WKU School of Nursing & Allied Health
College of Health and Human Services

Bachelor of Science in Nursing (BSN) Student Handbook
2020-2021

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APPENDICES

Students at Western Kentucky University are expected to review and abide by policies within the University Student Handbook. In addition to the University Student Handbook, students are expected to read and abide by specific program policies pertaining to BSN students contained in the BSN Student Handbook. The provisions of this document do not constitute a contract between the student and the BSN program.

BACCALAURATE PROGRAM CURRICULUM FRAMEWORK

Baccalaureate (BSN) Education

The faculty believe there are diverse pathways toward the achievement of the BSN degree. The BSN faculty are committed to preparing students at the pre-licensure level. The purposes of the Baccalaureate Program in nursing are to:

1. Prepare professional nurses who are generalists, and
2. Provide the knowledge base for graduate study in nursing

The BSN curriculum is based on the philosophical beliefs of the faculty. The curriculum integrates knowledge from the biological, behavioral, and physical and social sciences and liberal arts to provide a foundation for professional nursing practice. Learning experiences occur in a variety of health care settings and progress from basic to complex activities to achieve program outcomes.

Organizing Framework

The BSN program curricula content upholds the nursing profession's standards of practice. These standards are based on The Essentials of Baccalaureate Education for Professional Nursing Practice of the American Association of Colleges of Nursing (AACN, 2008), Code of Ethics for Nurses with Interpretation Statements (American Nurses Association [ANA], 2015), Nursing: Scope and Standards of Practice (3rd Edition, American Nurses Association [ANA], 2015), Guide to Nursing's Social Policy Statement (American Nurses Association [ANA], 2015), and Quality and Safety Education for Nurses (QSEN), (American Association of Colleges of Nursing [AACN], 2011).

Brief History of the BSN Program at WKU

In 1988, the faculty of the Department of Nursing identified the need to develop and implement a traditional BSN program. The traditional BSN program admitted 40 students once a year. However, due to the high level of student demand for the program, the program began admitting 40 students each semester in Spring 2006. In Fall 2012, due to continued high demand for BSN prepared nurses, the program received approval to double in size and admit 80 students each semester. The BSN program relocated from the main campus to the new WKU Health Sciences Complex in Fall 2013. In Fall 2017, the program expanded to admit 120 students each semester to meet the growing demand for BSN graduates.

BSN Program – Program Outcomes

1. Apply knowledge from the behavioral, biological, physical and social sciences, and the liberal arts to provide holistic patient-centered care.

2. Use the nursing process and quality improvement to provide professional nursing care to promote the health and wellness of culturally diverse patients across the lifespan in a variety of settings.

3. Demonstrate leadership in the practice of professional nursing.

4. Use critical thinking skills in professional nursing practice.

5. Use inter-and intraprofessional communications and collaborative skills in professional nursing practice.

6. Demonstrate the role of teacher in professional nursing practice.

7. Integrate informatics skills in the selection of evidence-based interventions in professional nursing practice.

8. Adhere to the nursing code of ethics and standards of professional nursing practice.

9. Function as a safe and accountable member of the nursing profession.

Revised & Approved 9/20/2013 – BSN Program Faculty

Accreditation

The baccalaureate degree program in nursing at Western Kentucky University is accredited by the Commission on Collegiate Nursing Education (CCNE):

CCNE
655 K Street NW, Suite 750
Washington, DC 20001
(202) 887-6791
http://ccneaccreditation.org/

Program Approval/Licensure

The Bachelor of Science in Nursing Program (BSN) is approved by the Kentucky Board of Nursing. The BSN Program meets the educational requirements for Registered Nurse (RN) licensure in all 50 of the United States. Once licensed in any state within the U.S., the applicant may choose to apply for licensure in any other state. This process requires application to the applicable state and payment of licensure fees to the new state. For application forms and fee information to transfer a RN license to another state, please refer to the licensure Board of Nursing (BON) website for the applicable state.

Ky Board of Nursing
312 Whittington Parkway
Suite 300
Louisville, KY 40222
www.kbn.ky.gov

Applying for licensure is discussed in NURS 403. Policies and procedures related to licensure vary from state to state. Students should review the website of the Board of Nursing in the state they wish to be licensed for specific information.

KRS 314.031 (4) requires that all misdemeanor and felony convictions occurring in Kentucky or any other state, regardless of when they occurred, must be reported to the KBN. For more information, refer to the KBN brochure "Mandatory Reporting of Criminal Convictions" which is available on the KBN website: http://www.kbn.ky.gov/ or you may call KBN at 502-429-3300.

Upper Division Nursing Course Sequence (Officially Admitted)

1st Semester Nursing	Hours	2nd Semester Nursing	Hours
NURS 337 (Health Promo)	3	NURS 329 (Pharm. I)	2
NURS 335 (Assessment)	3	NURS 341 (Med-Surg I)	3
NURS 336 (Assessment Lab)	1	NURS 342 (MS I Clinical)	3
NURS 333 (Fundamentals)	3	NURS 343 (Mental Health)	3
NURS 334 (Fund. Clinical)	2	NURS 344 (Mental Health Clinical)	1
		NURS 413 (Evidence Based Practice)	3
Total Hours	**12**	**Total Hours**	**15**
3rd Semester Nursing	**Hours**	**4th Semester Nursing**	**Hours**
NURS 429 (Pharm II)	2	NURS 403 (Prof Issues/Leadership)	4
NURS 432 (Med-Surg II)	3	NURS 421 (Complex Nursing)	3
NURS 433 (MS II Clinical)	3	NURS 422 (Senior Practicum)	4
NURS 444 (OB-Peds)	4	NURS 448 (Community Health)	3
NURS 445 (OB-Peds Clinical)	2	NURS 449 (Com Health Clinical)	2
Total Hours	**14**	**Total Hours**	**16**

- A grade of C or better is required in all nursing courses.

- Students must pass both the class and clinical portion of each linked clinical nursing course simultaneously in order to progress in the program. If one part is not passed, both parts must be repeated. Failure of both parts of a linked course will count as *one* course failure.

- Clinical courses may require students to go to the hospital the evening before their actual clinical day.

- NURS 422 consists of 120 hours of clinical over a bi-term in the final semester of the program.

- Total clinical contact hours in the program: ~750

- Pre-Nursing credit hours = 63; BSN curriculum credit hours = 57

Health Education Systems Inc. (HESI)

The BSN Program utilizes HESI products (exams, case studies, practice tests) throughout the curriculum to promote student success on the NCLEX-RN. The exams include the Fundamentals (1st semester), Psych (2nd semester), Med-Surg & OB/Peds (3rd semester), and Exit exams (4th semester). Students participate in a HESI NCLEX-RN review during the last semester of the nursing program.

Academic Advisement

All students are assigned a faculty advisor who will assist in planning a program of study consistent with the student's interests and abilities. Each student assumes responsibility for initiating an advisement conference each semester and as needed.

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.

Communication Via the List Serve

The list serve provides a mechanism for communication to the entire group of currently admitted students. All students are subscribed to the list serve shortly after admission to the program. The Program Coordinator and their designee are the administrators for the list serve: bsngeneric@lists.wku.edu

BSN Student Grading Policy

Grading Scale (based on earned <u>POINTS</u> in each class)
A= 91-100%
B= 84-90%
C= 77-83%
D= 69-76%
F= < 69%

Students are evaluated on the number of points obtained within a given course. The points are changed to a letter grade based on the number of points obtained within the class (see class syllabi for details). Some didactic and clinical courses are linked and must be taken concurrently. Students must successfully pass the didactic and clinical portions of the course simultaneously or both must be repeated.

Please note: Students must achieve at least a 77% average of all exams within the course before points from other course requirements (e.g. papers and projects) will be included in the final grade. An overall average of 77% must be achieved to pass the course.

<u>No Rounding Policy</u>: Final course average will not be rounded up or down. For example, a student who earns the final course average of 76.99 will be assigned a letter grade of D.

Faculty may require APA format for written assignments. APA resources are available on the SONAH website and on the student organizational sites on Blackboard; however, they are not a substitution for the APA Manual required for some nursing courses.

Policy for Readmission to the BSN Nursing Program

The BSN program will accept applications of students who have been dismissed from a nursing program for academic reasons after a 2-year period or completion of a baccalaureate degree in another field. Students who are accepted under this policy must repeat the entire BSN (upper division nursing) curriculum.

Policy for Completion of the BSN Curriculum

Students admitted to the BSN program must complete the nursing curriculum within 4 years of the admission date. In order for the student to be certified to take the NCLEX-RN, the entire BSN program of study must be completed. A student unable to meet this criteria will be dismissed from the program.

Promotion, Retention & Withdrawal Policies

A. Students must achieve a grade of C or higher in all classroom nursing courses, and achieve a minimum grade of *Pass* in all lab/clinical nursing courses.

B. Linked course (courses with a classroom and a lab/clinical component) must be successfully completed simultaneously.

C. Students must successfully complete each pre-requisite nursing course prior to progressing to the next level of nursing courses.

D. In accordance with University policy, students may opt to withdraw from a course, or change from credit to audit on or before the University deadline. Refer to University policies at this website: https://www.wku.edu/registrar/withdrawal.php. Students planning to withdraw from a nursing course before or after the withdraw deadline established by the University are expected to schedule a meeting with the course coordinator and program coordinator for further instruction.

   1. Students may opt to withdraw from both class and lab/clinical (linked course); however, a student may not withdraw from a class and continue in the linked lab/clinical.
   2. Students may opt to change from credit to audit; however, audit is permitted for class only. The linked lab/clinical component must subsequently change to a W.

E. Withdrawing from one component of a linked nursing course *after* the University withdraw date.

   1. A student who fails the lab/clinical component, but is progressing satisfactorily in the classroom may opt to withdraw from the classroom component and obtain a grade of W.
   2. Likewise, a student who fails the classroom component of a linked course but is progressing satisfactorily in the lab/clinical may opt to withdraw from the lab/clinical component and obtain a grade of W.

F. In the event of one nursing course failure, a student may repeat the failed course one time.
   1. To repeat the failed course, a student must contact the BSN program coordinator via WKU email within five (5) days of the conclusion of the semester.
   2. The email must include the student's detailed action plan for academic success. The BSN program coordinator and the Academic Standards committee will review the student's request. Requests will be considered for the next semester the course is scheduled to be offered, and is contingent upon space available.

G. Students seeking readmission subsequent to withdrawal must apply for readmission to the Academic Standards committee by February 1 (for fall admission) or by September 1 (for spring admission). Readmission is contingent upon space availability.

H. Returning students who are out of sequence with his/her original admission cohort (due to withdrawal or repeating a course).

    1. Students may enroll in selected non-clinical nursing courses and/or nursing elective courses with permission of course faculty.
    2. Returning students out of sequence may be required to officially audit select courses as recommended by the Academic Standards committee with faculty input. Students who audit must follow the same attendance and other policies as students enrolled in the program for credit.
    3. Progression each semester is contingent upon space available.

I. In the event of a second nursing course failure, the student will be dismissed from the nursing program.

J. Students who withdraw from the BSN program should complete the **Exit Survey** by clicking "OK" at the following link: https://forms.gle/Mib6TnTwLsunkW2X8

BSN Program Awards

Outstanding Student Award - This award recognizes overall excellence as demonstrated by GPA and some or all of the following: Participation in the honors program, professionalism and service.

Helen Turner Award - The Helen Turner Award, established in 1980 by the 7th District Kentucky Nurses' Association, pays tribute to the outstanding qualities of this nurse. Ms. Turner served as a nursing leader in the western part of Kentucky and worked diligently to improve the quality of nursing education and patient care.

The award is presented to a baccalaureate nursing student who meets the following criteria:
    1. Active in KANS or KNA.
    2. Demonstrated leadership potential.
    3. Demonstrated enthusiasm for the student or professional organization.
    4. Achieved a grade point average of 3.0 or above.

KANS (Kentucky Association of Nursing Students) Award - The KANS Award is given each year to an outstanding member of KANS. The recipient of the award is a graduating student who has actively participated in KANS activities and demonstrated outstanding leadership abilities.

Spirit of Nursing Award - The Spirit of Nursing Award, developed by the U.S. Army Nurse Corps in cooperation with the NSNA, recognizes an exceptional nursing student who demonstrates a commitment to excellence through community, professional, and academic achievements.

Revised April 2017

Academic Dishonesty Policy

WKU nursing students are expected to demonstrate a high standard of academic honesty in all aspects of their 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/exam and/or a failing grade in the course. In addition, faculty will notify the Dean of Students of the violation per WKU's Academic Misconduct Policy and follow the procedures outlined in the policy: https://wku.edu/studentconduct/process-for-academic-dishonesty.php. Repeat occurrences of this type of behavior can result in dismissal from the program.

Course content, study notes, study guides and other course-related material may not be altered, shared and reproduced on social media or in any manner without the written consent of the faculty.

BSN Testing Policies

Violation of the following policies and procedures will be considered academic dishonesty and will lead to consequences outlined in the Academic Dishonesty Policy.

Exam Policies

- Students must not communicate before, during, or after an exam with any other person about the content of the exam.
- Exam questions and/or content of any exam questions are not to leave the exam room in any form: orally, electronically or in writing. A violation would result in a penalty at the discretion of the faculty. A meeting may be required with the BSN Program Coordinator and Director of the School of Nursing.
- Students cannot use any electronic device or resource except for required testing software and designated electronic device.
- Students must not attempt to disable or tamper with exam software security features.
- Students must show their nursing student ID badge to enter the testing site.
- The following items are **not** permitted at the student seat during testing:
    - Books, notes in any form, or paper (other than scratch paper that is provided by the proctor)
    - Bags or purses
    - Extraneous clothing (including hats, sunglasses, large coats)
    - Cell phones (should be powered off and placed with belongings)
    - Any other type of technical or electronic device (such as a Fitbit, Apple Watch)
    - Headphones or earbuds (unless required for the exam)

- Drinks and Food (hard candy and cough drops are permissible as long as the use of these items are not distracting to others)
- Faculty may assign or reassign seating at any time before or during an exam or quiz. If a student attempts to alter or change the assigned seat, this may be considered academic dishonesty.
- Students should go to the restroom before the test begins. To use the restroom during an exam, the student must notify the proctor and use only the specified restroom. The proctor may accompany the student to the restroom. All materials must be left at the student's seat. Students must follow all instructions and are not permitted to access any resources, enter other areas of the building, or leave the building. The exam time clock will **not** stop during a restroom break.
- During the exam, students may not ask questions about the exam content but should inform the proctor of any error with the exam or exam software.
- If scratch paper is provided, it must be turned in with student first and last name at the end of the exam.
- If exam review is provided immediately following the exam or at a designated time, all secure review sessions must occur in a proctored environment. Students are not permitted to bring personal belongings and should treat review sessions like an exam session. Faculty will determine which exams are available for review. Availability of secure exam review is subject to change.
- Students who have questions about an exam should submit the question in writing, citing text pages or class notes, to the faculty within one week of the exam or exam review (if provided). After consideration of the student question and supporting content, the faculty will make a final determination regarding accepted exam answers.
- Faculty recommend that students who score less than 77% on any exam or who at any time in the semester drop below a 77% average make an appointment with faculty for an academic conference. Students should review the gradebook on Blackboard frequently.

Procedures Related to the Use of Exam Devices

- Students must arrive to the exam room with their nursing student ID, personal Examplify password, designated electronic device, in their assigned seats with the exam downloaded, prior to the scheduled exam time.
- Students who are not in their seats prior to the exam will be considered late and may not be able to sit for the exam. The student may be required to schedule a make-up exam.
- All students should bring their fully charged personal electronic device to all exams and quizzes as designated by the WKU School of Nursing.
- Specialized cases/attachments for personal designated electronic devices are permitted; however, students must ensure their case/attachment contains no notes or materials to aid them during exams. Possession of these materials during the exam may result in a zero for that exam.
- Students should bring a charger for their personal electronic device to use in case of low battery.

- If a student arrives without a personal designated electronic testing device or is unable to complete the exam due to failure of their device, they may need to schedule a make-up exam.
- Students who do not have access to their personal designated electronic device should notify faculty as soon as problems occur during the semester.
- If a screen protector is utilized, students may not remove screen protectors from devices.
- Upon completion of the exam, students must attempt to upload the exam. If no internet connection is available, students must upload the exam at the discretion of the faculty member. Students must show their completion screen to a proctor before exiting the room.
- After a proctor confirms the completion screen, students must shut down their designated electronic device properly, turn in any provided scratch paper with their name on it, and exit the exam room quietly. Students may not congregate in the hallway outside the testing rooms and must be quiet in respect of other students who are testing.

Student Absence from Examinations/Tests

- Students are responsible for notifying their instructor prior to the scheduled test time if they are unable to take a scheduled examination.
- Students must provide justification for an exam absence in order to take a make-up test. See specific course syllabi for make-up test criteria.
- Faculty members will decide if the absence was justified. A student who cannot provide satisfactory justification, or the reason for absence was due to a non-extenuating circumstance, may take a make-up test; however, the score may be reduced by 10% of the total possible exam points. Individual courses may have variations of this policy. See course syllabi for details.
- Make-up examinations may consist of different test items or essay questions.

BSN Program Final Grade Posting

Final Grades and Time of Posting

To avoid possible disruptions of students who have finals scheduled for later during finals week, no exam grades, clinical skills performance results or other grades will be made available to students during finals week. All final exam grades and results of skills checkoffs will be held in confidence by faculty until the Monday following finals week. Letter grades will be posted on TopNet by faculty between 8am-noon on Monday after finals week. Graduating students are exempt from this policy.

Meeting with the Faculty, Program Coordinator or Director of the School of Nursing and Allied Health

While any student can make an appointment to meet with the course faculty, the Program Coordinator or the Director of the School of Nursing about their grades and the grading process, this does not constitute a grade appeal and will not result in a change of grade after the final grade has been reviewed by the faculty member and posted on TopNet.

ADA Accommodation Statement and Accommodations

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from the Student Accessibility Resource Center.

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 SARC. This standardized procedure will provide the proper testing environment and promote student success.

If an instructor believes a requested accommodation will change the fundamental nature or essential curricular components of the course or program, this will be conveyed to the student and the Student Accessibility Resource Center (SARC). This is particularly true where an academic program is designed to prepare students for a profession in which licensure or accreditation requirements must be met, and the requested accommodation will require or result in an unacceptable deviation from the established norm. **For more information regarding Reasonable Accommodations please see Appendix D.**

Revised 08/2019

Classroom Rules for Face-to-Face Classes

- **Attendance:** Students are expected to be present, punctual, and attentive for the classroom period.

- **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.

- **Class Preparation:** Students are expected to read the assignments before coming to class

and are responsible for information presented.

- **Food and Beverages:** Beverages brought into the classrooms should be covered with a lid. Any spills will be the responsibility of the student to clean up.

- **Cell Phones:** Turn off or place phones on vibrate mode while in the classroom.

- **Laptop Computers:** Computers may only be used in the classroom for note taking and/or other activities related to the course.

- **Other Possible Distractions:** Family, friends and pets are not permitted to attend class.

- **Audio Recording:** Students may audio record nursing classroom content. The purpose of audio recording in the classroom is to enhance student learning. In order to preserve patient confidentiality, recorded content is restricted to nursing student use only and may not be shared with others, nor published on social media outlets. Violation of confidentiality will result in a professional conduct violation or dismissal from the nursing program. Faculty reserve the right to prohibit audio recording if it becomes distractive or disruptive. This policy does not apply to guest speakers, as we must first seek permission to audio record their presentations.

- **The faculty reserve the right to ask any student to halt behaviors that are viewed as disruptive and will ask the student to leave the classroom if the behavior continues (see the professional conduct statement).**

Laboratory Rules

- A schedule of times when the laboratory rooms are available for practice is posted on the lab door. The equipment in the lab cannot be checked out overnight. If you need additional equipment, please check with the Lab Coordinator.

- Lab Materials are not to be removed from the clinical lab without permission of an instructor.

Classroom and Clinical Attendance

Classroom: Nursing is a pre-professional program of study and students are expected to be punctual and attentive in the classroom. When absences constitute greater than 20% of total semester class hours per course, the faculty will issue a professional conduct violation. The faculty may consider extenuating circumstances after a student provides documentation of the event that led to the absences.

Clinical/Simulation/Lab: Experience is essential for student fulfillment of program and course objectives. Unexcused absences and tardiness will affect the course grade and/or continuation in

the program. Tardiness may result in the student not being admitted to the clinical/sim/laboratory, which may be counted as an absence. Admittance to the clinical sim/laboratory in the event of tardiness for extenuating circumstances will be at the discretion of the clinical faculty. All clinical absences require make-up work assigned by the course faculty.

Excused Absence: Students must notify their course faculty using the preferred method of contact as stated in the course syllabus PRIOR to the beginning of clinical, simulation, or lab for an absence to be considered excused. A student illness or injury is an example of an event that may be considered an excused absence. Faculty may request documentation for more than one absence.

Unexcused Absence: When a student fails to notify the course faculty of the absence prior to the beginning of clinical, simulation, or lab, the absence will be regarded as a "no call, no show" situation and result in an unexcused absence. A student with one unexcused absence in a clinical, simulation, or lab will receive a clinical warning and earn zero points for any make-up assignments. This student must also attend a follow-up meeting with the course coordinator.

Students with two unexcused clinical, simulation, or lab absences will be dismissed from the course and a grade of "F" recorded in TopNet. If extenuating circumstances prevent the student from communicating the absence, the student may petition the course faculty for a waiver of this policy. Students who seek this waiver are required to provide documentation of the nature of this serious event and their fitness to return to clinical.

Extenuating circumstances are unforeseen accidents, deaths in the immediate family or personal illness which requires you to be absent from class or clinical. Vacations, weddings, routine medical and/or dental appointments, studying for an exam, child care issues, job interviews, and working at your job are not considered extenuating circumstances as these are not unforeseen events. The presence of extenuating circumstances does not guarantee that the student will be exempted from the attendance policy.

Based on clinical agency and/or clinical faculty availability; clinical experiences may include evenings, nights, Saturday and/or Sunday clinical assignments.

Clinical orientation and wrap up days may be held on alternate days and times due to facility availability. In addition, orientation may be held the week before classes officially begin.

<div align="right">BSN Committee approval date 01/15/2019</div>

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.

Military Absence Policy for Official Military Duties and Veteran Administration Medical Appointments

Instructors are expected to show flexibility to Military and Veteran students who have required absences due to military duties or Veteran Administration medical appointments. These absences are mandated and beyond the students' control. Instructors should not penalize absences of this type in any way. Accommodations and specific timeframes to make up all missed assignments, quizzes, and tests will be given and mutually agreed upon by the instructor and student. Students are responsible for notifying faculty members of absences as far in advance as possible, when possible, and for ensuring that their absence is documented. Absences can be verified by official orders, appointment notifications, or through the Office of Military Student Services. Students called to duty for an extended amount of time should be referred to the Military Withdrawal policy.

The above policy can be found in the WKU Undergraduate Catalog.

Military Withdrawal

Students who are members of any branch of the United States Armed Services, including the National Guard, who are called to active duty while enrolled at WKU are entitled to the following options.

1. Students may work with each individual instructor to determine if an incomplete grade is appropriate.

2. If an incomplete grade is not a viable option, the student will be permitted to withdraw either from individual courses or from the entire schedule of classes. A full refund of tuition and fees will be issued for those courses from which the student has withdrawn. Students who are called to active duty while enrolled should contact the Office of the Registrar to initiate the withdrawal process. An official copy of the military orders must be presented to invoke this special withdrawal and refund process.

   This policy can be found in the WKU Undergraduate Catalog.

BSN Dress Code Policy

- **BSN ID Badge:** Unless instructed otherwise, students are to wear the BSN ID badge in class and in clinical on the front upper torso. No other ID badges, pins or buttons are allowed. A WKU or plain retractable badge holder may be worn.
- **Uniform:** Students are to wear the WKU BSN uniform (red scrub top with black scrub pant/skirt) when in a clinical or laboratory setting. The uniform should not be worn at another facility or at another time where/when the student is not in a student role. Any garment worn under the scrub top must be solid white, red, or black in color. Pant length should stop at the top of the shoe without banding around the ankle. Skirts must fall at or below the knee. The uniform must be clean, without wrinkles, in good repair, and the appropriate size. Community attire includes a red polo shirt, tan or black pant/skirt, crew or knee socks and closed toe shoes.
- **Lab Jacket:** A red or black lab jacket may be worn with scrubs, but is not required.
- **Shoes**: Athletic or nursing shoes with enclosed heel and toe should be worn with the uniform. The shoe should be high quality, comfortable, safe/slip resistant (good grip) with plenty of support and stability. Shoes must be clean and in good condition and without holes. Socks must be worn at all times.
- **Nails** must be clean and no longer than ¼ inch beyond the tip of the finger. No polish of any kind or artificial nails are permitted.
- **Hair:** During clinical, hair should be clean, neat, well-groomed, and pulled away from the face. If hair is long, it should be pinned up to prevent contamination of the patient care area. Any hair color that cannot grow naturally is not permitted. Non-decorative hair accessories (hair tie, clips) must blend with the color of the hair.
- **Head coverings:** If head coverings are worn, they must permit the use of a stethoscope and must not interfere with asepsis. The head covering must coordinate with the color of the scrubs (red or black) or be neutral in color.
- **Beards/mustaches:** Facial hair must be clean and trimmed to ½ inch in length.
- **Tattoos** of any size must be completely covered and not visible while visiting some clinical sites.
- **Jewelry/Piercings:** During clinical, one pair of small earrings in each ear, ring with no or low prongs and wristwatch with a second hand are allowed. No other jewelry may be worn on the face/head/neck/ears or visible body parts. Piercings in the tongue are considered visible. No electronic watches are allowed (e.g. Apple watch).
- **Makeup/perfume:** During clinical, makeup should be natural tones with no extreme colors. No perfume, body spray, or smell of smoke is permitted in patient care areas.
- **Chewing gum** is not permitted in patient care areas.
- **Personal Hygiene** must be maintained. If body odor or any other offensive odor is detected, the student will be sent home.
- **Sunglasses** are not to be worn inside a clinical facility.

Lab Coats/Dress Code for Obtaining Clinical Assignments or Visiting Agencies

When students wear lab coats for agency visits or when obtaining assignments at the hospital, women must wear professional dress including modest blouse/skirts, dresses, or dress slacks, and closed toe shoes. Males may wear casual slacks and shirts and closed toe shoes. The BSN ID badge must be visible. Proper undergarments (underwear/bra) are required and should not be visible through clothing. Clothing considered inappropriate includes, but is not limited to:

- Tight or revealing clothing
- Leggings (unless opaque and covered by a dress or shirt extending at or below mid-thigh)
- Warm-ups or jogging suits
- Sweatpants, sweatshirts, sweat suits
- Any clothing with a hood (e.g. hoodies or jackets with hoods)
- Shorts
- Skirts shorter than 3 inches above the knee
- Denim
- Hats
- Casual t-shirts
- Clothing with writing/quotes
- Tank tops or tops exposing the midriff
- Flip-flops

A clinical instructor may dismiss a student from the clinical setting if the dress code is not being properly followed, which will result in a clinical warning.

* *Faculty may give explicit instructions regarding appropriate dress code. This primarily would involve special events/assignments that might deviate from the standard dress code such as clinical experiences in the community.*

Business casual attire is required when students present in class or attend professional meetings, conferences and special events.

Approved by BSN faculty March 22, 2019

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 and Allied Health 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.

Clinical Travel

The student is responsible for providing his/her own transportation and auto insurance for all class and clinical experiences.

STUDENT PROFESSIONAL CONDUCT

BSN Student Representative Guidelines

In the WKU BSN program, as part of student governance, a nursing student representative and an alternate are elected by their classmates for each cohort. The representatives elected should be professional and have the ability to speak in front of a group. Students are encouraged to present program issues at the BSN Program meeting or to the BSN Program Coordinator in writing and should follow the format below. Concerns related to a specific course (ex: Health Assessment or Fundamentals) should be presented to the coordinator of that course, not to the monthly faculty meeting.

PICC format:
P = Particulars: (e.g. orientation, uniforms)
I = Ideas for Improvement (e.g. resources, projects)
C = Compliments (e.g. clinical sites that are conducive to learning)
C = Concerns (e.g. building issues, parking)

Student Membership in Nursing Organizations

To transition from the student role into a member of the nursing profession and to develop the leadership role within the community, students in the second semester are encouraged to begin active membership in WKU's local chapter of the **Kentucky Association of Nursing Students (KANS)** and membership in the National Student Nurses Association (NSNA).

Students in the 1st semester are required to participate in one (1) KANS **meeting** and one (1) KANS **event** each semester and students in the 2nd, 3rd, and 4th semesters are required to participate in at least one (1) KANS **event** per semester. There is no meeting attendance requirement but students are encouraged to attend any/all meetings. The faculty will monitor participation and demonstration of professional accountability and leadership through summative clinical evaluations: NURS 334, NURS 342 and NURS 433. Students should document their KANS activities in the University SEAT Record.

NOTE: KANS requirements are waived for students repeating a class during that particular semester.

<div align="right">(Approved August 20, 2019)</div>

Students in their last year of the program, who rank in the upper 35% of their class will receive

the opportunity to join the local chapter, **Kappa Delta of Sigma**. This organization is recognized as the Honor Society of Nursing and serves to advance knowledge, promote learning, and foster service through nursing scholarship and leadership.

Student Employment

- The School of Nursing and Allied Health is responsible for student performance only while in course required laboratory and/or clinical experiences under guidance of WKU faculty members.

- Nursing students who are employed in a clinical role of any type must adhere to the regulations of the Kentucky Board of Nursing or other State Board of Nursing.

- Student employees are the responsibility of the employer.

Nursing students may not wear school uniform, BSN ID badge, or other school emblem while employed.

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

PREAMBLE

Students of nursing have a responsibility to actively promote the highest level of moral and ethical principles and to embody the academic theory and clinical skills needed to continuously provide evidence-based nursing care given the resources available. Grounded in excellence, altruism and integrity, the clinical setting presents unique challenges and responsibilities while caring for people in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an agreement to uphold the trust that society has placed in us while practicing as nursing students. The statements of the Code provide guidance for nursing students in the personal development of an ethical foundation for nursing practice. These moral and ethical principles *a*re not limited to the academic or clinical
environment and have relevance for the holistic professional development of all students studying to become Registered Nurses.

CODE OF ACADEMIC AND CLINICAL CONDUCT

As students who are involved in the clinical and academic environments, we believe that ethical principles, in adherence with the NSNA Core Values, are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all patients.
2. Diligently maintain patient confidentiality in all respects, regardless of method or medium of communication.
3. Take appropriate action to ensure the safety of patients, self, and others.
4. Provide care for the patient in a timely, compassionate, professional, and culturally sensitive and competent manner.
5. Are truthful, timely and accurate in all communications related to patient care.
6. Accept responsibility for our decisions and actions.
7. Promote excellence and leadership in nursing by encouraging lifelong learning, continuing education, and professional development.
8. Treat others with respect and promote an inclusive environment that values the diversity, rights, cultural practices and spiritual beliefs of all patients and fellow healthcare professionals.
9. Collaborate with academic faculty and clinical staff to ensure the highest quality of patient care and student education.
10. Use every opportunity to improve faculty and clinical staff understanding of the nursing student's learning needs.
11. Encourage mentorship among nursing students, faculty, clinical staff, and interprofessional peers.
12. Refrain from performing skills or procedures without adequate preparation, and seek supervision and assistance when necessary.
13. Refrain from any deliberate action or omission in academic or clinical settings that create unnecessary risk of injury to the patient, self, or others.
14. Assist the clinical nurse or preceptor in ensuring that adequate informed consent is obtained from patients for research participation, for certain treatments, or for invasive procedures.
15. Abstain from the use of any legal or illegal substances in academic and clinical settings that could 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 impairment 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.

First adopted by the 2001 House of Delegates, Nashville, TN. Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX.

HIPAA & Confidentiality Policy

The **Health Insurance Portability and Accountability Act of 1996** (**HIPAA**) was enacted in 1996. It was created primarily to modernize the flow of healthcare information. It also stipulated the protection of personally identifiable information maintained by the healthcare and healthcare insurance industries.

Confidentiality Policy

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. Websites 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 conduct).

Committee Approval: Approved by WKU School of Nursing & Allied Health Faculty 12/14/2007

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 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 SONAH Director and Program Coordinator of the problems identified and the rational for a recommendation to dismiss the student from the Program. The faculty, Program Coordinator and SONAH 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 & Allied Health Faculty 12/14/2007

Disciplinary Action for Professional Misconduct

Students in the BSN program are expected to follow the NSNA Code of Ethics and all policies outlined in the WKU BSN Student Handbook. Expectations for appropriate student conduct are discussed in the Policies for Student Behavior section of the student handbook. If a faculty member and the Program Coordinator considers a student's behavior to be in violation of these policies, a written Professional Conduct Violation will be issued. Copies of violations will be provided to the student, Program Coordinator, and placed in the student's file. Students in the BSN program will be required to meet with the Program Coordinator and SONAH Director if they receive more than one Professional Conduct Violation.

A student who receives three (3) Professional Conduct Violations will be dismissed from the nursing program. However, a student may be immediately dismissed with or without previous conduct warnings for behavior that endangers patients, staff, faculty or peers; performing actions outside of the nursing student scope of practice, use of drugs/alcohol during class/clinical and/or violation of state/federal laws.

Academic Dishonesty

WKU nursing students are expected to demonstrate a high standard of academic honesty in all aspects of their 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 failing grade in the course. In addition, faculty will notify the Dean of Students of the violation per WKU's Academic Misconduct Policy and follow the procedures outlined: https://wku.edu/studentconduct/process-for-academic-dishonesty.php. Repeat occurrences of this type of behavior can result in dismissal from the program.

Course content, study notes, study guides and other course-related materials may not be altered, shared and reproduced on social media or in any manner without the written consent of the faculty.

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."*

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Policy Drug and Alcohol Use

In order to uphold the highest standards of the nursing profession, the WKU School of Nursing and Allied Health 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 U.S. 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 and Allied Health 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 and Allied Health 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 publicly 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

Post-Admission to the Nursing Program

1. <u>Random Screening</u>: Random screening of students may be required at the discretion of the Director of the School of Nursing and Allied Health.

2. <u>Screening for Cause</u>: 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 SONAH or program coordinator must also be notified of any behavior which triggers for cause screening.

3. <u>Students taking legally prescribed medications</u>: If students test 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 & Allied Health Medication Exception Form, located on the SONAH 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. <u>In the event of a positive urine drug test result</u>: 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. <u>Medical Review Officer (MRO)</u>: 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 SONAH to determine if a prior Medication Exemption form was filed.

6. <u>MRO makes the final decision</u>: All drug test results and the decision of the MRO will be accepted by the SONAH 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. <u>Program administrator notified:</u> 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. <u>SONAH and/or the University reserves the right:</u> SONAH 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 SONAH 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. <u>Students who are dismissed</u>: Students dismissed for drug or alcohol use may petition to be re- admitted to the School of Nursing & Allied Health (SONAH), 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 SONAH, 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. <u>Student with positive drug test is readmitted:</u> 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.

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 SONAH.

Policy

The School of Nursing & Allied Health (SONAH) 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 SONAH will follow the policy for use of social media. Students found in violation of this policy will be subject to dismissal from the BSN Program.

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 reasonability anticipated to violate patient rights to confidentially 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 SONAH.
11. You must be aware of and comply with SONAH 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 SONAH.

APPENDICES

Appendix A

Pre-Admission Curriculum

Required Courses for BSN Seeking Students

1. The program consists of eight semesters of coursework. Clinical hours are scheduled to meet clinical agency needs. Therefore, to avoid scheduling issues, students are required to complete all non-nursing courses prior to entry into the nursing program. Students must progress in sequence once admitted to the program. Part-time progression is currently not available in the BSN program.

2. Admission to the nursing program is limited and based on selection of the most qualified applicants who meet all admission requirements. The program can be completed in 4 years if the student completes all prerequisite courses, is admitted to the nursing program in the junior year and successfully completes all nursing courses in sequence.

3. Applicants seeking admission to the baccalaureate-nursing program must:

   - Gain admission to Western Kentucky University
   - Complete all designated prerequisite courses
   - Attain cumulative grade point average of 2.75 or above for college level courses
   - Attain a minimum grade of C in all required courses: BIOL 131, 231, 207 and 208, CHEM 109, MATH 115/116, INTRO STATS, HMD 211, PSY/PSYS 220, NURS 102 and NURS 324.

4. Complete a two course Anatomy and Physiology sequence *at the same institution* no more than 5 years prior to application to the nursing program. Students who have obtained a minimum grade of C in the Anatomy and Physiology sequence more than 5 years prior to application to the nursing program must either retake the courses or demonstrate current competency by earning 77% or higher on a challenge exam prior to application to the nursing program.

5. Submit application to the School of Nursing & Allied Health (SONAH) by the deadline. See SONAH website for detailed admission requirements, forms and deadlines.

6. Students may be asked to participate in a preadmission interview and/or testing.

7. Meet health requirements and core technical standards for nurses.

Recommended Sequence of Courses for
BSN Pre-Nursing Students

1st Semester Prerequisites	Hours	2nd Semester Prerequisites	Hours
ENG 100 (Intro to College Writing)	3	ENG 200 (Intro to Literature)	3
CHEM 109 (Chemistry for Health Sciences)	4	BIO 131 (Anatomy & Physiology I)	4
MATH 115 or 116 (College Algebra)	3	NURS 102 (Intro to Professional Nursing)	3
PSY/PSYS 220 (Developmental Psych)	3	COMM 145 (Fund. of Speaking/Com)	3
General Elective* (AH/HIM 290 highly recommended)	2	HIST 101 or 102 (World History I or II)	3
Total Hours	**15**	**Total Hours**	**16**
3rd Semester Prerequisites	**Hours**	**4th Semester Prerequisites**	**Hours**
ENG 300 (Writing in the Disciplines)	3	NURS 324 (Pathophysiology)	3
BIO 231 (Anatomy & Physiology II)	4	Social & Cultural Connection (NURS 415 suggested)	3
HMD 211 (Human Nutrition)	3	Local to Global Connection Course	3
Statistics (MATH 183 or ECON 206 or SWRK 344 or SOCL 300 or PH 383 or PSY 313)	3	BIOL 207/208 (Microbiology/Lab)	3/1
Elective* OR **World Language (if needed)	3	Arts and Humanities (E-AH)	3
Total Hours	**16**	**Total Hours**	**16**

*Pre-Nursing Curriculum total credit hours = 63***

*Note: May need an elective course to meet the **120 hours** university graduation requirement.

 **World Language Requirement: Language Proficiency of novice-high before completing 60 credit hours is required (or completion of 2nd level of a language). Two credits (or equivalent) of a single world language in High School satisfies this WKU requirement.

 Revised September 2019 dh

WKU School of Nursing and Allied Health
Guaranteed Nursing Admission (GNA) Application

Guaranteed Nursing Admission (GNA) to the WKU Bachelor of Science in Nursing (BSN) program is available to first-time, full-time freshmen **with an ACT composite score of 23 or above**. Students may apply during their first two semesters at WKU. Transfer students are not eligible for a GNA.

Prior to completing the GNA application you must first apply for admission to WKU, submit your ACT scores to WKU and obtain a WKU ID number.   *See http://www.wku.edu/atwku/admissions.php for details.*

If a student is awarded a GNA, he/she must maintain the following in order to be granted guaranteed admission to the WKU BSN program*:
- **Maintain a 3.0 overall GPA while in the pre-nursing program.**
- **Obtain a grade of "B" or above in the following courses: CHEM 109, BIO 131, BIO 231, BIO 207/ 208, NURS 102 and NURS 324.**
- **Maintain full-time status**

All general education courses and nursing pre-requisite courses must be completed prior to entering the BSN program. GNA recipients must also submit a School of Nursing & Allied Health application and HESI entrance exam scores by the application deadline.

If the GNA student is not able to enroll in the BSN program during the fall or the spring semester on or before their third year, the student will forfeit their GNA status, but may still apply to the WKU BSN program and become part of the regular applicant pool.

Please complete the information below and submit this form to BSN Admissions: nursing@wku.edu

Last Name: _____ First Name: _____

Student WKU 800 Number: _____ High School Graduation

Date_____

Phone: _____

WKU email: _____

ACT Composite Score: _____ *must score 23 or above to be eligible*

Have you received dual credit? (Yes/No) _____

Anticipated date you will start classes at WKU as a freshman (i.e. Fall 2018) _____

Anticipated start date in the BSN program (i.e. Fall 2020) _____

Today's Date _____

Notification of the GNA application status will be sent to you via your WKU email address, so please remember to check your WKU email.

Undergraduate Nursing English as a Second Language (ESL) Proficiency Policy

A certain level of English proficiency is necessary for academic success in nursing as well as for patient safety. In addition to the University requirements, all applicants (international and U.S. residents) to the undergraduate nursing programs must attest to one of the following:

1. English is my first (native language)
2. English is not my first language, but I attended 4 years of high school in an English-speaking country and all courses were taught in English.
3. English is not my first language and I did not attend 4 years of high school where all courses were taught in English.

Those who fall into category 3 above must take the TOEFL internet-based test (TOEFL iBT) and obtain the following minimum scores to demonstrate proficiency in English.

Minimum Scores for ESL Admission to the Undergraduate Programs in Nursing

- o **Minimum Cumulative Score of: 84 combined**

- o **AND Minimum Individual Scores of:**
     24 in Speaking
     20 in Writing
     20 in Reading
     20 in Listening

Test Preparation and Registration TOEFL iBT Registration:

- Complete information on the TOEFL iBT, including free test preparation materials, testing sites, and registration is available online at http://www.toefl.org. Applicants may register for the TOEFL iBT by Internet, telephone (1-800-468-6335) or mail.
- To request official TOEFL iBT scores to be sent to Western Kentucky University, enter **Institution Code 1901**.
- Only official score reports will be accepted. TOEFL scores are valid for two years from the test date.

Policy for Continuing Nursing Students

Nursing students for whom English is not their native language should be aware that they may not be able to complete the program of study within the described time frame. Individual advising is available and is directed toward assisting students to be successful.

Admitted ESL nursing students who have difficulty in the nursing program may be required to engage in activities including, but not limited to, participation in additional ESL speaking, reading or writing courses, in an effort to increase the probability of their success in the program and on the certifying examinations.

Approved, School of Nursing and Allied Health Faculty ___05/03/2019_____

Drug Screen Procedures
Pre-Admission to the Nursing Program

2. All students entering the nursing program will be required to have a negative drug screen prior to their admission to the nursing program.

3. This preadmission drug screen will be at the student's expense and must be completed at Western Kentucky University's Health Services.

4. 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 & Allied Health Medication Exception Form, located on the School of Nursing & Allied Health Website, under Policies, Handbooks and Forms.

5. 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.

6. 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 & Allied Health to determine if a prior Medication Exemption form was filed.

7. 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 & Allied Health 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.

8. 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.

9. The School of Nursing & Allied Health and /or the University reserves the right to refer the student to the Dean of Student Life for university disciplinary investigation and/or action.

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.

School of Nursing & Allied Health Core Performance Standards

I.   Purpose and Scope

To document the required Core Performance Standards for WKU School of Nursing & Allied Health BSN Students. To document student's acknowledgement of their awareness of these standards and that they can meet these standards upon application to the WKU BSN nursing program.

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 & Allied Health must meet the same rigorous standards as those required for nursing licensure and accreditation exams. See School of Nursing & Allied Health 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.

VI. Core Performance Standards

To enter, remain and progress in the WKU BSN 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.

Testing Accommodations Policy and Procedure

School of Nursing & Allied Health Testing Accommodations for Students

Purpose and Scope

In order to standardize application for testing accommodations within the School of Nursing & Allied Health 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 SONAH courses.

I. Policy

Students requesting testing accommodations within WKU SONAH 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 SONAH 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 SONAH will be notified by SARC of the recommended testing accommodations.

5. The SONAH 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.

SARC 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 BSN 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.
- 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, www.wku.edu/sarc
SARC testing procedures can be found at the following link:
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.

Appendix D

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 SONAH 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 SONAH at WKU 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:
     - o Cleaning the wound/skin area with soap and water.
     - o Flushing mucous membranes with tap water or saline.
     - o 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.

BSN Portfolio Requirement

All BSN students are required to submit a portfolio before graduation. The portfolio is a requirement for the Nursing Leadership (N403) course.

BSN Senior Portfolio Content

Course Number	Portfolio Requirement
NURS 422	Policy Paper
NURS 403	Self-Narrative of BSN Program Objectives
NURS 403	Philosophy of Nursing statement, Cover letter and Resume
NURS 433	Teaching and Learning Plan
NURS 448	Legislative letter

Revised and approved 4/2020-BSN Program Faculty

Appendix F

Letter of Recommendation Guidelines

A. PURPOSE

To provide students with guidelines for requesting a letter of recommendation from a faculty member.

Please note: Faculty will gladly write letters of recommendation; however, the established criteria must be met, or your request may be declined. *Students should ask a faculty member with whom they have developed a positive rapport, who can attest to their academic and clinical (i.e. simulation, laboratory, hospital).*

B. CRITERIA

1. A letter of recommendation should be requested a minimum of two weeks (preferably 4 weeks) in advance of the deadline. The student must be in good standing in the program, which includes (but is not limited to):
    i. Academic performance at or above 77%.
    ii. Demonstration of professional conduct.
2. You should provide the following information with your request:
    i. Resume including recent KANS activities, professional meetings attended, certifications, awards, honors, achievements, service work, current overall GPA, previous employment, and up to date contact information.
    ii. Cover letter and/or academic/professional goal statement.
    iii. Description of the job or scholarship for which you are applying.
3. Include the deadline and mode of submission required.

C. FACULTY-STUDENT CONTACT

1. Please ask for letters of recommendation in person or via a polite, professionally written email. Please allow 72 hours for a response. If the faculty member has not responded within 72 hours, it is appropriate to send a follow-up email.
2. Faculty love to receive communication from students after a letter is written, so please let him/her know the results of the job or scholarship opportunity.

Faculty reserve the right to decline requests for writing letters of recommendation at their discretion.

Appendix G

Delegation of Clinical Learning Activities to Nursing Staff

Purpose and Scope

In order to protect patient safety and to comply with clinical agency requirements and Kentucky Board of Nursing recommendations the following policy will apply to all students who are accepted into any WKU School of Nursing & Allied Health Program.

Policy

Faculty teaching in the clinical setting are ultimately responsible for student learning activities. Faculty who send students to distant units or off-site locations to perform advanced nursing skills are responsible for delegating oversight of students to appropriately qualified staff members.

Definitions

Basic Nursing Skills: When a student nurse is assigned to a hospital unit or to a community site away from the clinical instructor, the student may perform basic nursing skills at the request of the clinical agency.   For example, students may perform vital signs, assist with patient hygiene, feeding and patient positioning. Students at the distant location may engage in basic nursing skills if the staff on the unit allow the student to do so. Participating in basic skills does not require a signed learning agreement form.

Advanced Nursing Skills: Student nurses assigned to distant clinical sites or units (such as surgery, endoscopy, emergency room, community health sites and other sites where a nursing faculty member is not immediately available) may not perform advanced nursing skills (invasive procedures or medication administration) UNLESS there is an experienced Registered Nurse who is willing and able to oversee the student.

Appropriately Qualified Staff Member: For the purpose of this policy, an appropriately qualified staff member will be a Registered Nurse with at least 2 years of experience in the clinical area who agrees to assist the student with the learning activity.

Procedure

1. Clinical faculty members will make arrangements in advance for students to be present at distant units or community sites.
2. Clinical faculty members will communicate with staff members concerning student's learning needs and abilities.
3. Participation in medication administration or invasive procedures at the distant location requires a **Learning Agreement Form for Advanced Nursing Skills**. Clinical faculty

will distribute learning agreement forms to students as needed. The form is also available from the SONAH website.

4. Students will be responsible obtaining signatures from the staff nurse who observes the student performance at the distant site. Students are also responsible for returning the signed agreement to the clinical faculty.

5. Faculty will return the forms to the program office staff, who will scan and file the forms by course and semester on the shared drive.

Learning Agreement Form for Advanced Nursing Skills

WKU nursing students assigned to your unit may perform basic nursing skills (vital signs, assist with patient hygiene, feeding and patient positioning) if the staff on the unit allow the student to do so.   Basic Nursing Skills do not require a signed learning agreement form.

Advanced (Invasive and Medication) Nursing Skills

Student nurses assigned to distant clinical sites or units (such as surgery, endoscopy, emergency room, community health sites and other sites where a nursing faculty member is not immediately available) may not perform invasive skills nor administer medications UNLESS there is an experienced Registered Nurse who is willing and able to oversee the student. For this policy an appropriately qualified staff member will be a registered nurse with at least 2 years experience in the clinical area who agrees to assist the student with the learning activity.

To be completed by Student

Student Name_____

Level _____

(i.e. ASN 3rd semester, or BSN 2nd semester, etc.)

Instructor _____

Date _____

To be completed by Unit Nurse

Agreement for Advanced Nursing Skills:

I will review the student skills checklist for the skill in question.

I have at least two (2) years of experience in this clinical area, or two (2) years of experience as a Registered Nurse.

I will be present with the student during the skill and assist them as needed

Signature and Title_____

Clinical Area_____

Skills performed _____

Comments:

Simulation Policy

Purpose: The purpose of Nursing Simulation within the WKU pre-licensure BSN curriculum is to prepare students to provide safe patient care in an increasingly global society. Simulation is designed to promote application of knowledge and skills, patient safety, and clinical reasoning in a safe learning environment.

Goals:
1. Enhance attainment of program and course outcomes
2. Provide evidenced based learning opportunities
3. Create a safe learning environment
4. Increase collaboration
5. Allow for reflection on simulation experiences
6. Provide performance and participation feedback to students

Simulation
Simulation in nursing education is a teaching strategy used to replicated components of real-world scenarios to complement clinical education. High or low fidelity mannequins, task trainers, standardized patients, realistic equipment, and realistic environments can be utilized to create simulation experiences that assist in achieving the course objectives and program outcomes.

Pre-briefing
The purpose of pre-briefing is to prepare the student to achieve the scenario objectives by setting the climate for a safe, productive learning environment.

Debriefing
Debriefing is a vital component of the simulation experience which allows the students opportunity to understand and integrate the scenario objectives. Debriefing provides immediate feedback and reflection on simulation activities to promote clinical reasoning.

Simulation Training and Professional Development
All faculty and staff involved in simulation shall receive an initial orientation and training in the use of simulation and engage in ongoing professional development. (See Appendix B).

Simulation Contract
All students involved in simulation activities are required to review and sign the simulation contract prior to participation.   (See Appendix C).

New Faculty Simulation Orientation

Facility
- Skills Lab classrooms
- Observations rooms
- Control room
- Simulation rooms and simulators
  - High fidelity simulators
  - Moderate and low fidelity simulators
  - Task trainers
  - Standardized patients

Simulator	
Check radial, carotid, femoral and dorsalis pedis pulses	
Check pupils with ophthalmoscope above the bed	
Observe the cyanosis light in the oral cavity	
Listen to lung sounds: clear	
Listen to lung sounds: wheezes	
Listen to lung sounds: crackles	
Listen to lung sounds: diminished bases	
Listen to heart tones	
Check blood pressure manually	
Turn simulator on his side and look at his back	
Apply nasal cannula and turn oxygen to 4 liters	
Turn suction on and off	
Simulation Lab	
Explore monitor: set continuous blood pressure every 5 minutes	
Observe a pop-up message on the monitor – blood glucose, cap refill, etc.	
Bedside computer: Log into evolve, open scenario #9, find the history and physical and the MAR	
Use phone on wall to call the control room on speaker phone	
Look at control room	
Look at observation room: adjust volume on the wall	
Explore supply cart near bed: Find a syringe with a needle & alcohol pads	
Explore supply room: Find oxygen tubing & a transparent IV dressing	
Locate Linens: Sheets, blankets, towels, washcloths, extra pillows	

- Protecting the simulators
  - No food or drink in the simulation room
  - No ink pens or markers, newsprint, adhesives or chemical cleaners (soap and water only)
  - Wear gloves when handling the mannequin
- Conserve supplies

Software

- Capabilities of simulation software (changes in patient condition, communication, etc.)
- Simview (control room, use in debriefing, can be used for observation)
- Evolve (scenarios, charts)
- NLN scenarios
- Custom scenarios

Simulation

- Review Simulation Contract
- Review Simulation Policy
- Simulation scenarios should be guided by the learning objectives
- Safe learning environment
    - At WKU, we highly value a safe learning environment in simulation. This involves both physical safety and the psychological safety of the students.
    - Faculty should maintain a positive attitude during simulation.
    - Participants should not be reprimanded or ridiculed for mistakes.
    - Mistakes are expected and valued because of the learning potential they create.
    - Participants should feel free to participate and reflect without fear of shame or humiliation.
    - Whenever possible, faculty should normalize the feelings and actions of the learner or group.
- Suspended disbelief
    - In order to help learners suspend disbelief, simulation faculty and staff should work to make all aspects of the simulation as realistic as possible including integrating information and situations that are believable and creating an environment and mannequin that are as realistic as possible.
    - We recognize that even when realism of the scenario is achieved, students must still make a conscious choice to suspend their disbelief and treat the scenario as if it were an actual clinical situation. Students should be educated in this concept as a part of simulation orientation.
- Lifesavers
    - When unexpected events occur during a simulation, lifesavers may be used to manipulate the simulation in order to direct learners back toward the learning objectives.
    - Lifesavers can come from within the scenario such as the patient asking the learners to repeat information, altering vital signs more drastically, or providing leaners with more time.
    - Lifesavers can also come from outside the scenario such as stopping the simulation to clarify or explain the situation. Outside lifesavers should be reserved for situations that threaten the physical or psychological safety of the learner.
- During simulation, learners should be allowed to make decisions on their own whenever possible. Simulation is the learner's opportunity to be the nurse, use and

develop clinical reasoning skills, and learn from their mistakes in a safe environment.

- Confidentiality
    - What happens in simulation stays in simulation

Pre-briefing

- Prior to a simulation experience, learners should have an orientation to simulation concepts and the simulator or mannequin they will be using
- Some courses may have assignments to prepare for simulation
- Information provided in pre-briefing should assist the learners in achieving learning objectives and set their focus on the primary outcome which is learning
- Learners should be given instructions and preparatory information such as limitations of the simulator, safety considerations, roles, objectives, and a SBAR report on the patient
- Expectations of observers should be discussed

Debriefing

- Conducted in a space away from where the simulation was conducted
- Conducted by an educator who has been trained in debriefing and who has observed the entire simulation learning experience
- Establish a safe learning environment (see guidelines in the simulation section)
- Debriefing accomplishes the ultimate goal of simulation through development of clinical reasoning skills
- Begin debriefing by asking participants about their view of the situation they just experienced in order to start the reflective learning process
- Debriefing should not be a lecture
    - Regardless of the debriefing style, the learners should be doing most of the talking
    - Oral questioning is a great way to promote reflection and critical thinking
- Feedback on performance is a part of the debriefing process. This should be handled gently to protect the learners' psychological safety. Whenever possible, learners should be allowed to verbalize their own mistakes.
- Reflection papers are important to solidify the concepts learned in the simulation.

Evaluation

- Of students
    - Formative
    - Summative
- Of Simulation
    - Student evaluations
- Of Faculty
    - Peer reviews

Appendix J

Western Kentucky University School of Nursing & Allied Health
Simulation Lab
FICTION CONTRACT AND CONFIDENTIALITY AGREEMENT

Fiction Contract: The faculty and staff of the Western Kentucky University School of Nursing & Allied Health (SONAH) have set up simulated situations that are as realistic as we can make them with current technology. Given the simulators' limitations, we are going to do our best to make the simulations seem as real as possible. We acknowledge that students will likely respond differently in the simulated environment than in a real clinical environment. We also acknowledge that the simulators have assessment and technological limitations. Despite these limitations, simulation is a very useful tool for learning. Simulations are more effective and beneficial when participants conduct themselves as if they are in a real clinical situation.

- As a user of the simulation lab, I understand the importance of treating the patient and situation as if it were a real clinical situation. To the extent that I can, I will engage with the simulator and actors as if they are real patients/family members/members of the healthcare team. I understand that the simulation mannequins are to be used with respect and treated as if they were living patients in every sense – legal, moral, or philosophic.

Confidentiality Agreement: As a user of or visitor to the nursing simulation lab, I understand the significance of confidentiality with respect to information concerning patients – real or simulated -- and other users and visitors including, but not limited to, WKU SONAH students, instructors, and staff. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and all other federal or state laws regarding confidentiality. I agree to adhere to the stipulations stated below, and I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

- I understand that all patient information – real or simulated -- is confidential, even information developed for or as part of a simulation session, and any inappropriate viewing, discussion, or disclosure of this information is a violation of WKU SONAH policy. **This information is privileged and confidential regardless of format: electronic, written, overheard or observed. I will not discuss information with my classmates who are not involved in <u>my</u> simulation lab exercise.**

- I understand that simulation and debriefing sessions may be videotaped, audio taped or otherwise recorded, and I agree to maintain the confidentiality and security of any and all recordings.

- I understand that images or video/audio recordings of simulation sessions may be used for educational purposes. All recordings will permanently be erased at the end of every debriefing. The only exception is if I am contacted and asked to allow images or recordings made of me during the simulation session to be used for scholarly and/or promotional use. I also understand that I am **NOT REQUIRED** to agree to this use of my image or recordings of me.

- The simulation lab is a learning environment. I will treat all scenarios, regardless of their outcome in a professional manner.

- I will communicate with peers and faculty in a professional, non-judgmental manner. Situations simulated in the lab are to be used as a learning tool and not to be used for embarrassment or humiliation of fellow students. Any student caught engaging in behaviors that embarrass or humiliate a fellow student will be written up for unprofessional conduct and/or any other related unprofessional conduct that may apply.

- I will **not** have food or drink in the simulation room.

- I will **not** use the following items near the mannequin

    a. Ink pens or markers (**INK FREE ZONE!)**
    b. Newsprint
    c. Adhesives
    d. Chemical cleaners (soap and water only)

- I will always wear gloves when handling the mannequin. Latex-free **gloves** will be provided at all times in the simulation room and are **required** to handle the mannequin.

- I have read, understand and will abide by the contents of this document. I understand failure to adhere to the terms of this agreement may result in disciplinary action. Disciplinary action may include academic conferencing with faculty and/or conferencing with faculty for unprofessional conduct which may include dismissal from the WKU BSN nursing program.

Signature: _____

Printed Name: _____

WKU ID: |___|___|___|___|___|___|___|___|___|

Date: _____|_____|_____   Course: _____ Section:_____

Appendix K

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:

Provider Signature _____ _____

Date_____

Appendix L

Assumption of Risk

Clinical/field experiences (practicum, clinical rotations, supervised practice, internships, or observations) are a required component of selected academic programs at Western Kentucky University College of Health and Human Services. These experiences allow students to practice skills and techniques learned in didactic and lab courses as well as develop critical thinking skills that are important for health care providers and human service professionals. Clinical/field experiences occur in hospitals, clinics, schools, community organizations, and other appropriate settings where students can interact with patients and clients. Students may have the opportunity to be placed in a different setting, but alternative site options are not always available and changes may delay the completion of the student's degree.

Sites selected for students' clinical/field experiences are required to take reasonable and appropriate measures to protect students' health and safety in the clinical setting. In addition, faculty may develop course specific policies and procedures relating to student safety and prevention of exposure to disease, which will be in your syllabus or other program materials. Finally, each site will have their own infection control procedures. Students will be expected to follow both the university requirements and individual site requirements to decrease their risk of illness and/or injury while in the clinical/field setting.

Due to the nature of the current pandemic, students will be expected to wear PPE at all times in the clinical/field setting, and also while in classrooms, labs, hallways, bathrooms and other spaces where social distancing is not possible. These expectations will be in place for the duration of the pandemic.

Students will receive training related to potential hazards and prevention techniques. This training at a minimum will include reviewing the video links below, and may include additional program specific training in a lab setting.

Students have the responsibility to report any infectious disease exposures (either from the clinical/field setting or from the general community setting) to their WKU clinical faculty member.

However, even with such measures, there are risks inherent to clinical/field experiences. Potential risks of completing clinical/field experiences include, but are not limited to:
- Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes or parenteral contact
- Exposure to infectious diseases through droplet or air-borne transmission
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment

These risks can lead to serious complications, trauma, bodily injury or death.

SPECIAL NOTICE REGARDING COVID-19

COVID-19, the disease caused by the novel coronavirus, is a highly contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness. While no students will be assigned to provide care to patients who are known to have COVID-19, there is still the potential for exposure from persons who are unaware that they are infectious, including other students. COVID-19 can cause severe and lasting health complications, including death.

Everyone is at risk of COVID-19. There is currently no vaccine to prevent COVID-19. Although anyone who contracts COVID-19 may experience severe complications, the Centers for Disease and Prevention (CDC) has found that individuals with certain underlying health conditions are at higher risk of developing severe complications from COVID-19. These medical conditions include: chronic lung disease, asthma, conditions that cause a person to be immunocompromised, obesity, diabetes, chronic kidney disease and liver disease. COVID-19 is believed to spread primarily by coming into close contact with a person who has COVID-19 and may also spread by touching a surface or object that has the virus on it, and then touching one's mouth, nose or eyes. Participating in clinical/field experiences, even when wearing recommended PPE, may increase the risk of contracting COVID-19.

Donning and Doffing PPE: This video demonstrates use of higher levels of PPE, including N-95 masks, isolation gowns, face shields and gloves. Since students will not be assigned to COVID-19 patients, lower levels of PPE are likely to be required in most situations (hand hygiene, surgical masks, and/or face shields), but students should know how to don and doff higher level PPE.

- Videos: Donning and Doffing PPE

Additional Information about COVID-19 and protecting yourself:

- https://www.youtube.com/watch?v=9Ay4u7OYOhA
- https://www.youtube.com/watch?v=TjcoN9Aek24
- https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html#adhere

Please initial each statement and sign below.

_____ I am at least 18 years of age.

_____ I understand that I may be at increased risk of exposure to infectious disease, including COVID-19, during classes, laboratory experiences and clinical/field experiences.

_____ I have accessed and reviewed the above linked resource information and I understand how to safely put on and take off PPE to prevent infectious diseases, including COVID-19.

_____ I understand and agree to use appropriate hand hygiene, social distancing and PPE to decrease my risk of exposure to infectious disease during my learning experiences.

_____ I understand that I will be asked to leave the class, lab or clinical/field setting if I am unable or unprepared to use appropriate PPE to decrease my risk of exposure to infectious disease during my learning experiences.

_____ If I become ill or if I am made aware that I have been exposed to an infectious disease, I agree to self-quarantine and contact my course faculty member/s using distance methods.

_____ I accept the potential increased risk of contracting infectious disease, including COVID-19, if I choose to participate in this academic program which includes clinical/field experiences.

_____ My participation in a clinical/field experience program is entirely voluntarily and I have carefully considered the attendant risks of such participation, up to and including illness or death.

_____ I agree to indemnify and hold harmless Western Kentucky University and the clinical/field site to which I am assigned of any exposure, illness, disability, or sequela if an illness or injury occurs.

_____ I understand that I, myself, am responsible for any and all costs and financial obligations associated with exposure, testing, and treatment for COVID-19 or any other infectious disease during a clinical/field experience associated with my degree program.

_____ I understand that I have the right to determine that the risks of participating in clinical/field experiences at this time is unacceptable to me, personally.

_____ I understand that I have the right to withdraw from clinical/field experiences, take a leave of absence, or pursue didactic coursework alone and as available.

My signature below indicates my understanding of all of the above as well as my intent to voluntarily continue in my degree program with participation in clinical/field experiences as required.

_____   _____
Student Signature   Date

_____
Student (print name)

If you do not agree to all of the above:

Please initial the statement below.
_____ I understand that I have the right to withdraw from clinical experiences, take a leave of absence, or pursue didactic coursework alone and as available.

My signature below indicates my intent not to continue my participation in clinical experiences at this time. I understand that I may rescind this decision at a later date by completing this form.

_____   _____
Student Signature   Date

_____
Student (print name)