WKU® SCHOOL OF NURSING AND ALLIED HEALTH

# Bachelor of Science in Nursing (BSN) Student Handbook 2023-2024

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https://www.wku.edu/nursing/index.php

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

## BACCALAUREATE PROGRAM - PROGRAM SPECIFIC INFORMATION

### Baccalaureate (BSN) Education

WKU nursing faculty realize 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 prepare professional nurses who are generalists and 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, 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* (AACN, 2021)
- *Code of Ethics for Nursing with Interpretation Statements,* (ANA, 2015)
- *Nursing: Scope and Standards of Practice,* (4th Edition, ANA, 2021)
- *Guide to Nursing's Social Policy Statement* (ANA, 2015)
- *Quality and Safety Education for Nurses (QSEN),* (AACN, 2021)

### 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. This program was designed to admit 40 students once a year. Subsequently, the program has grown over the years to accommodate student requests and the growing demand for BSN graduates in the workforce:
- Spring 2006 – 40 students admitted twice a year
- Fall 2012 – 80 students admitted twice a year
- Fall 2017 – 120 students admitted twice a year

The BSN program relocated from the main campus to its current location, The Medical Center – WKU Health Sciences Complex in fall 2013.

**BSN Program Outcomes**

- Apply knowledge from the behavioral, biological, physical, and social sciences, and the liberal arts to provide holistic patient-centered care.
- 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.
- Demonstrate leadership in the practice of professional nursing.
- Use critical thinking skills in professional nursing practice.
- Use inter-and-intra-professional communications and collaborative skills in professional nursing practice.
- Demonstrate the role of teacher in professional nursing practice.
- Integrate informatics skills in the selection of evidence-based interventions in professional nursing practice.
- Adhere to the Nursing Code of Ethics and Standards of Professional Nursing Practice.
- 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) 887-06791
https://www.aacnnursing.org/CCNE-Accreditation/CCNE-Accredited-Programs

**Program Approval/Licensure**

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

Kentucky Board of Nursing
312 Whittington Parkway, Suite 300
Louisville, KY 40222
502-429-3300
https://www.kbn.ky.gov

Applying for licensure is discussed with students in class during the 4th semester. Policies and procedures related to licensure vary from state to state. Students should review the website of the Board of Nursing in the state in which they would like to be licensed for specific information.

KRS 314.031 (04) 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.

# CURRICULUM AND ACADEMIC PROGRESSION

**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** |

*Upper Division Nursing Curriculum total credit hours = 57****

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

- A minimum grade of "C" is required in all nursing courses.

- Students must pass both the class and clinical portion of each linked clinical nursing class 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 hospitals the night before their actual clinical day.

- NURS422 requires 120 hours of clinical over biterm.

- Total Clinical Contact Hours in program = ~700

**Health Education System, Inc. (HESI)**

The BSN Program utilizes HESI products throughout the curriculum to promote student success on the NCLEX-RN. These include:
- Sherpath
- Online Courses
- Elsevier Adaptive Quizzing Next Generation: Book Specific
- eBooks
- Clinical Skills: RN Collection
- HESI Case Studies, Patient Review, Practice Test
- SimChart with Clinical Key
- ShadowHealth Digital Clinical Experiences
- Simulation Learning Suite
- HESI Readiness Dashboard for NCLEX
- HESI Next Generation Specialty Exams and Custom Exams
- HESI Next Generation Exit Exams
- HESI Comprehensive Review for the NCLEX eBook
- Elsevier Adaptive Quizzing Next Generation for NCLEX
- HESI Compass Personal Assessment Builder

**Academic Advisement**

All students are assigned a faculty advisor at the beginning of the BSN program during orientation. Students are responsible for initiating advisement meetings each semester and as needed.

When communicating with their advisor or any faculty, the student's WKU email address must be used throughout the program. Students 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 Grading Policy**

Grading Scale (based on percent of available POINTS 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). Didactic and clinical courses for a topic area such as Fundamentals of Nursing, 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 on 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.

No Rounding Policy: Final course average will be recorded as a whole number and 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.

Academic Dismissal: In the event of a 2nd nursing course failure, the student will be dismissed from the nursing program.

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


**Readmission to the BSN Nursing Program**

The BSN program will accept applications of students who have been dismissed from a nursing program on a case-by-case basis. Students who are accepted under this policy must repeat the entire BSN (upper division nursing) curriculum.

Students seeking readmission after WKU BSN program withdrawal or dismissal must apply for readmission to the Academic Standards committee and the BSN program by February 1 (for fall admission) or by September 1 (for spring admission). Readmission is contingent upon meeting admissions criteria, committee approval, and space availability.

**Program Completion**

Students admitted to the BSN program must complete the nursing curriculum within 4 years of the admission date. The entire BSN program of study must be completed to be certified to take the NCLEX-RN.

A student unable to meet these criteria will be dismissed from the program.

**Promotion**

Students must achieve a grade of "C" or higher in all didactic nursing courses and a "Pass" in all lab/clinical nursing courses.

Linked courses that consist of a didactic (classroom) and lab/clinical component must be successfully completed simultaneously.

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

**Retention**

Students must pass both the didactic and clinical component of each linked clinical nursing course simultaneously to progress in the program.

Failure of both components of a linked course will count as one course failure.

In the event of one nursing course failure, a student may request to repeat the failed course one time.
- The student should contact the course faculty requesting to re-take the course.
- Requests will be considered for the next semester the course is scheduled to be offered and is contingent upon space available.

**Withdrawal and Audit**

In accordance with university policy, students may opt to withdraw from a course, or change from credit to audit on or before the deadline. https://www.wku.edu/registrar/withdrawal.php

Students planning to withdraw from a nursing course are expected to make an appointment with the course coordinator and/or program coordinator for further instruction.

A student who fails or opts to withdraw from one component of a linked course (lab/clinical, or didactic) must withdraw from both linked courses.

Students may audit the didactic component with permission from the course faculty. The WKU audit policy is found here: https://catalog.wku.edu/undergraduate/academic-information/academic-requirements-regulations/#text

Students who elect to audit or withdraw from the didactic portion of a linked class, must also withdraw from the clinical portion of the linked class.

**Withdrawal from the BSN Nursing Program**

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

**Military**

Absence Policy for Official Military Duties and Veteran Administration Medical Appointments

Instructors will provide accommodations for military and veteran students who have required absences due to military duties or Veteran Administration medical appointments. 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 notification, or through the Office of Military Student Services. https://www.wku.edu/veterans/

**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 options including withdrawal. https://www.wku.edu/veterans/militarywithdrawal/

**Academic Integrity**

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 STUDENT TESTING/ GRADING POLICIES

### 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 may not request points be added to their grade.
- Faculty members are the content experts for the exam.
- Individual student appointment requests can be made via email for further test review with faculty within one week of an exam or exam review.
- 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.

## Extended Testing Progression Policy for ESL Students

Speaking a native language other than English is not considered an ADA Accommodation by the NCSBN. To adequately prepare to take the NCLEX, an ESL student may request implementation of the ESL extended testing progression policy, which allows ESL students to adjust to nursing exams while translating back and forth from English to their native language.

Extended testing will be designated on a case-by-case basis and is not guaranteed. Extended testing does not guarantee a private or distraction free environment. Students may be required to test at a different location such as South Campus.

Minimum requirements:

- Must have designation as an ESL student

- Must have completed the TOEFL for entry into the WKU BSN program meeting program requirement.

- Must email Mrs. Susan Ausbrooks (susan.ausbrooks@wku.edu) and have completed the request form via this link: https://docs.google.com/forms/d/1EZMju6H0qdAxqhnGLm4Z4Fw9xAk9_HvgxqdfIt0OORY/prefill by February 1st (spring semesters) or September 1st (fall semesters). A student only needs to complete this form once for the program.

If extended testing is awarded, the accommodation progression will be as follows:

- NURS 324 – double time

- First Semester – double time

- Second Semester – 1.5 time

- Third Semester – 1.25 time

- Fourth Semester – no extended testing time.

Students must meet with the designated course faculty for each semester at least once every semester to discuss progress. Students may choose to relinquish their testing accommodation at any time during the program by notifying the BSN program coordinator. Once testing accommodations are relinquished, they will not be reinstated.

**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**

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.

# CLASSROOM AND CLINICAL POLICIES

**Classroom Policies for Face-to-Face and Virtual Settings**

Nursing is a pre-professional program of study and students are expected to be present, punctual, and attentive in the classroom and virtual (Zoom) settings.

- Class orientation may be held the week before classes officially begin.
- Classroom Attendance: Students are expected to arrive prior to the start of class.
  - 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 absence.
  - Tardiness: Students who arrive after class begins may be asked to wait until break to enter the classroom to avoid disrupting the classroom.
- Class Preparation: Students are expected to read the assignments before coming to class and are responsible for information presented.
- Food and Beverages: Consumption of food and beverages during class is at the discretion of the faculty. Beverages brought into the classrooms should be covered with a lid. Students are responsible for prompt clean up.
- Dress: Students are expected to wear classroom appropriate attire. Clothing (upper and lower torso), hats, jewelry, backpacks, etc. should not demonstrate offensive or lewd comments and/or images. Sheer tops should only be worn with appropriate underpinning or garment. Tank tops should be worn with a covering and/or jacket. Tops or tee shirts should not expose the midriff section. Shorts/pants should not be tight, distressed (rips or holes), and should cover the mid-thigh/leg. Pajamas or loungewear are not permitted in the classroom setting. Faculty may require business casual attire.
- Cell Phones: Turn off or place phones on vibrate mode while in the classroom.
- Computers/iPads 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/Video Recording: Students may have the opportunity to audio record in the classroom. Faculty reserve the right to prohibit audio recordings. This policy does not apply to guest speakers, as permission to audio record their presentations must be obtained. Any recordings available in the course are to enhance student learning. To preserve patient confidentiality, all faculty and student recorded content is restricted to nursing students use only and may not be share with others, nor published on social media outlets. Violation of confidentiality will result in a professional conduct violation or dismissal from the nursing program.
- Disruptive Behaviors: The faculty reserve the right to ask any student to halt behaviors that are viewed as disruptive and ask the student to leave the classroom if the behavior continues.

**Laboratory Rules**

Students must consult their faculty/instructor regarding the process to schedule practice time in the lab. The equipment in the lab cannot be checked out overnight. Please check with the Lab Coordinator if additional equipment is needed.

**Clinical/Simulation/Lab Attendance**

Nursing is a pre-professional program of study and students are expected to be present, punctual, and attentive in the clinical, simulation, and lab settings.

- Based on clinical agency and/or clinical faculty availability, clinical experiences may include evenings, nights, and/or weekend assignments.
- Students are responsible for providing their own transportation and auto insurance for all class and clinical, simulation, and lab experiences.
- Clinical orientation and wrap up days may be held on alternate days and times. In addition, orientation may be held the week before classes officially begin.
- 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/simulation/lab, which may be counted as an absence. Tardiness is defined as one minute after the designated start time. Admittance to the clinical, simulation, and lab will be at the discretion of the clinical faculty.
  - All clinical, simulation, and lab absences require make-up assignments designated by the course faculty.
- 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.
- Clinical Absences: The Kentucky Board of Nursing requirements for clinical and simulation undergraduate nursing program will be observed.
  - Excused Absence: Student must provide verbal or written notification of clinical, simulation, and/or lab absence to the clinical instructor PRIOR to the start of the learning experience unless an extenuating circumstance prohibits notification. Faculty may request documentation for more than one absence.

      o   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 an unexcused absence.

      o   *The Professional Standards Evaluation Tool (PSET)* addresses unexcused absences.

**Personal Illness, Emergency, and Extenuating Circumstances**

Personal Illness
- Fever: Students may not attend class/clinical/simulation/lab 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.
- Students are required to provide advance notification by phone or email to the faculty member teaching the course if they are unable to attend a regularly scheduled class, lab, or clinical rotation due to illness. In an emergency where advance notice is not possible, the student is required to notify the faculty member teaching the course as soon as possible.

Emergency During Class, Lab, Clinical, or Simulation
- Nursing faculty are responsible for calling 911 and providing directions to the student's location if an emergency occurs and the student needs immediate medical attention.
- The student is responsible for any transport and treatment costs.
- Students should contact their personal health care provider for recommendations for follow-up treatment.

Extenuating Circumstances
- The presence of an extenuating circumstance will be determined by the faculty/instructor. *The presence of an extenuating circumstance does not imply that the student will be exempted from the attendance policy*.
- Examples of an extenuating circumstance include accidents, personal illness, medical emergencies, and bereavement.
- *Vacations, weddings, routine medical and/or dental appointments, studying for an exam, job interviews, working at a job, etc. are not considered extenuating circumstances.*

**Professional Standards for Clinical, Simulation, and Lab**

NOTICE: *The Professional Standards Evaluation Tool* (PSET) is used to inform students regarding expected behaviors and professional nursing standards.

- Violation of the standards will result in demerits.
- The number of demerits will double for repeating the same professional standard violation after the first violation.

- In the event of a third violation of the same standard, or the combination of any violations exceed ten total demerits, a meeting with the student, clinical faculty course faculty, and program coordinator is conducted and a written *Professional Conduct Violation* (PCV) is issued.
- Clinical failure occurs when violations exceed 16 demerits or when behaviors on the PSET are violated.

## BSN Dress Code Policy

- Students are expected to wear program approved attire in all settings where they are representatives of the WKU BSN program.
- 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.
- Clinical Uniform: Students must wear the WKU BSN uniform including the required red scrub top with black scrub pant/skirt.
  - 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 Uniform: The community uniform includes the WKU SON polo shirt, tan or black pant/skirt, crew or knee socks and closed toe shoes.
- Faculty will inform students of uniform requirements (clinical or community).
- Lab Jacket: A red or black lab jacket may be worn with scrubs. Lab jackets are not required and may not be permitted in some clinical settings.
- Shoes and Socks: 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 always be worn.
- Nails: 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. Shoulder length and longer hair must be pinned up and pulled away from the face to prevent contamination of the patient care area. Distracting hair color is not permitted, and hair accessories such as hair ties and clips should be non-decorative, simple, and coordinate with the WKU BSN uniform.
- Head coverings: Head coverings must not interfere with the use of a stethoscope and asepsis. The head covering must be red, black, or neutral in color.
- Beards/mustaches: Facial hair must be clean and trimmed to ½ inch or less in length.

- Tattoos: Tattoos, regardless of size and/or type, may be required to be completely covered and not visible when visiting certain clinical sites. The clinical instructor will inform students of clinical site policies.
- Jewelry/Piercings: During clinical, one small earring in each ear, and one ring with no or low prongs and a 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.
- Makeup: During clinical, makeup should be natural tones with no extreme colors.
- Food, beverages, and chewing gum are not permitted in patient care areas.
- Personal Hygiene must be maintained. Strong odors may result in student being dismissed from the setting. No perfume, body spray, or smell of smoke is permitted in patient care areas.
- Sunglasses and use of tobacco or tobacco alternatives are not allowed in the clinical, simulation or lab setting.
- A student who violates the required dress code may be dismissed from the community or healthcare setting and receive demerits as outlined in the PSET.

**Dress Code for Obtaining Clinical Assignments or Visiting Agencies**

During agency visits or obtaining hospital assignments, students are required to wear their approved uniform and their BSN student ID badge as described above while in the facility. Determination of required uniform is at faculty's discretion.

**Acceptance of Gifts**

Occasionally clients or family members 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.

<div align="center">**STUDENT PROFESSIONAL CONDUCT**</div>

**BSN Student Representative Guidelines**

As part of student governance in the BSN program, a student representative and an alternate are elected in each cohort by classmates. The representatives elected should be professional and be able 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 PICC format. Concerns related to a specific course (ex: Health Assessment or Fundamentals) should be presented to the coordinator of that course.

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 the National Student Nurses Association (NSNA).

- Students in the 1$^{st}$ semester are required to participate in one (1) KANS meeting and one (1) KANS event each semester.
- Students in the 2$^{nd}$, 3$^{rd}$, and 4$^{th}$ 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 in NURS 334, NURS 342 and NURS 433.
- Students should document their KANS activities in the University SEAT Record.
- KANS requirements are waived for the semester in which a student is repeating a course.

(Approved August 20, 2019)

Students in their last year of the program and who rank in the upper 35% of their class will be invited to join Kappa Theta, the local chapter of Sigma. This organization is recognized as the International 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 courses requiring 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 are 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 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* https://www.nursingworld.org/practice-policy/scope-of-practice/ and the Code for Ethics and other agencies' code of ethics, such as the NSNA Code of Conduct for Prelicensure students, https://www.nsna.org/nsna-code-of-ethics.html, 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 https://www.aacnnursing.org/CCNE-Accreditation/AccreditationResources/Standards-Procedures-Guidelines.

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 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 physically 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 dismissed from the nursing program 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.

If 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 and/or alcohol during class and/or clinical
- violation of state and/or federal laws.

**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."*

**Drug and Alcohol Use**

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. *Random Screening*: Random screening of students may be required at the discretion of the Director of the School of Nursing and Allied Health.
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 SONAH or program coordinator must also be notified of any behavior which triggers for cause screening.

3. *Students taking legally prescribed medications*: Students 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. *Positive urine drug test result*: Confirmatory testing using a gas chromatography/mass spectrometry (GC/MS) screening will be completed before the results are given to the student. This confirmation test will be performed at the student's expense.

5. *Medical Review Officer (MRO)*: WKU Health Services or 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. *MRO makes the final decision*: All drug test results, and the decision of the MRO will be accepted by the SONAH. Any concerns about the validity of the test results or additional information concerning how a test might have registered as positive must be addressed through the MRO.

7. *Program administrator notified*: The MRO will notify the program administrator of all positive results. The program administrator may also notify other appropriate administrators or committee members who are involved in the decision-making process concerning student dismissals. All students testing positive on drug screens will be dismissed from the program.

8. *SONAH and/or the University reserves the right*: 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 test 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. *Students who are dismissed*: 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. 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. *Student with positive drug test is readmitted*: If student is readmitted to the nursing program, increased random drug screening will be performed at the student's expense throughout the program of studies. A second positive drug test will render the student ineligible to continue or be re-enrolled in the program.

**Social Media**

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 always.
2. You must not transmit by way of any electronic media any patient-related information or image that is reasonably anticipated to violate patient rights to 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 nursing 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. Pre-requisite courses may be completed during the summer or winter term. Students must show proof of registration in these courses to be offered their seat. 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.
   ▪ achieve a cumulative grade point average of 2.75 or above for college level courses.
   ▪ achieve a minimum grade of C in all required courses: BIOL 131, 231, 207, 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. Applicants seeking admission to the baccalaureate nursing program with an overall GPA less than 2.75 for college level courses may apply when the following criteria are met:
   ▪ admitted to Western Kentucky University
   ▪ completed a minimum of 80 hours of college level coursework
   ▪ completed all designated prerequisite courses by the time of nursing program entrance
   ▪ attained an overall GPA of 2.75 in the nursing designated prerequisite courses
   ▪ attained a minimum grade of "C" in all required courses: BIOL 131, 231, 207, CHEM 109, MATH 115/116, INTRO STATS, HMD 211, PSY/PSYS 220, NURS 102 and NURS 324.
8. 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 |
| **BIO 207 (Microbiology)** | 3 | **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/Comm) | 3 |
| General Elective AH/HIM290 (Highly Suggested) | 2 | HIST 101 or 102 (World History I or II) | 3 |
| General Elective | 1 | | |
| **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 (NURS415 suggested) | 3 |
| **HMD 211 (Human Nutrition)** | 3 | Local to Global Connection Course | 3 |
| **CHEM 109 (Chemistry for Health Sciences)** | 4 | **Statistics (MATH 183 or ECON 206 or SWRK 344 or SOCL 300 or PSY/PSYS 313 or PH 383)** | 3 |
| Elective * or ** World Language (if needed) | 3 | Arts and Humanities (E-AH) | 3 |
| **Total Hours** | **17** | **Total Hours** | **15** |

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

**Note:** Courses listed in **BOLD** are required by the School of Nursing and Allied Health. The other courses are part of the Colonnade Program requirements. Students 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 language). Two credits (or equivalent) of a single world language in High School satisfies this WKU requirement.

**GNA**

<span style="color:red">**WKU School of Nursing**
**Guaranteed Nursing Admission (GNA)**
**Application**</span>

*Guaranteed Nursing Admission* (GNA) to the WKU *Bachelor of Science in Nursing* (BSN) program is available to first-time, full-time college freshmen **with an unweighted High School or WKU college freshman GPA of 3.6 or ACT composite score of 23 or SAT composite score of 1130 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, 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 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:_____**OR** Unweighted H.S. GPA:_____**OR** SAT Composite Score: _____

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 <u>WKU email address</u>, 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 or post-secondary education 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 attest to #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*
- Minimum Cumulative Score of 84 combined AND
- Minimum Individual Scores of
    - 24 in Speaking
    - 20 in Writing
    - 20 in Reading
    - 20 in Listening

*Test Preparation and TOEFL iBT Registration:*
- Complete information on the TOEFL iBT. 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, 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**

- All students entering the nursing program will be required to have a negative drug screen prior to their admission to the nursing program.
- This preadmission drug screen will be at the student's expense and must be completed at Western Kentucky University's Health Services.
- 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.
- 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.
- The Medical Review Officer (MRO) at the WKU Health Services or 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.
- 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. 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.
- 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.
- 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. 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.

**APPENDIX B**

**School of Nursing & Allied Health Core Performance Standards**

*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.

*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.

*Students Who Require Accommodations*
Students requiring 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.

*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 plan 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.

*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.

**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 move from room to room quickly and safely and maneuver in small spaces. 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 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) 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.

**Professional Standards Evaluation Tool**

Student Name:                                    Course:

| Professional Standard Expectations: The purpose of this tool is to 1) inform students and faculty of the BSN program of the Professional Standards expectations, and 2) promote consistency in consequences for violations in theclinical setting. The term "clinical" includes clinical, simulation, and laboratory settings. **After the first violation, the number of demerits will double for repeating the same professional standard violation.** When there is a third violation, or total exceeds ten demerits a meeting with the student, clinical faculty, course, and program coordinators is to be conducted and a written professional conduct violation (PCV) will be issued. **Clinical failure (CF) occurs when violations exceed 16 demerits.** | # of demerits | Date: | Date: | Date: | Date: | Date: | Date: | Date: | Date: |
|---|---|---|---|---|---|---|---|---|---|
| 1. **Violations of the following and/or acts of insubordination will result in clinical failure. See BSN Handbook for actions leading to program dismissalfor more details.**<br>  a. NSNA Code of Academic & Clinical Conduct<br>  b. Professionalism on social media (e.g., no negative posts about WKU or clinical agencies)<br>  c. Patient rights<br>  d. HIPAA laws<br>  e. Clinical policies in the BSN Student Handbook (including the use/effects of drugs, alcohol, and other controlled substances**).** | **CF** | | | | | | | | |
| 2. Provides verbal or written notification of clinical absence to clinical instructor PRIOR to the start of the clinical experience (unless an extenuating circumstance prohibits notification). | 10 | | | | | | | | |
| 3. Respects and follows faculty instructions and clinical facility policies/procedures including pre and post conferences, simulations, labs, and other observed activities. | 5 | | | | | | | | |
| 4. Maintains civility towards others and follows chain of command when reporting issues or problems. (e. g. No negative attitudes, behaviors, gestures, comments, and no foul language). | 5 | | | | | | | | |
| 5. Arrives prepared for clinical at the scheduled time and remains until completion of clinical. **Late is defined as 1 minute after the designated start time.** | 2 | | | | | | | | |
| 6. Submits SON orientation documents and other Health and Safety documents on time. | 2 | | | | | | | | |
| 7. Completes and submits assignments per course guidelines by due date and time. | 2 | | | | | | | | |
| 8. Listens/reads and appropriately responds to feedback from instructor on clinical assignments. | 2 | | | | | | | | |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 9. Reports to clinical with necessary equipment & documents and follows the BSN student handbook policy concerning professional attire and personal behavior in the clinical setting. | 2 | | | | | | | | | | | | |

Expected student behaviors include adherence to policies stated in *the WKU School of Nursing BSN Student Handbook, the WKU School of Nursing Student Handbook, and the National Student Nurses' Association Code of*

| | | | |
|---|---|---|---|
| **Actions leading to clinical failure or a professional conduct violation require faculty comments concerning the event/s. Comments:** | | | |
| | **Student Signature** | **Instructor Signature** | **Date** |
| | | | |
| | | | |
| | | | |
| **Mid-Term Evaluation _____# of demerits** | | | |
| **Final Evaluation _____# of demerits** | | | |

*Academic and Clinical Conduct.* Students are responsible for their own actions and must maintain self-control.

\*Note: Scan this completed form and send to the BSN Office Associate at the end of each semester.

**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*
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.

*Policy*
Students requesting testing accommodations within WKU SONAH must meet the same rigorous standards as those required for nursing licensure and accreditation exams.

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

- o A description of your substantial day-to-day functional limitations resulting from your stated disabilities.
- o 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.
- o 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.
- o Recommendations for testing accommodations with a stated rationale as to why the requested accommodations are necessary and appropriate for the diagnosed disability.
- After all required documentation has been submitted to SARC, the SONAH will be notified by SARC of the recommended testing accommodations.
- The SONAH will work with testing services to provide any required testing accommodations for all candidates who provide the above required documentation.
- 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:*

*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 https://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

*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 SARC office. 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 & Allied Health Faculty

**ESL Application for Extended Testing**

Name: _____

WKU Email: _____

Program: BSN or MEPN

Expected Date of Graduation: _____

Native Language (first language): _____

Did you take the TOEFL test for entry to the WKU BSN program? Yes or No

I request to implement the extended testing ESL progression policy for my tenure in the WKU

BSN program: Yes or No

**Health and Safety Policies**
  **NOTE: Students are responsible for all costs associated with meeting these requirements:**

All students will be required to submit documentation of meeting the SONAH Health and Safety Policies, (including relevant vaccinations) prior to enrolling in clinical nursing courses. The following records must be submitted 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.
- COVID-19 vaccination
- Students will be required to receive any other immunizations required by our clinical agency contracts for agencies in which they are scheduled for clinical activities.
- 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 https://www.wku.edu/healthservices/top-menu/students-page.php 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 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. If 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. If 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. 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 NURS 403 – Leadership, Management, and Professional Issues.

Content
NURS 403 – Self-Narrative of BSN Program Objectives Table
NURS 403 – Philosophy of Nursing statement
NURS 403 – Cover letter and resume
NURS 422 – Policy paper
NURS 433 – Teaching and Learning plan
NURS 448 – Legislative letter

**APPENDIX F**

**Letter of Recommendation Guidelines**

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).*

CRITERIA
- 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):
  o Academic performance at or above 77%.
  o Demonstration of professional conduct.
- You should provide the following information with your request:
  o 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.
  o Cover letter and/or academic/professional goal statement.
  o Description of the job or scholarship for which you are applying.
- Include the deadline and mode of submission required.

FACULTY-STUDENT CONTACT
- 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.
- 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**
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 is ultimately responsible for student learning activities. Faculty who sends 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**
To 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**
- Clinical faculty members will decide in advance for students to be present at distant units or community sites.
- Clinical faculty members will communicate with staff members concerning student's learning needs and abilities.
- 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.

- Students will be responsible for 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.
- 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 _____

Semester and Nursing Program (i.e., BSN 2nd) _____

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 _____

APPENDIX H

**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
- service

**Helen Turner Award**
The Helen Turner Award, established in 1980 by the 7th District Kentucky Nurses' Association, (REACH Chapter presently) 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:
- Active in KANS or KNA
- Demonstrated leadership potential
- Demonstrated enthusiasm for the student or professional organization
- 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 (National Student Nurses Association), recognizes an exceptional nursing student who demonstrates a commitment to excellence through community, professional, and academic achievements.

Revised April 2017

<center>**APPENDIX I**</center>

<center>**Western Kentucky University School of Nursing & Allied Health**
**Simulation Lab**</center>

**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 my 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

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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.
    - Ink pens or markers (**INK FREE ZONE!**)
    - Newsprint
    - Adhesives
    - 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 J

**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 K**

**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.

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. There is a high potential for exposure from persons who are unaware that they are infectious, including other students.

Individual responses to COVID-19 can range from no symptoms at all, to severe and lasting health complications, including death. 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.

Everyone is at risk of contracting COVID-19. Because of the high number of asymptomatic COVID cases, students working in the clinical setting may be exposed to staff, visitors or patients who have COVID, even when not assigned to care for known COVID patients. Therefore, students will wear whatever level of PPE the clinical facility requires while in the clinical facility and follow faculty instructions and clinical facilities policies concerning distancing, masks, and where it is safe to remove PPE to eat and drink.

**Vaccinations**

Vaccinations for COVID are highly recommended and may be required by individual clinical facilities. Students must meet the requirements for each facility before going to their clinical assignments. Progression in the nursing program is not possible without obtaining the required number of clinical hours, so students can expect that they will have to obtain appropriate vaccinations for COVID, as well as for influenza and other infectious diseases.

**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.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html
Please initial each statement and sign below.

_____ I am at least 18 years of age.

_____ I understand that I may be at increased risk for 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 of 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 for 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 voluntary 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 of any exposure, illness, disability or sequalae and 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 or certificate.

_____ I understand that I have the right to determine that the risks of participating in clinical/field experience 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 or certificate with participation in clinical/field experiences as required.

_____     _____
Student Signature                                            Date


_____
Student (print name)


If you do not agree to all of the above:

_____ 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 experience at this time, I understand that I may rescind this decision at a later date by completing an updated form.

_____     _____
Student Signature                                            Date


_____
Student (print name)