: WKU Student ID, state-issued driver's license, passport, or other government issued photo ID. (You will also be requested to provide your WKU 800#).

## **V. Testing Times**

The time you reserve for your exam is the time that your exam starts. If you arrive more than 10 minutes late for your exam and testing center is full, you will not be allowed to take the test and will have to reschedule. You will not be given an extension of time if you start your test late.

## **VI. Personal Items**

All personal items, purses, hats, cell phones, PDAs, books, papers, etc. must be stored in storage bins. Individual storage for personal items is available inside the SARC office. All cell phones must be turned off inside the testing center.

## **VII. Books, calculators, etc.**

You may not use books, notes, calculators, or other aids when taking your exam unless your instructor has given permission to the Testing Pro-staff that such items are allowed during your exam. Instructors supply this information in advance of your testing dates.

## **VIII. Food and drink**

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

## **IX. 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 a computer screen showing a video feed from the cameras that are in use inside the testing room.

If you are caught cheating on an exam, the proctor will report the incident to the Testing Pro-staff member on duty and will write an incident report which will be given to the faculty member for whose class you were taking the exam. The faculty member will then take appropriate action which may include a failing grade "F" on the exam or a failing grade "F" in the course. 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.

Approved May 8, 2015

## HEALTH AND SAFETY POLICIES

***NOTE: Students are responsible for all costs associated with meeting these requirements.***

**All students will be required to submit the following prior to the start of clinical and practicum courses:**

- Liability Insurance: All students in the School of Nursing must purchase the appropriate Individual Nursing Student Professional Liability Insurance in the amount of \$1,000,000/\$3,000,000. The policy must be in effect the first day of class in a clinical nursing course and must be kept current throughout the program of studies.
- Criminal background check
- Negative drug screen performed at WKU Student Health Services
- Medical History
- Medical Exam
- Immunization certificate including documentation of a Td (tetanus/diphtheria) within the last ten (10) years. Students will be required to receive an annual influenza immunization as soon as the vaccine is available each fall.
- Titers for each of the following: Measles, Mumps, Rubella and Varicella. If student is found to be non-immune then student must be re-immunized unless contraindicated by health care provider.
- Documentation of a two-step TB skin test or T-Spot results prior to beginning courses and an annual TB skin test. If the student has a positive skin test, they are required to follow the guidelines for follow-up and/or treatment as recommended by the Centers for Disease Control.
- All students must be vaccinated against Hepatitis B or sign a declination statement.
- Certification in Cardiopulmonary Resuscitation (CPR) from the American Red Cross, the American Heart Association, or American Safety and Health Institute (ASHI) for the health professional is required of all nursing students as a prerequisite for entrance. This certification must be maintained throughout the program.
- You must have personal health insurance prior to entry into any clinical nursing course. This insurance is required by some of our clinical agencies and is needed to defray the cost of hospital and medical care for any illness or injury that might be sustained while in this program and the substantial monetary liability that you, as a student, might incur as a result of failure to have such insurance. If you are not currently covered, you may want to consider affordable student policies. Information regarding WKU's student health insurance can be found at <http://www.wku.edu/healthservices/student-health-insurance/> but you are not required to purchase through WKU.
- Students will also be responsible for providing any additional information that may be required by a health care agency in order to complete clinical rotations at that agency.

## BLOODBORNE PATHOGENS POLICY

Faculty and students of the School of Nursing at Western Kentucky University must seek appropriate treatment, follow-up and counseling after exposure to blood or body fluids.

### An exposure is defined as:

- A needle or other puncture wound from a source contaminated with body fluids.
  - Direct contact of non-intact skin (open lesion, chapped, or abraded skin) with large amounts of blood or prolonged contact with blood.
  - Mucous membrane contact from a known source of blood or body fluids (a splash in the eye, mouth, or any other mucous membrane lining.)
1. In the event that a student or faculty member is exposed to a bloodborne pathogen during a scheduled clinical experience the agency's exposure policy should be followed. The student/faculty will:
    - Notify the appropriate agency representative.
    - Initiate immediate treatment by:
      - Cleaning the wound/skin area with soap and water.
      - Flushing mucous membranes with tap water or saline.
      - Serious injuries requiring suturing or physician intervention should be promptly evaluated according to agency's direction or according to insurance requirement of the faculty/student.
    - Faculty will report the exposure to the appropriate supervisors and assist the student in completing any required agency documentation.
    - **The exposed individual is responsible for any costs related to testing and treatment of self and testing of the source.**
  2. In the event that a student or faculty member is exposed to a bloodborne pathogen during a scheduled clinical experience while **NOT** in a traditional clinical setting (i.e. community based experiences such as school health or community screening) the following procedure should be followed:
    - Provide immediate first aid treatment as described above.
    - Proceed to the closest emergency facility to initiate post-exposure screening, treatment and counseling.
    - The faculty/student is encouraged to seek post-exposure treatment within 2 hours of the exposure. If travel distance does not allow, the follow-up should be completed as soon as possible.
    - The exposed individual is responsible for costs related to testing and treatment of self and testing of the source.
  3. Following the exposure, the nursing faculty should complete the Exposure to Body Substance Form and submit it to the department head for review or follow-up.
  4. While it is an individual decision whether to comply with the recommended post-exposure screening, treatment, counseling, or follow-up, the student/faculty should be offered available resources such as the Barren River District Health Department.
  5. The exposed student/faculty should obtain a copy of "Occupational Exposure to Bloodborne Pathogens" from the OSHA website.

## **LATEX SENSITIVITY POLICY**

1. It is the student's responsibility to inform faculty if they have a known allergy to latex, or if they suspect symptoms of latex sensitivity. Symptoms may include, but are not limited to the following: runny nose, itching eyes, asthma, eczema, contact dermatitis, and rarely shock.
2. In the event of a known latex allergy, continued enrollment in the program will be dependent upon the recommendations of an appropriate health care provider and the student's ability to meet core standard requirements.
3. If there is a known allergy to latex, the student should avoid contact with latex gloves and other products containing latex, avoid inhaling the powder from latex gloves worn by other students or workers in the clinical setting or laboratory, and carefully follow the student's health care provider's instructions for dealing with allergic reactions.
4. In campus laboratory experiences, the lab coordinator will make appropriate accommodations for students with latex allergy.
5. In order to decrease the chances of developing a latex sensitivity, students should use non-latex gloves when available, avoid oil-based hand cream or lotion under gloves, and wash hands with a mild soap and dry thoroughly after removing latex gloves.
6. If you suspect that you are having symptoms of latex sensitivity, immediately report those symptoms to faculty, avoid direct contact with all latex containing products, and see a health care provider experienced in treating a latex allergy.

## **DRUG AND ALCOHOL USE POLICY**

In order to uphold the highest standards of the nursing profession, the WKU School of Nursing has adopted a drug-free environment. The Supreme Court policy also applies to use of prescription drugs in an illegal manner, and any use of marijuana or marijuana products, even when visiting parts of the US where such products may be legal. Students are required to submit to drug testing prior to the start of the program and at random intervals throughout the program. Students seeking an exception to the drug free policy must complete the Student Medication Exception Form at the time they START use of any controlled substance medication (form is available on the School of Nursing website, under student forms). This form must be completed by the health care provider who prescribes the medication. Students who test positive for controlled substances at any point in time who do not have a current exception form on file with the WKU School of Nursing verifying their approved use of the substance will be dismissed from the nursing program.

To avoid any possibility of a false positive drug screen, students will not ingest any product that is related to an illegal substance. This includes poppy seeds, hemp food products such as hemp seeds and hemp oils, or other products that may be developed from plants or chemicals that are related to illegal

drugs. The student bears full responsibility for what they take into or apply to their bodies, so a positive drug test for any reason will be viewed as cause for dismissal.

Acting in any nursing student role, including attending class or clinical or acting as a nursing student in the community setting, or driving to and from these activities, including student organization activities, while under the influence of illegal drugs and/or while publically intoxicated violates the drug free policy and will result in dismissal from the nursing program.

All students are required to have a negative drug screen prior to entering their first clinical experience and the results of the drug/alcohol screen must be submitted to the program directly from WKU Health Services. As a further condition of admission and continuance in the program, random drug/alcohol screening will be required at the discretion of the nursing faculty and/or clinical facility, and the costs of such random screening will be covered using student fees. If a random drug/alcohol screen is positive, it will be confirmed by secondary testing. If confirmed it will result in the student being dismissed from the nursing program. Students attending class or clinical who smell of alcohol or engage in behavior indicating impairment or who have other signs of drug or alcohol use will undergo for cause screening and the student will be required to obtain transportation to the student health center for drug/alcohol screening. The student will be responsible for payment of all costs related to transportation and for cause drug screening. WKU faculty, staff and/or students will not be responsible for transportation of students who demonstrate signs of impairment.

## **DRUG SCREEN PROCEDURES**

### **Pre-Admission to the Nursing Program**

1. All students entering the nursing program will be required to have a negative drug screen prior to their admission to the nursing program.
2. This preadmission drug screen will be at the student's expense and must be completed at Western Kentucky University's Health Services.
3. Students taking legally prescribed medications which may show up on a drug screen are required to report this medication **at the time the medication is prescribed** using the School of Nursing Medication Exception Form, located on the School of Nursing Website, under Policies, Handbooks and Forms.
4. In the event of a positive test result, confirmatory testing using a gas chromatography/mass spectrometry (GC/MS) screening will be completed before the results are given to the student. This confirmation test will be performed at the student's expense.
5. The Medical Review Officer (MRO) at the WKU Health Services or her designee will review all positive drug screens. The MRO will contact all students with positive tests to determine if there is a valid reason for the results (e.g. OTC drugs, herb preparations, and/or prescription drugs currently being taken). The MRO will also consult with the School of Nursing to determine if a prior Medication Exemption form was filed.

6. The MRO makes the final decision on all drug test results and the decision of the MRO will be accepted by the School of Nursing as the final results. Any concerns about the validity of the test results or additional information concerning how a test might have registered as positive must be addressed through the MRO.
7. The MRO will notify the program administrator of all positive results. The program administrator may also notify other appropriate administrators or committee members who are involved in the decision making process concerning student admissions or dismissals.
8. The School of Nursing and /or the University reserves the right to refer the student to the Dean of Student Life for university disciplinary investigation and/or action.

### **Post-Admission to the Nursing Program**

1. Random Screening: Random screening of students may be required at the discretion of the Director of the School of Nursing.
2. Screening for Cause: In the event a student is suspected of being under the influence of any substance that would impair judgment or performance while performing ANY activity which is related to your nursing student role (class, clinical or community settings, while driving to and from nursing activities and activities related to nursing student professional groups), the suspected individual will be asked to have a blood alcohol level and drug screen done immediately. The suspected individual will be instructed to call someone for transportation. The suspected individual will be suspended from all clinical nursing activities until the issue is resolved. The cost of the tests will be the responsibility of the student. Breathalyzer tests done by licensed police officers for suspected DUI or public intoxication which indicate impairment will also count as a positive screen. The Director of the School of Nursing or program coordinator must also be notified of any behavior which triggers for cause screening.
3. Students taking legally prescribed medications: If students tests positive on drug screen or if it impairs student judgment and/or behavior are required to report this medication **at the time the medication is prescribed** using School of Nursing Medication Exception Form, located on the School of Nursing Website, under Policies, Handbooks and Forms. The prescribing health care provider must agree that the student is safe to take the medication while driving and practicing in a clinical setting before the student will be allowed to attend clinical functions while on medications that may impair judgment.
4. In the event of a positive urine drug test result: Confirmatory testing using a gas chromatography/mass spectrometry (GC/MS) screening will be completed before the results are given to the student. This confirmation test will be performed at the student's expense.
5. Medical Review Officer (MRO): WKU Health Services or her designee will review all positive drug screens. The MRO will contact all students with positive tests to determine if there is a valid reason for the results (e.g. OTC drugs, herb preparations, and/or prescription drugs currently being taken). The MRO will also consult with the School of Nursing to determine if a prior Medication Exemption form was filed.

6. MRO makes the final decision: All drug test results and the decision of the MRO will be accepted by the School of Nursing as the final results. Any concerns about the validity of the test results or additional information concerning how a test might have registered as positive must be addressed through the MRO.
7. Program administrator notified: The MRO will notify the program administrator of all positive results. The program administrator may also notify other appropriate administrators or committee members who are involved in the decision making process concerning student dismissals. All students testing positive on drug screens will be dismissed from the program.
8. School of Nursing and/or the University reserves the right: SON and/or University reserves the right to refer the student to the Dean of Student Life for university disciplinary investigation and/or action. Test results for properly prescribed prescription medications which are covered under the Medication Exemption form (see above) will be treated as medical information and held confidential per HIPAA rules. There is no assumption of privacy for tests results indicating illegal drug use and the School of Nursing reserves the right to report illegal drug use to university and legal authorities for follow up. A positive drug screen in a licensed individual (RN or LPN) will be reported to the Kentucky Board of Nursing or the licensing board of whatever state/s the individual holds a license.
9. Students who are dismissed: Students dismissed for drug or alcohol use may petition to be re-admitted to the School of Nursing, to re-enter the program after at least one year of drug/alcohol evaluation and treatment. In order to be considered for re-admission to the WKU School of Nursing, the student must submit a written petition to the program coordinator along with a letter from a treatment agency verifying completion of a drug evaluation/treatment program. Documentation must include a statement by the therapist that the applicant will be able to function effectively and provide safe, therapeutic care for clients in the clinical setting. **Readmission is not guaranteed.**
10. Student with positive drug test is readmitted: If student is readmitted to the nursing program, increased random drug screening will be performed at the student's expense throughout the program of studies. A second positive drug test will render the student ineligible to continue or be re-enrolled in the program.



## **CRIMINAL BACKGROUND CHECK**

Various clinical healthcare agencies utilized by the WKU Nursing Programs require a criminal background check of current nursing students therefore clinical agencies have the right to deny a student clinical placement at their facility if the student has been convicted of a felony or misdemeanor. If a clinical agency refuses a student clinical access due to a criminal conviction, the student may be unable to meet the clinical objectives of the nursing course and may be dismissed from the Nursing Program. Students will have a criminal background check on admission to the nursing program. In addition students are required to notify the program coordinator immediately of any criminal charges that occur once they are in the program. A student's failure to notify the Nursing Program of any change in their criminal record since initial admission will also result in the student's immediate dismissal from the program.

## **STUDENT APPEALS**

Students who feel they have cause for an appeal of a faculty or program decision have the right to appeal the decision as described in the WKU Student Handbook.

## **SMOKING**

Smoking is not permitted in the School of Nursing or any university building. Smoking is currently permitted in marked areas outside of buildings, away from doorways and other high traffic areas. In addition, smoking policies of clinical facilities must be upheld when students are off campus. Students will be expected to abide by the smoking policies at the university and all clinical facilities. Infractions of smoking policies, like other policies, are cause for written misconduct statements and repeat offenses can lead to dismissal from the clinical agency or the nursing program (see Professional Conduct Policy for more information).

## **ACCEPTANCE OF GIFTS**

Occasionally clients or family member may wish to thank students or staff for a job well done by giving them a small gift. While the School of Nursing does not encourage this practice, it is essential that faculty and students abide by the policy of the clinical institution regarding gift acceptance. Students must discuss the situation with the faculty before accepting any gift.

## **ACADEMIC HONESTY**

Western Kentucky University nursing students are expected to demonstrate a high standard of academic honesty in all aspects of their academic work and college life. Without intellectual integrity there cannot be genuine learning. Academic dishonesty represents a direct attack on this integrity. In taking tests and examinations, completing homework, laboratory and clinical work, writing papers, and using information technology, students are expected to demonstrate honesty. Cheating, plagiarism or other forms of academic dishonesty will lead to a failing grade on the assignment and/or a failing grade in the course. Repeat occurrences of this type of behavior can result in dismissal from the program.

Abstracted from Western Kentucky University Student Handbook (2009/2010). "*Academic Dishonesty-*

*Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the coursework in which the act is detected or a failing grade in the course without the possibility of withdrawal. The faculty member may also present the case to the Office of the Dean of Student Life for disciplinary sanctions. A student who believes a faculty member has dealt unfairly with him/her in a course involving academic dishonesty may seek relief through the Student Complaint Procedure.”* The Western Kentucky University Statement of Student Rights and Responsibilities can be found in the *Western Kentucky University Undergraduate Catalog*.

## **CHEATING**

Cheating is defined, but not limited to, the wrongful giving, taking or presenting of any information or material by a student with the intent of aiding himself/herself or another in any academic work. Such behavior is not acceptable. 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 an examination or assignment for academic dishonesty. Abstracted from Western Kentucky University Student Handbook, *“Cheating-No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment or other project which is submitted for purposes of grade determination.”*

It is understood that because of the nature of the nursing curriculum at Western Kentucky University, a certain amount of teamwork and sharing of information is necessary for completion of assignment; however these situations will be clearly identified by the course instructor. Cheating on an examination can take a variety of forms including:

- Discussing the examination during the examination with anyone except the instructor or the instructor’s substitute unless specifically authorized to do so by the instructor.
- Giving, receiving, or soliciting unauthorized aid during any examination, take-home examination, or make-up examination before or after the regular scheduled examination has been administered.
- Using materials in any examination except those that are specifically authorized by the instructor.
- Exchanging materials with another student during the examination unless authorized to do so by the written examination instructions.
- Violating any rules that the instructor has established for an examination period.

## **PLAGIARISM**

A nursing student must not plagiarize materials of others. Students’ work is expected to be the result of their own thought, research or self-expression. Plagiarism is the act of presenting the information, ideas, organization or phrase of another source without appropriate acknowledgment or credit given, either intentionally or because of gross negligence. Any act of plagiarism by a nursing student is not acceptable. Abstracted from Western Kentucky University Student Handbook- *“Plagiarism-To represent written work taken from another source as one’s own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism.”*

## **CONFIDENTIALITY POLICY (HIPAA)**

Information obtained by students through their activities and experiences in nursing clinical/laboratory/classroom settings related to patients/clients, personnel, and facilities are considered confidential. Such matters are discussed for the purposes of learning in nursing conferences and classes only. WKU policy prohibits the recording of any personally identifiable client information in any format. This includes written information, photocopies, audio or digital recordings, video, or pictures of clients or client records. Papers related to clinical/laboratory experiences will not identify any person, agency, or agency personnel by name. Student papers may contain the student and clinical instructor names only. Web sites that contain online personal journaling with reflections, comments, and/or hyperlinks provided by the writer have legal implications with regards to HIPAA, even if they are password protected or shared with a limited audience. Sharing protected health care related information (including pictures) obtained during classroom, laboratory, or clinical experiences or from patients/clients in this or any other manner is a violation of federal regulations and as such may result in dismissal from the program (see professional misconduct).

Approved 12/14/2007

## **PROFESSIONAL CONDUCT & STUDENT EXPECTATIONS POLICY**

### **Professional Conduct of Nursing Students**

Western Kentucky University nursing students are expected to demonstrate a high standard of professional conduct in all aspects of their academic work and college life. Professional nursing behavior is guided and shaped by adherence to the American Nurses Association Scope and Standards of Practice, and the Code for Ethics (<http://www.nursingworld.org/>) and other agencies code of ethics, such as the NSNA Code of Conduct for prelicensure students, the National League for Nursing Code of Conduct and the Commission on Collegiate Nursing Education Standards for Accreditation of Baccalaureate and Graduate Nursing Education Programs (<http://www.aacn.nche.edu/Accreditation/standrds.htm>). The professional behavior of nursing students is thus directed by these standards and guidelines, as well as by clinical agency policies, Federal regulations and laws such as HIPAA and University policy. Professional misconduct may result in a student's dismissal from the nursing program.

### **Disrespectful or Inappropriate Behavior**

As members of the nursing profession it is imperative that nursing students recognize their responsibility to society and their patients and exhibit behavior representing high standards, polite etiquette, compassion and respect for human dignity. Disrespectful or inappropriate behaviors include, *but are not limited to*: non-preparedness for a class or clinical, failure to notify faculty members in advance if they are not able to attend clinical for any reason, refusing a class or clinical assignment, not following the prescribed school or clinical agency policy for dress, smoking, and hygiene standards, use of profanity with patients/ancillary staff, degrading comments or actions, disrespectful nonverbal communications, fraudulent behavior, deception, and/or neglect of patients. Students who engage in disrespectful or inappropriate behavior may be asked to leave the class or clinical setting and may be given an unsatisfactory performance or a failing grade for that particular class or clinical day. Students who repeat such behaviors may receive a failing grade for the course or be dismissed from the program.

### **Dismissal for Non-Academic Reasons - Professional Misconduct**

A student who engages in unsafe, unethical or inappropriate conduct in a clinical or non-clinical setting may be dismissed from the nursing program. Students who engage in behavior that places patients, staff members, other students, faculty or themselves at risk will be asked to leave the class or clinical area immediately. This policy includes *but is not limited to* verbally or physical threatening patients, staff, students or faculty, violation of federal or state regulations, being under the influence of alcohol or other mind altering drugs, and/or performing actions outside of the nursing student scope of practice.

When a faculty member determines that a student may need to be removed from the nursing major because of unsafe, unethical, or grossly inappropriate conduct, the faculty member will inform the Director and Program Coordinator of the problems identified and the rationale for a recommendation to dismiss the student from the Program. The faculty, Program Coordinator and Director will meet with the

student. Students dismissed from the program have the right to appeal the dismissal as described in the WKU Student Handbook.

In the event that the student is retained within the program following professional misconduct, the student will have a written misconduct statement placed in their student record. The student will be given guidelines to follow concerning remediation and will be dismissed if the guidelines for remediation are not followed or if additional instances of professional misconduct are committed.

***This policy serves as written warning to students of the professional misconduct policy.***

The WKU Nursing Programs reserve the right to impose discipline against a student without additional warnings if circumstances justify such action at the discretion of the WKU Nursing Programs. Nothing herein shall be interpreted to require the WKU Nursing Programs to provide additional warnings to a student prior to any disciplinary action being taken, and the WKU Nursing Programs reserve the right to dismiss a student at any time for violation of School, Agency, or University Policies, professional conduct codes, or federal regulations.

Approved by School of Nursing Faculty 12/14/2007

## **SOCIAL MEDIA POLICY**

Often students do not realize that items posted in various electronic media can be accessed even if they have been deleted and even if the student uses various privacy settings. These documents are discoverable in a court of law. Privacy settings are not sufficient to ensure privacy and will not keep a student from being legally responsible for the information that they post. Nurses and nursing students are held to a higher standard than the general public due to their positions of public trust and their potential ability to damage the reputation of a clinical facility with irresponsible postings. Therefore, the following policy for appropriate Social Media use will apply to all nursing students at WKU School of Nursing.

### **Policy**

The School of Nursing (SON) ascribes to the recommendations for social media use published by the National Council of State Boards of Nursing (Spector, 2012).

### **Procedure**

Students enrolled within the School of Nursing will follow the policy for use of social media. Students found in violation of this policy will be subject to dismissal from the WKU School of Nursing.

1. Recognize that you have an ethical and legal obligation to maintain patient, faculty and other student's privacy and confidentiality at all times.
2. You must not transmit by way of any electronic media any patient-related information or image that is reasonably anticipated to violate patient rights to confidentiality or privacy.
3. You must not transmit any electronic media, message or image that is reasonably anticipated to degrade or embarrass a patient, co-worker, fellow student, faculty member, WKU or any clinical facility while enrolled in a WKU nursing program.
4. You must not disseminate any information (including images, lab data, x-rays etc.) about a patient or information gained while in a student patient relationship with anyone; unless there is a care-related need to disclose the information or other legal obligation to do so.
5. You must not identify patients by name, ID number, birthdate or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
6. You must not refer to patients in a disparaging manner, even if they are not identified by name, number or other means.
7. You must not take photos or videos of patients on personal devices, including mobile devices, even if the patient says it is ok.
8. You must maintain professional boundaries in the use of electronic media.
9. You must consult employer and schools policies or an appropriate leader within the organization for guidance regarding work or school related postings.
10. You must promptly report any breach of this policy by others to the appropriate authority within the clinical agency and/or the School of Nursing.

- 11.** You must be aware of and comply with SON and clinical agency policies regarding the use of agency or school owned computers, cameras, and other electronic devices and the use of personal devices in the workplace.
- 12.** You must not transmit or post disparaging remarks about classmates, faculty, clinical agencies, staff nurses or other co-workers.
- 13.** You must not transmit any test questions, quiz questions, case studies, or answers to such nor post such items in any format, electronic or otherwise, outside of the context of your class. You may answer electronic quiz questions for a grade, you may not share the questions nor the answers with anyone. This is for exam security.
- 14.** You may not purchase or otherwise obtain test questions or test banks from nursing textbooks, which are to be available to faculty only. This is in violation of the textbook copyright and will be subject to legal repercussions as well as dismissal from the nursing program. You may not represent yourself online or otherwise as a nursing faculty member to obtain access to materials that are for faculty use only. You may purchase and use nursing review books, which have sample NCLEX questions and are not part of the test database used for the development of nursing exams given in School of Nursing.

**WKU Nursing Students | Clinical Release Form**  
*Restrictions for students in Clinical settings, to be completed by primary care provider*  
*(MD/PA/APRN)*

**No Restrictions**

**Temporary Restrictions** -if this has been checked, please provide specifications below by checking all that apply

**Restricted lifting (maximum weight in pounds)** 10\_\_\_\_25\_\_\_\_50\_\_\_\_Other\_\_\_\_\_

**No (circle all that apply)**

*crawling      kneeling      squatting      climbing      bending      stooping*  
*twisting*

**Restricted pushing/pulling of\_\_\_\_\_lbs.**

**Restricted reaching (circle all that apply):**    *above chest      overhead      away from body*

**Restricted to one-handed duty. No use of (please circle):** *right hand left hand*

**Restricted to (circle all that apply, describe in detail below):** *walking standing sitting*

**Partial weight bearing (describe in detail below)**

**No/Limited bending or twisting**

**Wear splint at (please circle):**

*At all times      while in Clinical setting*

**Do not: Operate Machinery/Drive any Vehicle**

**DESCRIBE RESTRICTIONS** in detail (i.e. duration, nature of limitation, etc.). Supplement with extra pages if needed:

Student Name \_\_\_\_\_

Provider Signature \_\_\_\_\_

Date \_\_\_\_\_



## **TESTING POLICY**

All personal items, purses, hats, sunglasses, cell phones and smart watches, PDAs, books, papers, etc. must be placed away from the testing area in the front or side of the classroom. All cell phones/smart watches 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. If using ProctorU you must have a dry erase board and computer requirements as listed in instructions provided by Distance Learning Testing Center.

### 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 2018

## **TESTING LOCATION**

Students may test at any WKU Testing Center, an approved off-campus testing location, and through the proctoring service ProctorU. The WKU Testing Center assists 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.

May 2018

## **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 member responsible for the course will 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.

May 2018

## **TESTING TIME LIMITS**

In preparation for the national licensing exam (NCLEX-RN), students need experience in test time management. Students should be prepared for the maximum NCLEX-RN test of 265 questions and six hours in length (approximately 1.3 minutes/question after completion of required 15 minute tutorial). Using the National Council of State Boards of Nursing testing practices as a guideline, the LPN to ASN Program allows 1.5 minutes per test question on teacher made exams. Standardized exams without required time limits will also be administered using 1.5 minutes per test question.

March 2019

## **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. 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. Upon dismissal, the student must complete a “change of major” form. If not completed, the LPN to ASN Program will change the student’s major to “exploratory studies”. If a student is dismissed from the LPN to ASN Program and chooses to return, the student must wait a full two years from the time of dismissal to be eligible to reapply to the program. A new application to the program would be required.
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. Students have a maximum of 5 consecutive semesters (includes Fall, Spring, & Summer terms) 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.

9. If a student is unable to complete the program within the maximum time length of 5 consecutive semesters and chooses to return to the program, the student must reapply to the nursing program and will need to re-take NUR 157 or successfully clep NUR 157. Additionally, if the student completed NUR 150, 165, 215, or 254 within two calendar years of readmission into the LPN to ASN program, the student will NOT be required to re-take NUR 150, 165, 215 or 254. If the course completion date is greater than 2 years from the readmission date, the student will be required to re-take the course or successfully clep the course if clep option available.

10. A student returning to the program after a nursing course failure should review [WKU Degree Requirements](#) and the [WKU Repeating Courses policy](#) in the current version of the [WKU Undergraduate Catalog](#).

March 2019

### **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. The Nursing 157 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.

LPNs will have the option to attempt a comprehensive skills check off or take the course 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 comprehensive check-off attempt, they will be required to attend Nursing 157 skills lab.

May 2018

## **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. Two HESI Exit exams are required and the second attempt will be calculated as 10% of the NUR 255 course grade. After the first attempt, the student will complete the program's required NCLEX-RN review course. If the required exam 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.

January 2020

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 (for students admitted Summer 2019 or later)**

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 assigned NCLEX-RN style questions or the review course will result in

the student receiving a grade of incomplete in the last semester nursing course(s).

March 15, 2019

## **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 or submit comments via the Student Input tab in the LPN to ASN Program Blackboard site for discussion at LPN to ASN faculty meetings. Student input is also sought during discussion of proposed program policy changes.

December 2018

## **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. Students are to submit documentation via the LPN to ASN Program’s Blackboard site and documentation is due prior to the course’s final exam.”

September 2019

## **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 assigned to an approved clinical facility nearest their home address when selected for random drug testing.

March 15, 2019

## **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

## **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 ([T.C.A. § 63-7-115](#)) 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.