School of Nursing
Student Handbook

Revised May 2015

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WKU SCHOOL OF NURSING STUDENT HANDBOOK

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

Students at Western Kentucky University are expected to review and abide by policies within the University Student Handbook. However, in addition to the University Student Handbook, there are specific policies related to nursing students. This School of Nursing handbook contains polices that apply to students in all School of Nursing programs (Prelicensure ASN and BSN, RN to BSN, MSN and DNP). There are separate handbooks on the School of Nursing Website for policies that are specific to the different programs within the school of nursing. **Students within WKU nursing programs are also responsible to read and follow the program specific policies. For example, if you are a BSN student you also need to review the BSN student handbook for policies that are specific to students in that program.**

SCHOOL OF NURSING STUDENT POLICIES

The following sections cover general policies that apply to all students in programs within the School of Nursing.

ACADEMIC POLICIES

Academic Advisement

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 any time there may be questions or concerns regarding the academic plan of study.

Computer Literacy

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

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

CORE PERFORMANCE STANDARDS

The Core Performance Standards are the SREB approved technical standards for students in nursing programs. These standards may be met with appropriate accommodation for students with disabilities. Students with disabilities who require accommodation (academic adjustment and/or auxiliary aids or services) to meet the core performance standards must contact the Office for Student Disability Services (OFSDS) and obtain evaluation of any necessary accommodations prior to entering the nursing program. Written documentation from the OFSDS must be presented to the nursing program prior to starting nursing courses, so that any necessary arrangements can be made to provide appropriate accommodations in lab and clinical settings. 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.

Requirements	Standards	Examples
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	Identification of cause/effect relationships in clinical situations Use of the scientific method in the development of patient care plans Evaluation of the effectiveness of nursing interventions
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	Establishment of rapport with patients/clients and colleagues Capacity to engage in successful conflict resolution Peer accountability
Communication	Communication adeptness sufficient for verbal and written professional interactions	Explanation of treatment procedures, initiation of health teaching. Documentation and interpretation of nursing actions and patient/client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Movement about patient's room, work spaces and treatment areas Administration of rescue procedures-cardiopulmonary resuscitation

Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibration and use of equipment Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	Ability to hear monitoring device alarm and other emergency signals Ability to discern auscultatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in patient care	Ability to observe patient's condition and responses to treatments
Tactile Sense	Tactile ability sufficient for physical assessment	Ability to palpitate in physical examinations and various therapeutic interventions

TESTING ACCOMODATIONS POLICY

POLICY & PROCEDURE DOCUMENT

NUMBER: N.1003

DIVISION: School of Nursing

TITLE: School of Nursing Testing Accommodations for Students with Disabilities.

DATE: 1/27/2012

REVISED: N/A

AUTHORIZED: Mary Bennett, Director WKU School of Nursing

I.   Purpose and Scope

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

II.   Policy

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

III.   Procedure

1. All students seeking testing accommodations within the school of nursing must work through student disabilities PRIOR to taking any exam for which they want accommodations. Retroactive accommodations will not be allowed under any circumstances.

2. Students must submit a written statement, on letterhead, from the disability coordinator at your high school or other former educational program, listing a detailed diagnosis, the date of your initial diagnosis, and the accommodations provided to you while attending the program. The disability coordinator may require you to sign a release of information form before the documentation can be released to WKU.

3. Documentation from a licensed health care provider (Physician, Psychologist or Nurse Practitioner) with expertise in evaluation of learning disabilities. Document must include all of the following:

   a. Recent (within the past two years) reports, test results, evaluations, and assessments of the need for accommodations due to a physical or mental disability that substantially limits one or more major life activities, and the applicable DMI code(s)

   b. A description of your substantial day-to-day functional limitations resulting from your stated disabilities.

    c.   A history of the disability and any past accommodations granted to the candidate, as well as a description of the disabilities impact on the individual's functioning

    d.   Identification of the specific standardized and professionally recognized adult test/assessments given (such as Woodcock-Johnson, Wechsler Adult Intelligence Scale,), the scores resulting from testing, interpretations of the scores and evaluations,

    e.   Recommendations for testing accommodations with a stated rationale as to why the requested accommodations are necessary and appropriate for the diagnosed disability.

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

IV.   Related Policies:
Core Performance Standards, WKU School of Nursing Student Handbook

Testing Accommodations Procedure

This procedure applies to students who are taking proctored or monitored exams and/or quizzes and does not apply to quizzes or tests given online in a non-proctored setting.

Any student who is admitted into the WKU Nursing Program and has a letter of accommodation form from the Student Accessibility Resource Center (SARC) requesting testing accommodations will be required to take all exams requiring accommodations at the Student Accessibility Resource Center or other pre-approved testing center. This standardized procedure will provide the proper testing environment and promote student success.

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

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.

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 Location, Hours, Phone
Downing Student Union (DSU) 1074
Monday-Friday 8-4:30
270-745-5004
www.wku.edu/sarc

SARC testing procedures can be found at the following link:
http://www.wku.edu/sarc/testing_guidelines_and_forms.php

Or, you may contact the office at sarc.testing@wku.edu

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).

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#).

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.

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 testing room. All cell phones must be turned off inside the testing center.

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.

Food and drink

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

Cheating on exams

Proctors in the testing centers will monitor you during your exam. Monitoring includes watching from a seated position in the room, walking through the room, and viewing a computer screen showing a video feed from the cameras that are in use inside the testing room.

If you are caught cheating on an exam, the proctor will report the incident to the Testing Pro-staff member on duty and will write an incident report which will be given to the faculty member for whose class you were taking the exam. The faculty member will then take appropriate action which may include a failing grade "F" on the exam or a failing grade "F" in the course. Additional actions which may be taken involve probation, suspension or expulsion from the university as deemed by the Offices of Student Life and Judicial Affairs.

Approved May 8, 2015
WKU School of Nursing Faculty

HEALTH AND SAFETY POLICIES
NOTE: Students are responsible for all costs associated with meeting these requirements:

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

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

Bloodborne Pathogens Policy

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

An exposure is defined as:
- A needle or other puncture wound from a source contaminated with body fluids.
- Direct contact of non-intact skin (open lesion, chapped, or abraded skin) with large amounts of blood or prolonged contact with blood.
- Mucous membrane contact from a known source of blood or body fluids (a splash in the eye, mouth, or any other mucous membrane lining.)

1. In the event that a student or faculty member is exposed to a bloodborne pathogen during a scheduled clinical experience the agency's exposure policy should be followed. The student/faculty will:
- Notify the appropriate agency representative.
- Initiate immediate treatment by:
    - Cleaning the wound/skin area with soap and water.
    - Flushing mucous membranes with tap water or saline.
    - Serious injuries requiring suturing or physician intervention should be promptly evaluated according to agency's direction or according to insurance requirement of the faculty/student.
- Faculty will report the exposure to the appropriate supervisors and assist the student in completing any required agency documentation.
- **The exposed individual is responsible for any costs related to testing and treatment of self and testing of the source.**

2. In the event that a student or faculty member is exposed to a bloodborne pathogen during a scheduled clinical experience while **NOT** in a traditional clinical setting (i.e. community based experiences such as school health or community screening) the following procedure should be followed:
- Provide immediate first aid treatment as described above.
- Proceed to the closest emergency facility to initiate post-exposure screening, treatment and counseling.
- The faculty/student is encouraged to seek post-exposure treatment within 2 hours of the exposure. If travel distance does not allow, the follow-up should be completed as soon as possible.
- The exposed individual is responsible for costs related to testing and treatment of self and testing of the source.

3. Following the exposure, the nursing faculty should complete the Exposure to Body Substance Form and submit it to the department head for review or follow-up.

4. While it is an individual decision whether to comply with the recommended post-exposure screening, treatment, counseling, or follow-up, the student/faculty should be offered available resources such as the Barren River District Health Department.

5. The exposed student/faculty should obtain a copy of "Occupational Exposure to Bloodborne Pathogens" from the OSHA website.

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

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 Program.

Policy Drug and Alcohol Use
In order to uphold the highest standards of the nursing profession, the WKU School of Nursing has adopted a drug-free environment. The drug free policy also applies to use of prescription drugs in an illegal manner, and any use of marijuana or marijuana products, even when visiting parts of the US where such products may be legal. Students are required to submit to drug testing prior to the start of the program and at random intervals throughout the program. Students seeking an exception to the drug free policy must complete the Student Medication Exception Form at the time they START use of any controlled substance medication (form is available on the School of Nursing website, under student forms). This form must be completed by the health care provider who prescribes the medication. Students who test positive for controlled substances at any point in time who do not have a current exception form on file with the WKU School of Nursing verifying their approved use of the substance will be dismissed from the nursing program.
To avoid any possibility of a false positive drug screen, students will not ingest any product that is related to an illegal substance. This includes poppy seeds, hemp food products such as hemp seeds and hemp oils, or other products that may be developed from plants or chemicals that are related to illegal drugs. The student bears full responsibility for what they take into or apply to their bodies, so a positive drug test for any reason will be viewed as cause for dismissal.

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

Drug Screen Procedures
Pre-Admission to the Nursing Program
1. All students entering the nursing program will be required to have a negative drug screen prior to their admission to the nursing program.
2. This preadmission drug screen will be at the student's expense and must be completed at Western Kentucky University's Health Services.
3. Students taking legally prescribed medications which may show up on a drug screen are required to report this medication **at the time the medication is prescribed** using the School of Nursing Medication Exception Form, located on the School of Nursing Website, under Policies, Handbooks and Forms.
4. In the event of a positive test result, confirmatory testing using a gas chromatography/mass spectrometry (GC/MS) screening will be completed before the results are given to the student. This confirmation test will be performed at the student's expense.
5. The Medical Review Officer (MRO) at the WKU Health Services or her designee will review all positive drug screens. The MRO will contact all students with positive tests to determine if there is a valid reason for the results (e.g. OTC drugs, herb preparations, and/or prescription drugs currently being taken). The MRO will also consult with the School of Nursing to determine if a prior Medication Exemption form was filed.
6. The MRO makes the final decision on all drug test results and the decision of the MRO will be accepted by the School of Nursing as the final results. Any concerns about the validity of the test results or additional information concerning how a test might have registered as positive must be addressed through the MRO.
7. The MRO will notify the program administrator of all positive results. The program administrator may also notify other appropriate administrators or committee members who are involved in the decision making process concerning student admissions or dismissals.
8. The School of Nursing and /or the University reserves the right to refer the student to the Dean of Student Life for university disciplinary investigation and/or action.

Post-Admission to the Nursing Program

1. Random Screening: Random screening of students may be required at the discretion of the Director of the School of Nursing.
2. Screening for Cause. In the event a student is suspected of being under the influence of any substance that would impair judgment or performance while performing ANY activity which is related to your nursing student role (class, clinical or community settings, while driving to and from nursing activities and activities related to nursing student professional groups), the suspected individual will be asked to have a blood alcohol level and drug screen done immediately. The suspected individual will be instructed to call someone for transportation. The suspected individual will be suspended from all clinical nursing activities until the issue is resolved. The cost of the tests will be the responsibility of the student. Breathalyzer tests done by licensed police officers for suspected DUI or public intoxication which indicate impairment will also count as a positive screen. The Director of the School of Nursing or program coordinator must also be notified of any behavior which triggers for cause screening.
3. Students taking legally prescribed medications which may show up on a drug screen or which impair student judgment and/or behavior are required to report this medication **at the time the medication is prescribed** using School of Nursing Medication Exception Form, located on the School of Nursing Website, under Policies, Handbooks and Forms. The prescribing health care provider must agree that the student is safe to take the medication while driving and practicing in a clinical setting before the student will be allowed to attend clinical functions while on medications that may impair judgment.
4. In the event of a positive urine drug test result, confirmatory testing using a gas chromatography/mass spectrometry (GC/MS) screening will be completed before the results are given to the student. This confirmation test will be performed at the student's expense.
5. The Medical Review Officer (MRO) at the WKU Health Services or her designee will review all positive drug screens. The MRO will contact all students with positive tests to determine if there
is a valid reason for the results (e.g. OTC drugs, herb preparations, and/or prescription drugs currently being taken). The MRO will also consult with the School of Nursing to determine if a prior Medication Exemption form was filed.
6. The MRO makes the final decision on all drug test results and the decision of the MRO will be accepted by the School of Nursing as the final results. Any concerns about the validity of the test results or additional information concerning how a test might have registered as positive must be addressed through the MRO.
7. The MRO will notify the program administrator of all positive results. The program administrator may also notify other appropriate administrators or committee members who are involved in the decision making process concerning student dismissals. All students testing positive on drug screens will be dismissed from the program.
8. The School of Nursing and /or the University reserves the right to refer the student to the Dean of Student Life for university disciplinary investigation and/or action. Test results for properly prescribed prescription medications which are covered under the Medication Exemption form (see above) will be treated as medical information and held confidential per HIPAA rules. There is no assumption of privacy for tests results indicating illegal drug use and the School of Nursing reserves the right to report illegal drug use to university and legal authorities for follow up. A

positive drug screen in a licensed individual (RN or LPN) will be reported to the Kentucky Board of Nursing or the licensing board of whatever state/s the individual holds a license.
9. Students who are dismissed for drug or alcohol use may petition to be re-admitted to the School of Nursing, to re-enter the program after at least one year of drug/alcohol evaluation and treatment. In order to be considered for re-admission to the WKU School of Nursing, the student must submit a written petition to the program coordinator along with a letter from a treatment agency verifying completion of a drug evaluation/treatment program. Documentation must include a statement by the therapist that the applicant will be able to function effectively and provide safe, therapeutic care for clients in the clinical setting. **Readmission is not guaranteed.**
10. If a student with a positive drug test 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.

Reason for May 2014 Revision: Re-arranged and consolidated some item for clarity**. Added reporting items to legal authorities and KBN. Clarified documentation needed for re-admission. Clarified who is responsible for cost of transportation and screening for cause. Added information about use of Marijuana in states where it may be legal. Added information about food items that might cause a positive drug test to prohibit claims that the positive test was due to these food items, even though it is highly unlikely that a student would test positive related normal intake of any legitimate food product. Clarified that students are not to be impaired while performing any student activity nor while driving to or from activities**

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.

POLICIES FOR STUDENT BEHAVIOR

Student Engagement in the Curriculum and Policy Process
Students have an opportunity for input into the curriculum, to voice their concerns to faculty, and to provide input into policies and decisions that impact student welfare, policies and privileges.

Students will be selected/elected to represent student concerns at the program committee meetings. Student representatives will be notified of faculty committee meetings via e-mail.

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

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

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

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

Abstracted from Western Kentucky University Student Handbook (2009/2010). *"Academic Dishonesty-Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the coursework in which the act is detected or a failing grade in the course without the possibility of withdrawal. The faculty member may also present the case to the Office of the Dean of Student Life for disciplinary sanctions. A student who believes a faculty member has dealt unfairly with him/her in a course involving academic dishonesty may seek relief through the Student Complaint Procedure."* The Western Kentucky University

Statement of Student Rights and Responsibilities can be found in the *Western Kentucky University Undergraduate Catalog*.

Cheating

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

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

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

Plagiarism:

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

Confidentiality Policy (HIPAA)

Information obtained by students through their activities and experiences in nursing clinical/laboratory/classroom settings related to patients/clients, personnel, and facilities are considered confidential. Such matters are discussed for the purposes of learning in nursing conferences and classes only.

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

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

Professional Conduct and Student Expectations Policy

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

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

Dismissal for Non-Academic Reasons - Professional Misconduct

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

When a faculty member determines that a student may need to be removed from the nursing major because of unsafe, unethical, or grossly inappropriate conduct, the faculty member will inform the Director and Program Coordinator of the problems identified and the rational for a recommendation to dismiss the student from the Program. The faculty, Program Coordinator and Director will meet with the student. Students dismissed from the program have the right to appeal the dismissal as described in the WKU Student Handbook.

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

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

Approved by School of Nursing Faculty 12/14/2007

Social Media Policy Purpose and Scope

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

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

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

1. Recognize that you have an ethical and legal obligation to maintain patient, faculty and other student's privacy and confidentiality at all times.
2. You must not transmit by way of any electronic media any patient-related information or image that is 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 School of Nursing.
11. You must be aware of and comply with SON and clinical agency policies regarding the use of agency or school owned computers, cameras, and other electronic devices and the use of personal devices in the workplace.

12. You must not transmit or post disparaging remarks about classmates, faculty, clinical agencies, staff nurses or other co-workers.

13. You must not transmit any test questions, quiz questions, case studies, or answers to such nor post such items in any format, electronic or otherwise, outside of the context of your class. You may answer electronic quiz questions for a grade, you may not share the questions nor the answers with anyone. This is for exam security.

14. You may not purchase or otherwise obtain test questions or test banks from nursing textbooks, which are to be available to faculty only. This is in violation of the textbook copyright and will be subject to legal repercussions as well as dismissal from the nursing program. You may not represent yourself online or otherwise as a nursing faculty member to obtain access to materials that are for faculty use only. You may purchase and use nursing review books, which have sample NCLEX questions and are not part of the test database used for the development of nursing exams given in School of Nursing.

Related Policies

School of Nursing HIPAA policy and Clinical Agency policies on patient privacy. School of Nursing Academic Honesty Policy
Spector, N. (2012, September/October). What nurse educators should consider when developing social media policies. *Dean's Notes*, pp. 1-2.