

# Nursing Program Student Handbook

## *TRADITIONAL BSN*

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*Revised and Approved by Nursing Faculty – October 2021; Effective 1-1-2022*



NEBRASKA  
WESLEYAN  
UNIVERSITY

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## **INTRODUCTION**

Handbooks provide policies, procedures, and practices followed by the Nebraska Wesleyan University (NWU) nursing department (ND). Traditional Bachelor of Science in Nursing (T-BSN) students are held accountable to know and understand the specifics outlined in this handbook, which is specific to the T-BSN program at NWU. The handbook will be reviewed and revised biannually. The handbook is approved by NWU full-time nursing faculty.

## **MISSION, GOALS, PHILOSOPHY, and CORE VALUES**

### **Nebraska Wesleyan University Mission Statement**

Nebraska Wesleyan University is an academic community dedicated to intellectual and personal growth within the context of liberal arts education and in an environment of Christian concern.

### **Mission Statement of the Nursing Program**

The Nursing Program of Nebraska Wesleyan University is dedicated to the intellectual and professional growth of our students within the context of a liberal arts education. The Nursing Program promotes excellence in nursing practice and nursing scholarship within a framework of theoretical and experiential learning.

### **Nursing Program Goals**

1. All nursing programs at NWU are accredited by Commission on Collegiate Nursing Education (CCNE).
2. Full-time nurse faculty positions are completely staffed with at least 75% prepared at the doctoral level.
3. Adjunct faculty positions are filled with individuals prepared at the Masters level or above in all programs.
4. Overall NCLEX Pass Rate for Traditional BSN graduates is 90% or above for each graduating class.

### **Philosophy of the Nursing Program**

The ND shares NWU's commitment to intellectual and personal growth within the context of a liberal arts education and in an environment of Christian concern. The faculty is committed to excellence of academic endeavor and recognizes that learning is a lifelong process. Education is the process of acquiring knowledge, skill, and understanding that results from the sharing of information perspectives, ideologies, and expertise. This can occur in a formal setting (e.g. a school, college, or university) or in an informal setting. Nursing education includes diverse and varied strategies to promote acquisition of knowledge and skills specific to the art and science of nursing. The goal of professional nursing education is to promote competence in nursing practice to meet the health needs of individuals, groups, and populations.

The faculty of the ND believes that nursing is a professional discipline with academic and practice dimensions encompassing both the science and the art of the discipline. Academically, nursing utilizes theories and research to generate and extend nursing knowledge. Nursing knowledge guides nursing practice.

As a practice profession, nursing serves society through delivery of direct and indirect healthcare services to individuals, families, and communities from diverse populations within various environments. The faculty believes that each person has worth and dignity and the potential for growth. Persons interact with their environment in a dynamic manner and are both influenced by and adapt to their environment in differing ways. Health is viewed as a state of physical, mental, and spiritual well-being. Nursing assists persons to maximize health capabilities.

The faculty believes that learning is a lifelong, active process, which takes place in the learner and results in a change of knowledge, attitude, or behavior. The learning process is enhanced where caring relationships, mutuality of respect, and commitment to professional excellence exist. Each learner has unique characteristics and styles of learning. The role of faculty is that of facilitator to enhance the learning process.

### **Core Values of the University**

**Excellence:** Nebraska Wesleyan University is committed to excellence in all aspects of academic endeavor; in the curriculum, educational facilities, residence halls, and all programs available to students; in the hiring and professional development of faculty and staff; in all administrative policies and procedures; and in the processes which ensure the continuing renewal of the academic community.

**Liberal Arts:** Nebraska Wesleyan University is an academic community committed to the centrality of the liberal arts and to “those habits of mind” which drive from the liberal arts: intellectual curiosity, critical and rational thinking, creative and artistic expression, respect for history and traditional values, independent analysis, and effective communication – in short, an academic community dedicated to the joy and freedom of intellectual inquiry and learning. Nebraska Wesleyan also affirms the importance of professional programs validated and enriched by the traditions of the liberal arts.

**Personal Attention to Students:** Recognizing that each student is a unique individual, a person of dignity and sacred worth, the faculty and staff of Nebraska Wesleyan University are committed to providing encouragement and opportunities for all students to develop maturity, personal responsibility, and a sense of values and to enhance their intellectual, spiritual, physical, emotional, and aesthetic resources.

**Diversity:** Nebraska Wesleyan University affirms its commitment to provide programs, resources, and policies that broaden perspectives on humanity and its diverse cultural expressions locally, nationally, and internationally.

**Community:** As an academic community that “cultivates the desire for learning and nurtures the growth of the whole person,” Nebraska Wesleyan University affirms its commitment to collegiality and to a community which unites students, faculty, staff, board members, alumni, parents, and friends in an “environment of Christian concern;” a learning community whose members respect the dignity and worth of all members of the University and who seek opportunities to serve the wider human community.

**Stewardship:** Recognizing the University’s distinctive United Methodist heritage and the values which derive from that heritage, Nebraska Wesleyan is committed to the careful stewardship and wise use of the human and financial resources needed to accomplish the mission of the University; at the same time, wise stewardship of resources also required creativity and boldness in addressing the challenges which face independent higher education.

## **ESSENTIALS OF NURSING PRACTICE**

### **Essentials of Baccalaureate Education for Professional Nursing Practice (2008)**

NWU Nursing Program uses as foundational statements *The Essentials of Baccalaureate Education for Professional Nursing Practice* (American Association of Colleges of Nursing (AACN, 2008). Traditional BSN and RN-BSN Program Learning Outcomes specific to nursing education at NWU are closely associated with the Nine Essential Statements. This association is demonstrated in Table I below.

Students graduating from the NWU Bachelor of Science in Nursing Program will be able to meet the NWU Traditional BSN and RN-BSN Program Learning Outcomes identified in Table I below.

Table I. Congruency Between Nine Essential Statements and NWU Nursing Program Learning Outcomes

Essentials of Baccalaureate Education for Professional Nursing Practice (2008)	NWU Traditional BSN and RN-BSN Program Learning Outcomes
<p><i>Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice</i></p> <ul style="list-style-type: none"> <li>A solid base in liberal education provides the cornerstone for the practice and education of nurses.</li> </ul>	<p>NPLO 1. Function as a baccalaureate generalist by translating, integrating, and applying concepts and knowledge from liberal education including the humanities, behavioral, computational and natural sciences for nursing care across the lifespan and within the continuum of health care environments.</p>
<p><i>Essential II: Basic Organization and Systems Leadership for Quality Care and Patient Safety</i></p> <ul style="list-style-type: none"> <li>Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.</li> </ul>	<p>NPLO 2. Apply leadership concepts and communication skills within healthcare systems to collaboratively manage patient care quality and safety.</p>
<p><i>Essential III: Scholarship for Evidence Based Practice</i></p> <ul style="list-style-type: none"> <li>Professional nursing practice is grounded in the translation of current evidence into one's practice.</li> </ul>	<p>NPLO 4. Evaluate sources of evidence-based practice including research and other scholarly works for application in professional nursing practice.</p>
<p><i>Essential IV: Information Management and Application of Patient Care Technology</i></p> <ul style="list-style-type: none"> <li>Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.</li> </ul>	<p>NPLO 7. Utilize multiple technologies to access and manage information to guide patient centered compassionate care.</p>
<p><i>Essential V: Health Care Policy, Finance, and Regulatory Environments</i></p> <ul style="list-style-type: none"> <li>Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.</li> </ul>	<p>NPLO 3. Utilize information about health care policy, finance, and trends in healthcare delivery to develop interventions to improve the health of individuals and populations.</p>
<p><i>Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes</i></p> <ul style="list-style-type: none"> <li>Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.</li> </ul>	<p>NPLO 2. Apply leadership concepts and communication skills within healthcare systems to collaboratively manage patient care quality and safety.</p>
<p><i>Essential VII: Clinical Prevention and Population Health</i></p> <ul style="list-style-type: none"> <li>Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.</li> </ul>	<p>NPLO 6. Analyze health data and behaviors in light of conceptual frameworks to engage individuals and populations in health promotion and disease prevention strategies for optimal health.</p>

<p><i>Essential VIII: Professionalism and Professional Values</i></p> <ul style="list-style-type: none"> <li>Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.</li> </ul>	<p>NPLO 5. Demonstrate professionalism and compassion within the scope of a multicultural changing society.</p>
<p><i>Essential IX: Baccalaureate Generalist Nursing Practice</i></p> <ul style="list-style-type: none"> <li>The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.</li> <li>The baccalaureate graduate understands and respects the variations of care, the increase complexity, and the increased use of healthcare resources inherent in caring for patients.</li> </ul>	<p>NPLO 8. Practice compassionate, high-quality professional nursing care with patients, families, and populations in complex care environments.</p>

## ADMISSION

### Essential Functions for Undergraduate Admission

The T-BSN program at Nebraska Wesleyan University is rigorous and intense and places specific requirements and demands on the students enrolled.

The following abilities and expectations must be met by all students applying to the T-BSN Program. In the event a student is unable to fulfill these essential functions, with or without reasonable accommodation, the student will not be admitted to the program. If you question whether reasonable accommodations would allow you to meet the requirements for a specific program option, please contact the Chair of the Nursing Department for guidance.

Applicants must demonstrate:

- **Ability to use senses:**
  - Visual acuity with corrective lenses to identify color changes in skin, respiratory movement in patients; read fine print/writing on physician orders, monitors, equipment calibrations, measure medications in syringes, IV's etc.
  - Hearing ability with auditory aids to hear monitor alarms, emergency signals, call bells, telephone orders; to hear blood pressure, heart, lung, and abdominal sounds with a stethoscope; to understand a normal speaking voice without viewing the speaker's face.
  - Olfactory ability to differentiate odors from breath, skin, and body fluids.
  - Tactile ability to feel differences in skin temperature and to perform physical assessment.

- **Motor ability:** Physical ability to walk moderate to long distances, to stand for up to 4 hours, to lift, move, and transfer patients/equipment of 20 lbs. or more, to maneuver in limited space, to perform CPR, to provide routine and emergency care, to possess manual dexterity and ability to feel with one's hands to insert tubes, prepare medications, and perform technical skills.
- **Ability to Communicate:** Ability to communicate effectively in English in verbal and written form through interaction with patients, family, and healthcare members from a variety of social, emotional, cultural, and intellectual backgrounds; to write and input (paper and electronic) clearly and correctly on patient's record for legal documentation.
- **Ability to Problem Solve:** Intellectual and conceptual ability to think critically in order to make decisions, which include measuring, calculating, reasoning, analyzing, prioritizing, and synthesizing data.
- **Ability to Maintain Emotional Stability:** Ability to function safely under stress and adapt to changing clinical and patient situations
- Meet technical computer skills/competency
- The perseverance, diligence and commitment to complete the BSN program as outlined.
- Flexibility and the ability to adjust to changing situations and uncertainty in classroom and clinical situations.
- Maintain professional behavior in the classroom and clinical settings

NWU Services for Students with Disabilities Coordinator will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

### **Student Responsibilities**

All students are expected to have basic word processing skills and competency with electronic email, database searches, and web searches. It is the student's responsibility to become familiar with and remain up-to-date on information regarding graduation requirements, classes, books, syllabi, campus operations, and university regulations and policies. Students should access Canvas online at least weekly or more often if enrolled in a nursing course to become apprised of important announcements and information from the ND or faculty members.

## **Nondiscrimination Policy**

The ND upholds the philosophy and policy of NWU regarding nondiscrimination. The nondiscrimination policy of NWU is as follows:

“Nebraska Wesleyan provides equal opportunity to all qualified persons in all areas of the University operation, including education, and decisions regarding faculty appointment, promotion or tenure, without regard to race, religion, age, sex, creed, color, disability, marital status, or national or ethnic origin, or sexual orientation.”

## **Students with Disabilities**

NWU seeks to maintain a supportive environment for students with disabilities. To ensure their equal access to all educational programs, activities, and service; federal law requires that students with disabilities notify the University, provide documentation, and request reasonable accommodations. Students needing accommodations can notify Services for Students with Disabilities Coordinator (402-465-2346).

For more information on the Americans with Disabilities Act (ADA) see the NWU Student Handbook. A concise list of resource persons is available in the student orientation packet received at New Student Orientation, at NWU home page, and through the Student Life Office (800-541-3818).

## **Health Requirements**

The ND requires a completed confidential health history form for each student to be submitted via Castle Branch™. Immunization records are to be submitted as well. Any needed immunizations are at the expense of the student and must be completed to be able to participate in clinical or practicum learning experiences. NWU as well as our clinical partners require students to be current with Covid-19 vaccinations, or have a waiver approved through the Office of Student Life. If waiver is accepted and students remain unvaccinated, they must follow the recommended testing schedule.

## **Automobile Insurance**

Students are also required to have access to an automobile and carry insurance for the vehicle. Auto insurance cards and copy of the student’s drivers license are to be uploaded to the Castle Branch™ website. Exceptions to this rule (e.g. no automobile available, no driver’s license) are to be documented and submitted to the Director of Nursing Programs (Chair) for review.

### **Certification in Cardiopulmonary Resuscitation**

Students in the T-BSN program must hold current CPR certification for Health Care Providers. A current certification card must be submitted to the Castle Branch™ website.

### **Types of Admission**

**Degree Seeking** – Qualified students have submitted all necessary paperwork, met all standards and requirements, and provided all official transcripts. These formally accepted students can register for specific nursing courses. Students must successfully complete a drug screen, background check, and all of the requirements noted on the Castle Branch™ Immunization Tracker to be allowed continued enrollment in the nursing program.

### **Financial Information**

Tuition rate is based upon the nursing program in which the student is enrolled.

NWU's financial aid program is designed to assist talented students who will benefit from NWU's academic program and to aid those who might not otherwise be able to take advantage of this program.

Federally funded loans are available to eligible BSN students. Eligibility requirements and award amounts are subject to change from year to year by action of the U.S. Congress. Changes will be announced by the Director of Scholarships and Financial Aid. For more information please see NWU Student Handbook and/or contact the NWU Financial Aid Office (420-465-2167).

### **Sigma Theta Tau, Inc. Nursing Honor Society**

The mission of the Honor Society of Nursing, Sigma Theta Tau International is to support the learning, knowledge and professional development of nurses committed to making a difference in health worldwide.

The vision of the Honor Society of Nursing, Sigma Theta Tau International is to create a global community of nurses who lead in using knowledge, scholarship, service and learning to improve the health of the world's people.

All NWU T-BSN students who meet the grade point and leadership requirements for membership are eligible to receive an invitation to join. Typically, T-BSN students who meet the membership requirements by being in the top 35 percent in

their graduating class are invited to join in the spring. Members are inducted in the Sigma Theta Tau Nu Rho Chapter at a special ceremony typically conducted in the Spring of the Senior year.

Sigma Theta Tau membership provides nurses with opportunities to network related to career advancement, scholarships for advanced education and financial awards for research, including research conducted at the MSN level.

## **TRADITIONAL BACHELOR OF SCIENCE IN NURSING PROGRAM**

### **Traditional Bachelor of Science in Nursing (BSN) Degree**

The T-BSN program at NWU offers students the personal attention associated with a private, liberal arts education. The NWU program facilitates the specific needs of undergraduate students pursuing professional growth and mobility. Undergraduate nursing students enjoy the small faculty-student ratio for which NWU is known, as well as its innovative, nationally recognized teaching.

The nursing curriculum combines general education, which is termed Archway Curriculum, and nursing, with nursing content beginning after acceptance to the program. Nursing is a profession for individuals interested in a lifetime of challenge. As a critical part of the health-care system, nurses use skills in critical thinking, problem solving and effective communication to assist individuals, families and groups in retaining, attaining, and maintaining optimal levels of health. Nursing requires a genuine interest in people combined with compassion and the ability to synthesize knowledge from several disciplines.

The Traditional nursing curriculum is a four-year program which combines general education and nursing, with nursing content beginning the in the sophomore year. Students majoring in the T-BSN program take 67 credit hours of nursing courses and 62 credit hours of required (supportive) courses and elective non-nursing courses. Upon successful completion of the T-BSN program, the graduate is awarded the Bachelor of Science in Nursing (BSN) degree by NWU. Graduates with the BSN degree demonstrate the competencies necessary for entry into nursing practice and are eligible to take the National Council Licensure Examination – RN (NCLEX-RN) for licensure as a registered professional nurse. Graduates are prepared for professional practice in a wide range of health care settings such as inpatient services, ambulatory care and community health agencies. Graduates are also prepared to pursue a graduate degree such as a Masters of Science in Nursing.

### **Admission to NWU Traditional BSN Program**

The nursing program is open to applicants who satisfy the entrance requirements of NWU and the T-BSN program (NP). Students are eligible to participate in extracurricular or sports activities made available by NWU to students of all disciplines.

The admission into the T-BSN program may differ from other programs at NWU because limited enrollment is necessary to provide student clinical experiences while assuring safe patient care and adherence to standards required for state licensure of registered professional nurses.

Admission to the T-BSN program is separate from admission to NWU. Applicants must submit a separate application to the ND for admission to the T-BSN program. Admission priority will be given to students who have successfully completed all the courses listed in the T-BSN Plan of Study (POS) for the first year. The pre-requisite courses, which account for approximately 34 semester hours, include Chemistry, English, Mathematics, Microbiology, Anatomy and Physiology I and II, Medical Terminology, Psychology, and Sociology; or equivalent courses.

A grade lower than C in any of these pre-requisite courses will delay or alter admission to the T-BSN program. Applications are screened for selection on a competitive basis by the Nursing Admissions Committee. Approximately 75% of each cohort is designated as Direct Entry Admission. The Nursing Admissions Committee may choose to designate alternates. The application period is designated for each year on the NWU Nursing website. Typically, this time period is November 1 to February 1. All application materials must be submitted within one week of the closing date. Depending upon demand and capacity, the ND may re-open the application period. An applicant is only allowed one application per year.

#### **Acceptance to the Traditional Program is contingent upon meeting the following requirements. The student must:**

1. Meet all NWU admission requirements.
2. Submit two professional references.
3. Successfully complete a Certified Nurse Aid course and be documented on the Nebraska State Registry or the equivalent from another state.
4. Attain a grade of C or above in all pre-requisite courses.
5. Have a cumulative GPA of 3.0 or above.

**Completion of the admissions process is contingent upon meeting the following requirements. The student must:**

1. Be certified in Cardio-Pulmonary Resuscitation (CPR) with Basic Life Support (BLS) from the NWU-approved provider list.
2. Demonstrate evidence of physical and mental health by submitting the appropriate health form to the ND via CastleBranch website.
3. Successfully complete the required background check and drug screen via CastleBranch website before admission.
4. Provide documentation of current screenings and immunizations.
5. Provide documentation of vehicle insurance and driver's license (or state ID card).
6. Signature of essential function form.
7. The following prerequisite courses must be completed with a grade of C or higher in order to start the T-BSN program:
  - a. BIO 1090 & BIO 1090L – Introduction to Human Anatomy and Physiology I with Laboratory
  - b. CHEM 1110 Chemical Principles
  - c. BIO 1100 & BIO 1100L – Introduction to Human Anatomy and Physiology II with Laboratory
  - d. BIO 1080 Microbiology
  - e. NURS 1910 Medical Terminology

NOTE: Background checks, drug screening, and documentation of other requirements is handled by CastleBranch at student expense.

- **Direct Entry Admission-** The Direct Entry Admission program offers highly qualified students a guaranteed place in the next cohort of the T-BSN program. The number of students in each cohort is set by nursing faculty in collaboration with administration and is based upon having adequate faculty and resources to meet the clinical requirements and the learning needs of the students. Direct Entry Admission students must complete their Certified Nursing Assistant and CPR certifications to maintain their Direct Entry Status. Direct Entry Admission is granted if the student meets these criteria by the end of the senior year of high school.
  - High school eligibility requirements:
    1. Cumulative GPA: 3.5 or above
  - Requirements in college to maintain Direct Entry status
    1. Maintenance of cumulative 3.0 GPA
    2. No repeated courses
    3. No pass/fail courses in sciences (except labs)

4. A grade below C (2.0) in any course is not accepted
5. Must be a full-time student (at least 12 credits per semester) and follow required curriculum

### **Direct Entry Admission – College Students**

- Direct Entry Admissions as a College Student -
  - Cumulative 3.5 GPA
  - No repeated courses
  - No pass/fail courses in sciences (except labs)
  - No grade below C (2.0) in any course
  - Must be a full-time student (at least 12 credits per semester) and follow advised curriculum
- Direct Entry Admission if Student has already obtained Bachelor's or Graduate Degree
  - Graduated with a cumulative 3.5 GPA or higher
  - No grade below C (2.0) in any prerequisite course needed

Direct Entry Admission candidates who do not meet the requirements to maintain their status in the cohort may apply for admission to the T-BSN program via the standard admission process.

The designated number of Direct Entry slots will be filled on a first-come, first-serve basis based on the date the admission office receives a deposit from the student.

**Nursing Program Student Transfers** – Students requesting to receive nursing credit for previous nursing education must:

1. Submit an application for admission and request review of previous coursework for Advanced Standing to the nursing program.
2. Be eligible for admission to the university.
3. Meet all admission requirements of the ND.
4. Provide transcripts and documents from all previous colleges/universities for evaluation by the Chair and nursing faculty.
5. Submit documents that verify reasons for leaving the previous nursing program in which the student was enrolled.
6. Letter of recommendation from most recent nursing school.
7. Admissions committee may request an interview with applicant.

A decision regarding admission to the traditional program and placement within the program will be made by the Chair and Nursing Admissions Committee.

### **Retention –**

Students must earn a C+ or better in all nursing courses (subject NURS) to continue in the nursing program.

1. The student must maintain a cumulative average on exams of 78% in all nursing courses (subject NURS) in order to progress in the program. The weighted average of all examinations will be calculated before other coursework. If the average of exam grades is less than 78%, the exam average becomes the course final grade. If the exam average is greater than or equal to 78%, then other coursework scores will be added and the resulting average must be 78% or greater in order to pass the course. Rounding on the cumulative exam average score is allowed to the nearest tenth only. (Example – 77.50% or above is rounded to 78%. 77.49% is rounded to 77%.).
2. For courses in which theory and clinical are combined, clinical laboratory performance is rated on a Pass/Fail basis. A rating of "Fail" in clinical laboratory performance results in a F grade in the course. If the clinical laboratory performance is "Pass," the grade awarded for the course will be based upon the theory grade (see #1 above).
3. To continue in the nursing curriculum, each student must maintain a college grade point average of 2.0 or above and a C+ or above in all nursing courses (NURS).
4. Progression in the Traditional program requires a grade of C or higher in prerequisite and supporting courses, and grade of C+ or higher in nursing courses.
5. Students must maintain a passing grade in the nursing lab and/or clinical portion of each nursing course and must have a C+ or above in the theory portion of each required nursing course in order to obtain a final grade of at least a C+ in the course.
6. If unsatisfactory clinical performance occurs which is characterized by dangerous, inappropriate, or irresponsible behavior and actually or potentially places the welfare of the client or family in jeopardy, the student will be removed from the clinical site and will receive a failing grade for that course.
7. CPR (Cardio-pulmonary resuscitation) Basic Life Support (BLS) certification for health care providers must be kept current while enrolled in nursing courses.
8. Students will take a math assessment that will include dosage calculations, conversions, and intravenous rate calculations throughout the curriculum. Students must pass the math assessment with a 90%. A math assessment will be taken during each semester that students are in the clinical site.. Failure to pass the math assessment will result in remediation with a nursing faculty member prior to a subsequent attempt. Students must achieve the 90% exam average before administering medications in the clinical setting. Failure to pass the assessment after three attempts will result in failure of the course. Students will be required to achieve a 100% on their final math assessment in NURS 4970 Internship prior to entering the course and starting their clinical hours. Failure to meet the 100% math exam average in NURS 4970 will require remediation with the course faculty member.
9. Students enrolled in clinical courses may be subjected to random drug screens and background checks by the NWU ND or at the request of the clinical agency.

10. Students must be compliant with all CastleBranch requirements including annual immunizations in order to progress in each clinical course and in the T-BSN program.

**Readmission** – A student may be readmitted to the Traditional according to the following guidelines

1. A period of one year will elapse before a student is readmitted to the Traditional BSN program since nursing courses are taught in sequence and normally are offered only once a year.
2. Application for readmission to clinical nursing courses must be filed with the ND by February 1st for readmission to fall semester. Before readmission is considered the following conditions will apply:
  - a. The applicant will be required to demonstrate evidence of retention of knowledge and skills acquired from previous nursing courses;
3. Readmission is contingent on space availability
4. All students will be evaluated on an individual basis with consideration given to each student's potential for successfully completing the program, which includes both clinical and academic performance. Readmission may be denied even if space is available.
5. A student may repeat a nursing course in which a grade of C or below was achieved only one time.
6. A student who receives two grades of C or below in nursing courses will be academically dismissed from the T-BSN program. The student may request readmission after one year of being out of the T-BSN program.
  - a. The student must have a collegiate cumulative GPA of 3.0.
  - b. The student must submit a petition to the nursing faculty indicating the following:
    - i. What occurred which caused the student to earn grades of C or below in nursing courses (NURS)?
    - ii. How has their life changed such that they believe they will be successful in the T-BSN program?
    - iii. What are the specific changes they will make in their study habits in order to be academically successful going forward?
  - c. Nursing faculty will review the petition and make a final decision regarding readmission to the T-BSN program.
  - d. If approved the student will be readmitted according the Course Catalog specific for the Cohort year to which they are applying.
7. If a student is academically dismissed twice from the T-BSN program, they are ineligible to be readmitted to the program.
8. Students must comply with admission and retention policies.

NOTE: Ineligibility for the nursing curriculum does not affect the student's eligibility for acceptance into another curriculum offered by the university.

**Traditional BSN Program Evaluation Methods** – Most courses require written and/or oral projects. Students should expect to be evaluated on critical thinking and clinical problem solving, creativity, as well as the ability to construct a scholarly paper and/or presentation. Students will be evaluated through use of examinations, quizzes, assignments, and participation in class activities, discussion, lab skills, and at the clinical sites.

Completion of course evaluations on Canvas and in IDEA is an essential activity for students to provide feedback to the instructor and to the T-BSN program about the learning value of specific activities, assignments, and textbooks for the achievement of program outcomes.

The progression policies of the T-BSN program are as follow:

1. Students must complete the following pre-requisite courses prior to beginning NURS courses (BIO 1090, BIO 1100, BIO 1080, Chem 1110, NURS 1910)
2. Students must receive a C+ or higher and satisfactorily complete the clinical portion of the course. Failing either the theory or the clinical portion of a course equals failing the course.
3. Earn an overall GPA of 2.0 or above (including general education, supporting, pre-requisite, and nursing courses).
4. Students who earn less than a C+ in a nursing course are not allowed to take any other nursing course requiring that course as a prerequisite until an acceptable grade is achieved.
5. A student who receives two grades of C or below in any combination of nursing courses will be administratively dismissed from the T-BSN program.
6. Nursing Department Grading Scale – the following grading scale is applicable to all nursing courses (header: NURS) in all nursing programs.

A+	B+	C+	D+	F
98-100%	88-89%	78-79%	68-69%	59% or less
A	B	C	D	
93-97%	83-87%	73-77%	63-67%	
A-	B-	C-	D-	
90-92%	80-82%	70-72%	60-62%	

### **National Council for Licensure Examination (NCLEX)**

During the last semester of the T-BSN program, students will be provided with the materials, directions and resources needed to begin the process to apply for licensure as a registered nurse in the state of Nebraska. Upon successful completion of the T-BSN program, the ND will submit the required form for each graduate to the Nebraska State Board of Nursing licensing bureau. This form will verify the applicant is a graduate of an approved school of nursing and is eligible to take the National Council for Licensing Examination for Registered Nurses (NCLEX-RN). It is the responsibility of the graduate nurse to provide the other required materials to apply for the licensure exam. Upon receipt of all materials, the graduate nurse is notified of an exam date.

The Nebraska State Board of Nursing could prevent graduates who have been convicted of a crime or have been under treatment for drug abuse, from taking the NCLEX-RN. Situations are reviewed on a case-by-case basis at the time of application for licensure.

Nebraska Department of Health and Human Services (DHHS) states the following:

101-003.01B2b, These certain applicants must submit the following to the Department:

1. A full explanation of the pending charges, conviction, denial, disciplinary action, or pending disciplinary action;
2. Official records as requested by the Department related to the conviction, denial or discipline, for example: probation reports, court records, licensure disciplinary reports, or chemical dependency evaluation.

101-003.01B2c. The Department of the Board may require these applicants to undergo an interview by Department staff or the Board in order to clarify or amplify information contained in the official record.

### **APPEALS PROCESS**

In the event that a T-BSN student has a complaint or concern they must first take the issue to the faculty member involved. If resolution is not achieved, the student must take the issue to the T-BSN Program Director. If resolution is not achieved, the student must take the issue to the Chair of the Nursing Department. If resolution is still not achieved, the student may access the Appeals Process encompassed within the Code of Student

Conduct or they may activate the Grade Appeal process. Both the Code of Student Conduct and Grade Appeal Information can be found within NWU policies.

## **GENERAL POLICIES FOR UNDERGRADUATE PROGRAMS AT NWU**

### **Wesleyan Alert System and Class Cancellation Due to Weather**

The Wesleyan Alert System has changed to an opt-out method. This means all cell phone information on file for **all** faculty, staff and students has been uploaded to the Wesleyan Alert System. You are no longer responsible for setting up a Wesleyan Alert System account and maintaining its information.

The Wesleyan Alert System is the fastest way for the university to notify you of an emergency, including school closing information. This service is used for emergency purposes only.

If weather conditions appear dangerous or threatening, NWU may cancel classes/clinical. NWU will announce any cancellations through the Wesleyan Alert System, the University website, and on the following participating television and radio stations:

- TV
  - KOLN Channel 10/11; Lincoln
  - KLKN Channel 8; Lincoln
  - KXKO Channel 42; Omaha
  - KETV Channel 7; Omaha
  - WOWT Channel 6; Omaha
  - KMTV Channel 3; Omaha
- FM – Radio
  - KTGL 92.9
  - KRKR 95.1
  - KZKX 96.9
  - KFGE 98.1
  - KBBK 107.3
  - KIBZ 104.1
  - KLNC 105.3
  - KFRX 106.3
- AM – Radio
  - KKAR 1290
  - KFAB 1110
  - KFOR 1240
  - KLIN 1400
  - KLMS 1480

Students are asked not to call NWU officials to find out if classes are cancelled. Classes will be held unless there is an announcement to the contrary announced through the media, all-student email, on the NWU website, and through the Wesleyan Alert System.

Sidewalks will be shoveled for safety by the snow removal emergency crew. The Library and the Weary Center, at the discretion of the directors, will offer limited hours of operation for students on campus. Library hours will be announced through a recorded message on the main Library telephone line. The City of Lincoln may issue a parking ban due to snow, which includes fines or towing for unmoved vehicles.

### **NWU Identification Card**

A nursing student ID card is provided when a student begins classes for the first time. The cost of replacing a lost ID is \$25.00. For the student's safety and security, the student may be requested to present student ID to campus security or NWU officials. If students are asked for identification by security or any NWU official, the student must present it. The student may use their ID for free admission to campus activities such as theatre and music presentations, check cashing, intercollegiate athletic events, Library loan. Students who pay the additional fee to use the Weary Center are required to present their current Student ID.

Students will be provided with a separate ID for use during clinical experiences (referred to as "clinical ID"). *The clinical ID is to be worn at all times during clinical and practicum activities.* Replacement IDs are available through the NWU mailroom. All costs related to replacement are the responsibility of the student.

### **Textbook Purchase**

Students can access information regarding book ordering through the bookstore online. Textbook ISBN numbers are provided for ordering textbooks either through the campus bookstore or a vendor of the student's choice. Nursing Central App must be purchased through the NWU bookstore.

### **Parking**

Vehicle permits are required on all vehicles using NWU parking areas at the Lincoln campus. All parking areas have signage and are marked by color coding specifying whether they are restricted, reserved, or general parking. Additional information on parking violation tickets, towing, and safety violations are in the NWU Student Handbook.

Handicap Parking is available at each NWU campus site. There is handicap parking near Burt Hall in the NWU lot directly across the street to the south of Burt Hall.

### **Cochrane-Woods Library Access**

NWU nursing students have access to the campus library on the Lincoln campus. All students may also access the Cochrane-Woods Library online collection at: [www.nebrwesleyan.edu/cochrane-woods-library](http://www.nebrwesleyan.edu/cochrane-woods-library)

### **Computing Service and Instructional Technology**

NWU uses Canvas as a Learning Management System that allows students and faculty to connect and share information. Syllabi and course documents, including assignments are made accessible using this format. Students upload assignments and grades are posted through this system. Students can access computer and Canvas information and assistance at: <https://www.nebrwesleyan.edu/csit/>

Students are required to have an NWU username and password. These are necessary to access Office 365, the NWU email account, and access the Canvas learning site. Every course has a corresponding Canvas site. Students are expected to regularly (several times per week) check their Office 365 accounts and currently enrolled Canvas course sites for information necessary for their academic success in the nursing program.

### **Student Health Services**

Student Health Services are located on the first floor of Burt Hall, North in Lincoln. All nursing program students are offered basic healthcare services. Registered nurses are available 0800-1200 and 1300-1700. In addition to full weekday services through the nurses' and doctors' hours, Student Health Services provides a variety of other services, including flu shots and mental health services. Student Health Services may be contacted at 402-465-2375 or at: <http://www.nebrwesleyan.edu/current-undergraduates/student-supports/student-health-services>

### Nebraska Wesleyan University Undergraduate Grading System

Excellent	A and A+	4.00 grade points
	A-	3.67 grade points
	B+	3.33 grade points
Good	B	3.00 grade points
	B-	2.67 grade points
	C+	2.33 grade points
Satisfactory	C	2.00 grade points
	C-	1.67 grade points
	D+	1.33 grade points
Marginal	D	1.00 grade points
	D-	0.67 grade points
Failure	F	0.00 grade points
W	Withdrawal (student initiates before the end of the fifth week of the semester, or appropriately pro-rated date, such as the 3 <sup>rd</sup> week for 5-week courses)	
WA	Administrative Withdrawal (faculty or administration initiates)	
P	Passed without grade (course offered on pass/fail basis) Pass-Student designated non-traditional grade; earned "C-" or better	
F	Fail-Student designated non-traditional grade; earned "D+" or lower; must retake course if necessary for degree to graduate; student may pay tuition	
PX	Passed by examination	
I	Incomplete	
AU	Audit (no credit)	

## **Withdrawal**

A student who withdraws from a course after the drop deadline but before the withdrawal deadline receives a “W” (Withdrawal) on the official transcript. A Withdrawal is not computed in the grade point average. After the withdrawal deadline, a student may not withdraw and a grade is recorded. If extenuating circumstances dictate withdrawal from a class after the withdrawal deadline, a student may petition the Dean of NWU for consideration of a late withdrawal. The withdrawal deadline is published at the beginning of the course schedule eachfall and spring. The current course schedule can be accessed on the NWU website at:

<http://www.nebrwesleyan.edu/registrars-office/course-schedules#uc>

## **Incomplete Grade**

An “I” (Incomplete) is given for work left incomplete for reasons that the instructor and the Chair of Nursing Program consider valid. Students are eligible for an incomplete grade only if they have already completed 75% of the course work with a grade of “C” or above. The percentage of completion is determined by the instructor. A student must request an incomplete grade from the instructor.

If the instructor and the department approve the request, the student must complete an Incomplete Agreement form (available from the Academic Advisor or Registrar’s Office) with the instructor and the Chair of the Nursing Program. The work for an Incomplete must be finished within the time allotted by the instructor (maximum of one year from the close of the term in which the student is enrolled). The instructor stipulates what the final grade will become if the work is not completed on the Incomplete Agreement form.

If the work is completed in time, the instructor determines the final grade according to the quality of the student’s performance. If the work is not completed by the designated time, the Registrar assigns the grade stipulated on the Incomplete Agreement form. The “I” remains on the student’s permanent record.

A permanent Incomplete is allowed only in cases resulting from a catastrophic event in the life of a student, such as an incapacitating illness or other problems beyond the control of the student, which prevents the student from completing the work. In such cases, the student, his or her proxy, or the instructor can petition the Dean of NWU for a Permanent Incomplete.

**Audit**

A student may registrar for a course on an audit basis if space is available after first obtaining permission from the instructor. A student will earn no credit for a course taken on an audit basis. The designation of “AU” required attendance of at least 75% of the class sessions. Should the student not fulfill this obligation, the instructor will indicate so on the final grade report and the course will not be recorded on the student’s transcript. Certain course may not be audited.

**Repeated Courses**

When a student repeats a course, both grades remain on the student’s transcript, but only the last grade earned (whether higher or lower) and the associated credit(s) are used to determine hours earned and the student’s grade point average. Students who repeat a course and earn a grade of “F” lose any credits previously earned for that course.

**Academic Integrity**

Academic integrity is one of the principles of a university community. NWU encourages and expects the highest standards of academic integrity from all students. The Student Code of Conduct states, “cheating, plagiarism, or other forms of academic dishonesty” are subject to disciplinary action. For additional information refer to the Student Code of Conduct found in the Nebraska Wesleyan Student Handbook posted on the NWU website.

**Code of Conduct**

NWU distributes a Code of Student Conduct to all students upon admission to their program of study. The nursing profession is held to a higher standard of ethical conduct, thus the following information is distributed and is to be observed.

**Guidelines for Standards of Professional Conduct**

The nursing faculty believes that standards of professional conduct are an inherent part of professional presentation, communication, and socialization and expect students enrolled in the nursing program to adhere to the standards. Students practice within the boundaries of the Nebraska State Board of Nursing Practice Act, or applicable state Practice Act, the American Nurses Association (ANA) Code of Ethics for Nurses, guidelines from NWU, and the Nursing Program, as well as by any policies and regulations of the healthcare agency where they are assigned for clinical learning.

Students can access the Nursing Scope and Standards of practice at the American Nurses Association Publications, ANA Code of Ethics at:

<https://www.nursingworld.org/coe-view-only>

The use of abusive language or disruptive behavior directed toward peers, staff, faculty, or clinical site personnel will not be tolerated and may result in dismissal from the program. Such behavior is inconsistent with professional standards and inappropriate for students aspiring to a career in nursing.

Standards of Professional Conduct include the following:

- **ACCOUNTABILITY** – Is answerable for one’s action; answers to self, the client, the profession, and the institution.
- **AGENCY’S POLICIES AND PROCEDURES** – Reads and adheres to the agency policies and procedures.
- **CIVILITY** – All students in the Nursing Program are expected to contribute to a positive learning environment. As a nursing student, students are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and other college staff assisting the student in learning.
- **CONFIDENTIALITY** – Respects the privacy of patients and respects privileged information; follows the principles of HIPAA
- **DEPENDABILITY** – Is trustworthy and reliable
- **ETHICAL** – Adheres to the ANA Code of Ethics with Interpretative Statements establishing the ethical standard for the nursing profession. Access noted above.
- **HONESTY** – Practices fairness and straight forwardness of conduct, displays moral excellence and truthfulness.
- **LEGAL** – Operates within the standards of care related to the nurse’s role in the education setting.
- **PROFESSIONAL APPEARANCE** – Adheres to established dress code in all clinical and professional activities.
- **PUNCTUALITY AND PROMPTNESS** – Is on time for all classroom and clinical assignments.
- **RESPECT** – Treats others with compassion, consideration and in a professional collaborative manner.
- **RESPONSIBILITY** – Executes duties associated with the nurse’s particular role.
- **SAFETY** – Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury or damage.

A violation of the Standards of Professional Conduct may result in failure of the course and/or dismissal from the nursing program.

## **Student Expectation in Reporting Unprofessional Conduct**

During the course of study in the T-BSN program, a student may observe behaviors in others that appear to violate the standards of academic and/or professional integrity or actions that have a potential to harm another individual. Each student has the responsibility to report any questionable activity to the instructor and/or the Chair of the Nursing Department. Personal responsibility is an essential component of professionalism.

## **Professional Boundaries**

Students enrolled in a program of nursing must respect the importance of establishing and maintaining professional boundaries. In a student role, professional boundaries exist between the student and the instructor and between the student and the client/patient. Students unclear of proper behavior or of an appropriate response to a client/patient should consult the instructor for guidance.

### **1. Student and Faculty**

Faculty and students will maintain a professional relationship at all times:

- a. Students should not expect an instructor to act as a personal counselor or therapist. Students should seek assistance from counselors at the college.
- b. Students should not ask or expect the instructor to join an individual, group, or class in any social situations while the course is in progress.
- c. Students should not offer the instructor material gifts or money as gratitude for instruction. Instructors may accept cards or notes when students wish to thank the instructor.

### **2. Student and Patient**

Students will maintain a professional nurse-patient / nurse-client relationship with consumers of healthcare with whom they come in contact:

- a. Students providing nursing care strive to inspire the confidence of patients. Students must treat all patients, as well as other healthcare providers, professionally. Patients can expect those providing nursing care to act in their best interests and respect their dignity. The student should refrain from inappropriate involvement in the patient's personal relationships.
- b. Boundary violations may result when there is confusion between the needs of the student and those of the patient. Such violations are characterized by excessive personal disclosure by the student, secrecy, or even a reversal of roles.
- c. The nursing student demonstrate compassionate care for a patient/client and families when the student exhibits the following:
  - i. Listening

- ii. Attention to the patient/client
- iii. Presence
- iv. Communication
- v. Helping attitudeUnderstanding

### **Disciplinary Action Guidelines**

When a nursing student is in violation of any requirement contained in this Nursing Student Handbook, he or she is subject to disciplinary action or immediate dismissal. All students should carefully review the Nursing Student Handbook and the Nebraska Wesleyan Student Handbook sections on Academic Misconduct and Disciplinary Standards. Those codes can be found in the catalog or student handbook. Dismissals and suspensions for reasons based on academic misconduct and student discipline, as well as reasons based on the Nursing Student Handbook, will proceed according the NWU Nursing Program Performance and Policy.

### **Zero Tolerance**

The NWU Nursing Department supports a Zero Tolerance Policy for the following behaviors:

1. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
3. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.

Nursing students engaging in this misconduct are subject to immediate dismissal from nursing classes and disciplinary action as described in the Nebraska Wesleyan Student Handbook under Zero Tolerance Policy.

### **Academic Misconduct**

Cheating on an examination, written work (plagiarism); falsifying, forging or altering college records will result in disciplinary actions outlined in the detail in the NWU “Code of Student Conduct” booklet. Cheating includes, but is not limited to the following:

1. Copying from others during an examination.
2. Communicating exam answers with another student during an examination.
3. Offering another person’s work as one’s own (plagiarism).  
Completion of an examination for another student or asking someone to take an examination for you.

4. Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
5. Tampering with an examination after it has been corrected, and then returning it for more credit.
6. Using unauthorized materials, prepared answers, written notes or information concealed in an exam or elsewhere during an examination.
7. Acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
8. Removal of tests from the classroom, duplication of written notes from a test, or copies of questions or answers on any manner of copying device, including any type of camera, during test review sessions.
9. Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.
10. Any preparation of written material that is fraudulent and/or untruthful.
11. Plagiarism includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

### **Student Practice Regulations**

Nursing students practice within the boundaries of the Nebraska State Board of Nurse Practice Act, the Iowa Board of Nursing, the ANA Code of Ethics for Nurses, guidelines of the NWU Nursing Program Handbook for Students, and the policies and regulations of the healthcare agency where they are assigned for clinical learning. Examples of unsafe practice include, but are not limited to the following:

- Refusal of an assignment based on client's race, culture, religious preference or medical diagnoses.
- Denies, covers-up or does not report own errors in clinical practice.
- Ignores and fails to report dishonest or unethical behavior in others.
- Practices skills considered below standards and/or outside the scope of practice for professional nurses.

- Lacks information processing ability necessary for making appropriate clinical judgments or decisions.
- Interacts inappropriately with agency staff, co-workers, peers, patients, patients' families, and faculty resulting in miscommunication, disruption of the learning and/or patient care environment.
- Misuse of private health information and principles of confidentiality.
- Lack of preparation for clinical practice.
- Failure to respect client rights and dignity.
- Soliciting, borrowing, or removing property or money from another person.
- Assuming client care tasks for which the registered student nurse lacks the education or competence to perform.
- Removing drugs, supplies, equipment, or medical records from the clinical setting.
- Abandoning clinical responsibilities; leaving clinical agency or patient assignment without notification.

A violation of the Student Practice Regulations may result in failure of the course and/or dismissal from the nursing program.

### **Unusual Occurrence Guidelines**

An unusual occurrence is any event that has potential for harm to any person while in the T-BSN program or clinical agencies.

1. Upon notification the faculty and student will meet to determine the nature of the occurrence. The faculty member will determine the necessary actions required for follow-up of the occurrence.
2. Documentation of the occurrence and an action plan for correction will be completed and signed by the faculty member and the student.
3. Any student failing to notify the instructor immediately upon discovery of an unusual occurrence will be subject to disciplinary actions including course failure and program withdrawal.
4. When a behavior occurs that could jeopardize life, impede recovery, or interfere with the maintenance of the patient's current health status, a conference will be held as soon as possible with the nursing student, nursing instructor, and the Chair of the Nursing Department.
5. Any student unable to demonstrate safe and competent patient care, who fails to maintain the clinical compliance with the health

and safety requirements, or who has excessive absences from the clinical experience and classroom settings will be removed from the clinical assignment and receive a failing grade in the course.

### **Background Checks and Drug Screening**

The purpose of this policy is to assure the safety and well-being of patients, students, faculty, and staff in the clinical and academic environments and to attest to clinical agencies the students' eligibility to participate in clinical activities. This policy applies to all undergraduate and graduate students, on-ground and on-line, enrolled in any of NWU's Nursing Program options.

Background investigations and drug screening will be conducted as a condition of admission for undergraduate and graduate students. Enrollment in clinical courses and placement in clinical agencies are contingent upon successful completion of the background investigation and the drug screen. In addition, serious results of this investigation may affect candidacy for the licensure and certification examinations and employability in nursing.

- Students in the NWU Nursing Programs need to complete these requirements for admission to the desired program.
- Students must disclose any convictions of a crime and/or conviction of criminal offenses prior to admission and during their nursing program (self-report). Student report is to be made to the T-BSN Program Director within seven days of conviction.
- Students must remain current on all requirements of the program, including Castlebranch (e.g. TB screening, CPR).
- Students will not be allowed to participate in clinical or lab-based learning experiences if Castlebranch requirements are not met and maintained. This may impact a student's ability to successfully complete the courses and/or program.

### **Confidentiality**

All background investigations and drug screening will be kept strictly confidential and disclosed only to those who have a legitimate educational interest in their contents or for any other purpose permitted by FERPA or state law. Any breach of confidentiality will be considered serious and appropriate disciplinary action will be taken.

## Procedure

**Permission to Conduct the Investigation** Permission to conduct this required background investigation (and drug screen) will be obtained by CastleBranch when the student registers with the company. The student can download and print copies of all documents. The student is responsible for the cost of the background check, drug screen, and Immunization Tracker.

### **Adverse Information from Background Investigation and/or Drug Screen Results**

1. The background investigation and drug screen results are made available to the Chair of the Nursing Department
2. The Chair will evaluate the results and, depending upon the finding, may consult with the Nursing Admissions Committee. If warranted, the Nursing Admissions Committee may consult with full-time nursing faculty for a decision regarding admission to the nursing program.
3. The student may contact the Chair to discuss the adverse information.
4. The student may choose to provide a written explanation of the adverse information.
5. The student may contest the results of the investigation. The student will directly notify the vendor, CastleBranch, to contest the results of the adverse information.

**Failure to complete any part of this process in the described time-frame will result in a hold being placed on the student's ability for continued enrollment in the nursing program. Until a final decision is made, the individual will not be allowed to move forward in the nursing program.**

6. If the student accepts the background check as accurate or self-reports a criminal conviction or offense, determination will be made regarding the student's eligibility for admission to the program based upon the ability to participate in clinical courses and the potential for licensure as a Registered Nurse.
  - a. The Chair will communicate with the student as appropriate. The goal will be to verify the information is correct, to hear the student's explanation, to direct the student to the licensure agency for consultation.
  - b. The Chair will determine clinical eligibility on a case-by-case basis. Consideration will be given to:
    - i. Number of convictions

- ii. Nature, seriousness and date(s) of occurrence of the violation(s)
  - iii. Rehabilitation
  - iv. Relevance of the crime committed to healthcare professional standards
  - v. State or federal requirements relative to the healthcare profession
  - vi. All known information regarding the student, including the written explanation
- c. Any other evidence demonstrating an ability to perform clinical and academic expectations competently and free from posing a threat to the health and safety of others.
  - d. Conviction of a criminal offense (felony or misdemeanor) may make the student ineligible to be assigned to a clinical site, making program completion/graduation unattainable. In addition, conviction may make the Traditional BSN graduate ineligible to take the licensure exam (NCLEX-RN). In order to ensure that the student can participate in the required clinical experiences, he/she must have an acceptable criminal background investigation.

**NOTE:** Any identified misrepresentation, falsification, or material omission of information from the application discovered during the acceptance process and deliberation of clinical course eligibility may result in exclusion of the student from continued clinical participation or immediate dismissal.

#### **Administration and Interpretations**

Questions about this policy and procedure may be directed to the Chair.

#### **Amendments or Termination of this Policy**

Nebraska Wesleyan University Nursing Program reserves the right to modify, amend, or terminate this policy at any time.

#### **Children in the Learning Environment**

As an institution of higher education, the Nebraska Wesleyan University Nursing Department is committed to developing student excellence and promoting an education environment conducive to learning. The faculty understands that balancing school, work, and family can present challenges to parents particularly when it comes to childcare. However, the presence of children in class, lab, and clinical activities can create dilemmas in confidentiality, disruption,

appropriateness, and safety. To preserve a proper learning environment, the nursing department prohibits the presence of children in class, lab, and clinical activities. It is the responsibility of the student to make proper childcare arrangements that will enable him/her to meet the obligations of the T-BSN program. If an emergency arises for a student in regard to childcare, the faculty member is authorized to accept children in the classroom, at the discretion of the faculty, for a limited period of time.

### **Passport**

**Passport must be completed every year by each student enrolled in NWU Nursing Program. Deadlines for Passport Completion:**

- **Sophomores: By October 1<sup>st</sup> of the Sophomore year.**
- **Juniors and Seniors: Prior to the start of classes.**

Students will not be allowed to participate in clinical or lab-based learning experiences if Passport requirements are not completed as scheduled. This may impact a student's ability to successfully complete the courses and/or program.

NWU T-BSN program has clinical assignments at healthcare facilities that require consistent education of all staff, students, faculty, and others to meet specific regulatory requirements. Total Clinical Placement (TCPS) Orient Pro provides the mandated regulatory education that all healthcare professionals must review each year. TCPS has developed a common curriculum that is applicable across a variety of healthcare facilities. This content is reviewed yearly for continued applicability and updated as needed to reflect changes in the healthcare environment and regulatory changes – such as OSHA and The Joint Commission's National Patient Safety Goals. Content is presented online for the following content areas:

- Emergency Preparedness
- Infection Control & Blood Borne Pathogens
- Caring for a Diverse Population
- Safety in the Healthcare Environment
- Confidentiality & Compliance

NWU Nursing Program has partnered with TCPS online orientation program, otherwise known as Passport.

### **Drug & Alcohol Statement**

NWU urges its members to exercise mature judgment and social responsibility when making decisions regarding the use of alcoholic beverages and other drugs, and will implement appropriate procedures to protect the interests of the students

and the University community. Such procedures may include a screening process or the request for an evaluation from a qualified professional to determine the seriousness of the problem. This University community prohibits the sale, possession, distribution or use of illegal drugs by students, faculty, and staff.

Violations of law and/or violations of the Code of Student Conduct shall be adjudicated by the proper judicial bodies. Consumption or possession of alcohol is prohibited in any public area. It is a violation of the laws of the State of Nebraska and the alcohol policy for students under the legal drinking age (21 years of age) to consume or possess alcoholic beverages. It is also illegal for a person under the age of 21 to be present at gatherings where alcohol is present. The University will take action against students involved in procuring alcoholic beverages for minors.

Guests are bound by the same rules regarding alcoholic beverages and illegal drugs. Violators will be asked to leave the campus and/or referred to local authorities.

Violations may be referred directly to local authorities and/or action may be taken by the University. The University Judiciary will impose sanctions on students for violations of the Alcohol and Drug Policy consistent with local, state and federal law. These sanctions may include disciplinary warning, disciplinary probation, fines, restitution, revocation of privileges or restriction of activities, disciplinary suspension or expulsion as well as termination of the residence hall contract. Local authorities may impose legal sanctions that may include incarceration and/or fines for those found guilty of violating local, state and federal law.

The health risks of using illegal drugs and/or alcohol are difficult to predict due to the unknown chemicals involved in these substances. Beverage alcohol is a central nervous system depressant. It slows down bodily functions such as heart rate, pulse and respiration. Drinking large enough amounts of alcohol over a period of time can produce psychological and physical dependence or alcoholism. Prolonged heavy drinking can lead to stomach irritation, ulcers, malnutrition, high blood pressure, lowered resistance to disease, and possible irreversible brain and nervous system damage. Alcohol can be harmful to unborn babies, resulting in fetal alcohol syndrome. There is also a wide range of health risks associated with the use of illegal drugs such as marijuana, cocaine, and anabolic steroids. The diminishment of intellectual ability, long-term genetic damage and other health risks may be severe and lead to permanent impairment or even death.

For information and access to counseling, treatment, support groups and rehabilitation programs contact Student Health Services (ext. 2375), the Career and Counseling Center (ext. 2224) and/or the Lincoln Council on Alcoholism and Drugs (402-475-2694).

To view the complete NWU Alcohol and Drug Policy, go to <https://www.nebrwesleyan.edu/about-nwu/policies/student-alcohol-and-drug-policy>

### **Drug Testing Policy**

Students are prohibited from using or being under the influence of alcoholic beverages, illegal drugs, or prescription drugs that impair their judgment while participating in any learning experience, including preceptorships and clinical experiences in a healthcare facility, school, or institution or other work location as a participant in the Nursing Program.

If a faculty member or clinical instructor perceives the odor of alcohol or observes behavior which raises a reasonable suspicion that the student is impaired by alcohol or drugs, the instructor shall follow the steps set forth below. Behaviors which may indicate possible impairment include, but are not limited to – slurred speech, unsteady gait, confusion, or poor judgment.

- The instructor will remove the student from the patient care site or assigned work area and notify the supervising personnel at the clinical agency that the student has been sent home.
  - The student will be required to submit to a drug test. The instructor will contact a transportation service and arrange for the student to be transported to a testing facility designated by NWU.
  - The student must have a picture ID in his/her possession to complete the drug testing.
  - After testing, the instructor will ensure that the student has made appropriate arrangements for safe transportation to his or her residence.
  - If the student admits that he or she has used alcohol or drugs, the student will still be required to undergo drug screening.
1. If the results of the test(s) are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the Chair and clinical instructor will meet with the student within 24 hours after receiving the test results to discuss the circumstances surrounding the impaired clinical behavior.

- a. If the screening was due to the perceived odor of alcohol, the student will be required to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting.
  - b. If the screening was due to behavioral indicators, the faculty member and the Chair will consider whether a medical condition may be responsible for the symptoms and refer the student for a medical evaluation.
  - c. Based on the information provided and further medical evaluations if warranted, the Chair and faculty member will make a decision regarding the student's return to the clinical setting.
2. If the results of the test(s) are positive for alcohol or other illegal substances or for non-prescribed legal substances, the Chair will require the student to withdraw from all nursing courses for a period of one year. The student will pay for all costs associated with the for-cause drug-screening test. The results of the positive screening test will be reported to the State Board of Nursing as applicable.
3. If a student refuses to submit to "for cause" testing:
- a. The instructor will remove the student from the clinical/preceptor setting pending a full investigation.
  - b. The instructor, in consultation with the student, will make arrangements for the student's safe transportation to his or her residence.
  - c. Failure to comply with any aspect of this policy will result in administrative withdrawal from the program.

### **Student Grievances Against Faculty Members**

Student grievances against a faculty member should be addressed with the faculty member in a professional manner. If the issue is not resolved, students may take the issue to the Chair of the Nursing Department. In the event that resolution is not met, grievances can be taken to the NWU Dean of Undergraduate Studies. A student may also file a complaint against the faculty with the NWU Judiciary Committee.

Should a student believe that his/her grade is incorrect or unfair, a student should follow the procedures outlined in the Grade Change/Appeal Policy available in the Nebraska Wesleyan Catalog.

### **Faculty Grievances against Students**

For faculty grievances against students, follow procedure outlined in the “Code of Student Conduct” or on the NWU website. It includes a statement of philosophy and authority for student discipline, a series of definitions that relate to conduct and discipline, a list of types of misconduct that are subject to disciplinary sanctions, a description of judicial procedures, and a list of sanctions that may be applied for misconduct.

Specific misconduct outlined in the Code includes academic dishonesty and other misconduct including acts of dishonesty, disruption of University activities, physical and verbal abuse, theft and property damage, failure to comply with directions of University policies and law, possession of controlled substances, violation of alcohol policies, unauthorized possession of firearms or explosives, unauthorized participation in campus demonstrations, disorderly conduct, University computer abuse, and abuse of the judicial system.

### **Policy and Procedure for Student Petitions**

Students who wish to request exceptions to academic rules and policies may file a petition for this with the NWU Dean of Undergraduate Studies. Forms may be obtained by contacting the student’s Academic Advisor.

### **Academic Advisors**

Each student is assigned an academic advisor to assist with creating an academic plan of study and path to graduation. Advisors are available by appointment to meet with students throughout his or her time at NWU. As a general guideline, we suggest that students meet at least twice a semester whether by phone or in person to ensure awareness of all opportunities to complete course requirements.

A current update of a student’s academic coursework toward their degree can be found on-line through his or her Web Advisor account by clicking on “Academic Analysis.” The report enables students to track his or her progress, as students are ultimately responsible for completing academic programs.

### **Attendance Policy for T-BSN Program**

Many T-BSN courses meet several times per week. Infrequently, required course learning experiences may need to be scheduled on alternative days, depending on the nature of the activity. Attendance and punctuality is mandatory.

Because a specified percentage of the student’s course grade is based on class participation, tardiness and/or absenteeism will be reflected in the student’s grade for the course. Students are expected to be prepared for class and participate in

class discussions. Attendance is crucial to meeting course objectives through student participation in presentations, discussion, and group activities.

If a student has an anticipated or an emergent absence from a course, they are encouraged to speak with their faculty member regarding their ability to meet the course objectives.

## **TRADITIONAL BSN PROGRAM SPECIFIC POLICIES**

### **Exams**

During administration of an exam, all personal belongings must be placed against the wall in the classroom. No hats, caps, or wearable technology may be worn during the exam. Faculty will not answer questions during the exam regarding exam content.

The student must maintain a cumulative average on exams of 78% in all nursing courses (subject NURS) in order to progress in the program. The weighted average of all examinations will be calculated before other coursework. If the average of exam grades is less than 78%, the exam average becomes the course final grade. If the exam average is greater than or equal to 78%, then other coursework scores will be added and the resulting average must be 78% or greater in order to pass the course. Rounding on the cumulative exam average score is allowed to the nearest tenth only. (Example – 77.50% or above is rounded to 78%. 77.49% is rounded to 77%).

For courses in which theory and clinical are combined, clinical laboratory performance is rated on a Pass/Fail basis. A rating of "Fail" in clinical laboratory performance results in a F grade in the course. If the clinical laboratory performance is "Pass," the grade awarded for the course will be based upon the theory grade (see #1 above).

Nursing Department Grading Scale – the following grading scale is applicable to all nursing courses (header: NURS) in all nursing programs.

A+	B+	C+	D+	F
98-100%	88-89%	78-79%	68-69%	59% or less
A	B	C	D	
93-97%	83-87%	73-77%	63-67%	
A-	B-	C-	D-	
90-92%	80-82%	70-72%	60-62%	

### **Make-up Test (Exam or Quiz) Procedures**

If a student takes a test outside the scheduled time, this will be considered a make-up test. The test must be made up within one week of the originally scheduled time. Failure to do so will result in a zero for that test. A student may miss one test without penalty, as long as the test is made up. If the student misses more than one test, the test may be made up but the maximum score allowed is 80%. Any further make-up tests are a maximum of 50%.

### **Standardized Achievement Tests**

The purposes of the standardized achievement tests are to

1. Evaluate the individual's knowledge of a specific subject area;
2. Compare an individual's scores to scores of other nursing students in a Bachelor of Science in Nursing Program;
3. Compare the individual's composite score to composite scores nationally;
4. Evaluate the probability of the student passing NCLEX; and
5. Provide standardized testing experience.

ATI Integrated Testing services will be used for the standardized achievement testing.

### **Clinical Expectations**

#### Clinical focus:

Clinical studies focus on safety, nursing process, hierarchy of needs, communication, advancement of clinical skills, advancement of assessment skills, along with advancement of the understanding of pathophysiology to include medications, labs, diagnostic tests, and other significant data.

#### Clinical Methods of Instruction:

A variety of teaching strategies applicable to the clinical experience utilize patient care, case study, demonstration, return demonstration, discussions groups and/or individual, individual supervision, pre/post conferences, journaling, and concept mapping.

#### Assessment of Clinical Student Progress:

The clinical instructor assesses knowledge base through observation, discussion, and questioning during patient care. Medical administration safety is also an important area of patient care that will include verbal questioning and direct observation as to action, therapeutic response, side effects, and proper medication administration.

Clinical Evaluation Methods:

Clinical is graded on a Satisfactory/Unsatisfactory/Needs Improvement basis. Refer to clinical evaluation form. Students must obtain consistent satisfactory marks on all clinical assignments, and clinical objectives to obtain a satisfactory evaluation for the clinical component. The student is evaluated each clinical day and/or weekly per the clinical evaluation form. The instructor provides feedback by the end of the clinical week regarding performance strengths, areas need improvement, and a summary of observations, conclusions, and recommendations. The student is to critically review own performance and incorporate instructor feedback into future clinical experiences. The student and the instructor are responsible for signing the evaluation from each week, indicating that feedback has been given by the instructor and reviewed by both the student and instructor.

A narrative midterm evaluation and final evaluation is completed by the clinical instructor and the student to review progress. The midterm evaluation is graded on a Satisfactory/Unsatisfactory/Needs Improvement basis. If the student receives an Unsatisfactory, on the midterm evaluation, the student is “at risk” of failing clinical. The student must pass clinical to pass the course. A Clinical Remediation Plan is completed for “at risk” students by the clinical instructor and signed by the clinical instructor and the student. The student must follow the Clinical Remediation Plan and correct behaviors identified by the end of the course. Students who are “at risk” at midterm must achieve Satisfactory marks on the final evaluation. The student must achieve a satisfactory for each objective by the end of the clinical rotation. If the student does not achieve a satisfactory for each objective by the end of the clinical rotation this indicates that the objectives were not met and therefore constitutes a clinical failure. The student must achieve a Satisfactory on the final evaluation as well to pass the course.

**Students who receive a 3rd unsatisfactory overall clinical evaluation for the weekly clinical score will fail the clinical portion of the course and therefore, fail the course.**

**Students who miss a clinical experience must complete those hours during the scheduled make up day. Students are allowed to make up one-two days of clinical. If a third clinical is missed, this will result in either an Incomplete in the course or failure of the clinical portion of the course and therefore, fail the course.**

If the student does not pass clinical, the student will receive a grade of “F” for the course and must repeat the entire course including theory and clinical.

Students are responsible for completion of all assignments.

**The student must successfully complete clinical to pass the course. The student must also pass the theory portion to pass the course.**

### Self-Reflection

Students complete a clinical self-reflection each week of clinical. This requirement may be met through journaling or prompted questions. The student submits this on Canvas by 0800 following the last clinical day of the week.

### Math Competency Assessment

Students will take a math assessment that will include dosage calculations, conversions, and intravenous rate calculations throughout the curriculum. Students must pass the math assessment with a 90%. A math assessment will be taken in each course with a clinical component. Failure to pass the math assessment will result in remediation with a nursing faculty member prior to a subsequent attempt. Students must achieve the 90% exam average before administering medications in the clinical setting. Failure to pass the assessment after three attempts will result in failure of the course. Students will be required to achieve a 100% on their final math assessment in NURS 4970 Internship prior to entering the course and starting their clinical hours. Failure to meet the 100% math exam average will require mediation with the course faculty member.

### Clinical Requirements

Students in the lab are expected to respect school property. Failure to do so will result in a failure of the course.

Name badges are required for clinical experiences. Students who arrive without their name badge will be sent home and receive an unsatisfactory on their clinical evaluation.

Students must show up on time. If students are late, they will be sent home with a clinical absence and will need to make up the experience. Special circumstances will be addressed on a case-by-case basis. If the student will be absent on a clinical day, the student must notify the clinical instructor and clinical area at least 30 minutes prior to the start of the clinical shift.

Refer to the student handbook for dress, hair, uniform, and other regulations. Any violation may cause the student to be sent home and a clinical failure for the day. Students are expected to act in accordance with the ethical standards placed upon a nurse according to the American Nurses Association standards. Failure to act with honesty and integrity towards a patient, other students, or faculty member may result in clinical failure.

Students are responsible for obtaining their own patient information after the faculty member selects the patient. The clinical instructor will inform student of when and where assignments will be posted. Students are to pre-lab the day before clinical, unless otherwise noted by course faculty. This includes gathering thorough patient data to develop a nursing process and concept map. Early arrival to clinical start time is suggested. Unsatisfactory preparation may result in dismissal from the clinical area for the day and mandatory make-up for the clinical experience.

**A concept map is required for each assigned patient. Each new patient assigned requires a new concept map unless directed otherwise by the clinical instructor.**

Hospital documentation with patient identifiers (name, social security number, medical record number, etc.) is NOT to be removed from the facility. Any worksheets to assist the student in obtaining patient data will not contain patient identifiers. Students may not scan, photograph, or copy via electronic or digital media. This is a HIPAA (Health Insurance Portability and Accountability Act of Privacy) violation and can result in disciplinary action or course failure.

If the student cannot demonstrate that they are prepared to care for their assigned patient(s) the student may be sent home and receive a clinical failure for the day. Students must be fully prepared by knowing their patient's medication, treatments, and pathophysiology of patient's illnesses.

Students must introduce themselves to the nurse assigned to each patient, and communicate the care that they will provide.

Students must be able to describe equipment and steps in any procedure or skill. Hospital policy and procedure manuals and skills textbook should be utilized. No procedures or skills are to be done without the instructor's presence or approval to proceed.

The clinical instructor must review and see every medication before it is administered to the patient. Giving medication without the supervision of the clinical faculty or resource nurse may result in automatic clinical failure for the course. Students will be expected to discuss drug information for the assigned patient(s).

Students must report off to the resource nurse and the clinical instructor prior to leaving the clinical area for break and at the end of the shift.

Students must attend the pre- and post-conference. Pre-conference will take place immediately prior to clinical and is facilitated by the clinical instructor. Post-conference will take place immediately after clinical and is facilitated by the clinical instructor. Pre- and post-conference are times to discuss assigned patients, clarify misconceptions, and cover any other topics of interest.

Students are encouraged to take a 15-minute morning break and a 30-minute lunch break. Students are not permitted to leave the clinical area during the clinical day.

#### Clinical Makeup

Clinical makeup time is provided for students who have unexpected and unavoidable situations arise that necessitate absence from clinical. More than 8 hours absence in a course with a clinical component may result in clinical failure or incompleteness of the course. Valid extenuating circumstances are evaluated by course faculty and the T-BSN Program Director.

#### Use of Handheld Devices

Students are encouraged to appropriately utilize online resources (via computer or handheld devices) to enhance learning. Use of handheld devices in the clinical setting is regulated by clinical agencies. All students are fully responsible for following all regulation of HIPAA. Students are prohibited from using cameras in the clinical setting. Inappropriate use of handheld devices or violation of HIPAA guidelines will result in disciplinary action.

Students are expected to implement the values of NWU. Any knowledge of unprofessional, unethical or dishonest behavior will be fully investigated.

### Simulation Lab and Skills Lab

Students may utilize the simulation lab and/or the skills lab for extra practice of skills. Students need to sign up for lab time or tutoring with their instructor or the Simulation Lab coordinator. An instructor or skills lab assistant must be present. Students are responsible for leaving the skills lab neat and clean, and replacing any school property that is damaged through negligence.

### **T-BSN Clinical Dress Code and Laboratory Dress Code**

The uniform dress code applies to any clinical facility and lab as specified by each course. The uniform and identification badge are to be worn in the clinical area only while functioning as a NWU Student Nurse. It is not to be worn in a clinical facility while there as an employee of the facility. Students who arrive to a clinical site in violation of the dress code may be asked to leave and be required to make up the missed clinical hours. In addition, the student may receive an Unsatisfactory in clinical for failure to adhere to the dress code.

When no client contact occurs (if health agency permits), students may wear full uniform or lab coat over appropriate dress clothes with student nurse photo ID badge and NWU ID card. **(NO SHORTS, JEANS, STRETCHPANTS, LEGGINGS, SLEEVELESS TOPS, BARE MIDRIFTS or TIGHT CLOTHING. TATTOOS AND FACIAL PIERCINGS MUST NOT BE VISIBLE).**

#### 1. **Uniform** Components of **full** uniform

- NWU uniform with insignia
- NWU Nursing Program Student Nurse identification badge (worn at all times in clinical area)
- A long or short sleeve **white or black** shirt may be worn under uniform top if desired. **No other colors are permitted.**
- May be worn to NWU classes and lab when necessary
- Not to be worn in other public places including locations for social entertainment

#### 2. Shoes

- Shoes must be **mostly leather** (must not be permeable) and primarily black or white only
- No holes, vents, or open-backs are allowed (no Crocs or clogs or similar styles allowed)

#### 3. Lab Coats

- If allowed by the Agency, the NWU Nursing Program lab coat (white) may be worn over the uniform. It must have the NWU insignia and be worn with the NWU Nursing Program Student Nurse identification

badge. A black scrub jacket may also be worn over the uniform and must have the NWU insignia

4. Hair

- **Clean hair, neatly arranged, and off the shoulders** – when in uniform or lab coat
- Hair that is dyed must be a naturally occurring *hair color*
- Extremes in hair style such as cut-outs, mohawks, or unnatural hair color are not acceptable
- Decorative hair ornaments, crocheted bun covers, headbands, or hats are inappropriate
- Beards and mustaches must be neatly trimmed or face clean-shaven

5. Nails

- Clean, **not** to extend beyond the tips of the fingers
- Only clear nail polish is allowed
- Acrylic tips, other artificial nails, gel, or shellac are prohibited

6. Jewelry/Body Art

- Rings—wedding band only
- Earrings—one small post earring per ear lobe only
- Necklaces—none
- Bracelets—none on wrists or ankles
- Watch with second hand
- No other visible jewelry including tongue or facial rings/studs/spacers
- No visible tattoos. All tattoos must be covered during lab and clinical.

7. NWU ID Badge

- All students must wear their ID badge during all clinical site visits (pre-clinical and clinical rotation)

8. Healthcare Agency Policies

- All students must adhere to the policies of the healthcare agency whose facilities are being utilized in accordance with the Nursing Program's guidelines. Such policies may regulate dress code, conduct, personal phone calls, smoking, facial hair, etc.

### **T-BSN Clinical Nursing Activities**

The type of activities performed while providing nursing care will be based on the student's present level of nursing knowledge and skill and the client's status.

However, the following activities are NOT permitted:

1. Taking verbal or phone orders from physicians

2. Serving as a witness to legal documents
3. Administering IV chemotherapy
4. Engaging in any activity a nursing instructor decides is inappropriate for a student to do under the circumstances
5. **Students are not permitted to perform any procedures that requires training or certification beyond entry level, e.g., CAPD, ACLS, PALS, and NALS.**

### **Standard Precautions/Infection Control**

Students performing client care in any clinical setting will follow the Centers for Disease Control (CDC) Exposure Protection Guidelines or, as required by the clinical site, for the purpose of preventing the spread of infection and for their own safety. When exposure is possible, personal protective equipment shall be used.

Students exposed to body fluids shall follow the clinical site protocol are at minimum:

1. Wash the area immediately with a disinfectant agent; for eye splashes rinse the area with clean water
2. Report the incident to the clinical instructor and/or preceptor
3. The student should immediately go to an Emergency Department, Employee Health (if available), or Urgent Care to seek triage and treatment.
4. The clinical instructor and student will notify the agency department supervisor and Chair.
5. The student will complete an agency site incident report and submit a copy of the form to the Nursing Program Instructor who will follow the procedures of the agency and NWU
6. Information from the U.S. Department of Labor, Occupational safety & Health Administration (OSHA) is available at <http://www.osha.gov/SLTC/bloodborne pathogens/postexposure.html>

### **Transportation and Meals**

The student assumes responsibility for all transportation to and from the agency/practicum and any other clinical experiences. As a matter of personal safety, students are not to transport patients for any reason. Patients are to make their own arrangements for transportation. Each student assumes responsibility for their own meals.

### **Privacy and Confidentiality**

Nurses are held to a high standard for the purpose of protecting the dignity and rights of patients encountered in the practicum setting. It is the student's

responsibility to attentively protect private health information following HIPAA guidelines and policies established with the clinical and practicum settings. Students must use discretion in communicating verbally and in writing regarding protected patient information both within and outside clinical settings. It is recommended that discussion of patient be avoided on web-based social networking sites such as Facebook. Failure to adhere to professional standards or privacy, confidentiality, and respect for the rights and dignity of patients during clinical practicum may result in justification for a failing grade for the clinical practicum.

### **Privacy of Educational Records**

The Family Education Rights and Privacy Act (FERPA) of 1974 provides specific rights to students regarding the privacy of their educational records. In short, it helps define what is and what private information is not. “Directory information” may be disclosed without student consent unless requested by the student to withhold this information.

### **Social Media Policy for All Undergraduate Students**

#### **Purpose**

The Nursing Program at NWU supports the use of social media in the teaching and learning environment. The NWU policy on social media represents the University, Nursing Program, faculty, staff, students and/or prospective students, and healthcare agencies in a professional legal manner following HIPAA and FERPA.

#### **Definition**

Social media can be defined as any electronic communication disseminated through social medial tools and applications; which includes by is not limited to Facebook, Twitter, You-Tube, Myspace, LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, texts, RSS feeds, Allnurses.com

#### **Policy**

- Protect confidential, propriety, and sensitive information: Do not post any confidential or proprietary information about NWU, faculty, staff, students, clinical facilities and/or practicum sties, patients/clients and others who you have contact with in the student nurse role.

- Respect and adhere to copyright and intellectual property rights of the NWU and the Nursing Department as whole.
- Do not use NWU or Nursing Department logos, graphics, marks, or name to promote any personal causes (promotion of products, posters, fliers, postings, publications, and political parties).
- No personal communication on electronic devices (cell phones, PDAs, notebooks, etc.) during classroom instruction and/or patient/clinical areas. In case of emergency, student shall leave the classroom and/or patient/clinical area to respond as necessary.
- Electronic devices (cell phones, PDAs, notebooks, etc.) used in the class will be limited to note taking and interactive class activities.
- Videotaping of professors, students, staff members, patient/family members, healthcare site personnel and/or healthcare site is prohibited without written permission.
- There is no such thing as a “private” media site. Students are to be aware of their association with NWU Nursing Program in online media networks. Students are to present themselves professionally to clients, faculty, and potential employers. Each student needs to protect themselves and take sole responsibility and accountability for what they post.
- Absolutely no pictures or videos are to be taken at a clinical site.

### **Consequences**

- Violations of patient/client privacy with electronic devices (cell phones, PDAs, notebooks, etc.) will be subject to HIPAA procedures/guidelines and consequences.
- Any confidential or unprofessional information shared by students may result in disciplinary action including failure in the course and/or dismissal from the T-BSN program.
- Students are legally responsible for their individual posting and could be subject to liability if they are found defamatory, harassing, or in violation of any other applicable laws.

NWU Nursing Program adheres to the American Nurses Association’s guidelines for social media.

### **ANA’s Principles for Social Networking**

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.

3. Nurses should understand that patients, colleagues, institutions and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct

The National Council of State Board of Nursing (NCSBN) provides a guideline for use of social media ([www.ncsbn.org](http://www.ncsbn.org))

### **Graduation Information**

Diplomas are issued twice each year, May and December. Students may complete degree requirements for the May diploma through August 30<sup>th</sup>. If the requirements are not completed before August 31, the student will receive a diploma indicating a December graduation date. Students may finish degree requirements for a December graduation through February 28<sup>th</sup>, if all degree requirements are not met at that time, the student will be considered a spring graduate.

Each student is responsible for making certain he or she has met all degree requirements. Notification is sent to students when they are close to meeting graduation requirements. In order to be a candidate for graduation, a student must file his or her graduation application in the Registrar's Office (if requested, the nursing office will forward completed applications on behalf of students). Applications must be submitted in a semester prior to graduation to determine if there are any deficiencies in a student's record. If deficiencies are found, the student should meet with the academic advisor to plan adjust his or her schedule as needed.

The graduation application is available from the registrar. Typically, the student submits the application to their academic advisor who reviews the application and sends it directly to registrar. Within two weeks of receiving the graduation application in the registrar's office, the student is notified by a letter that includes an academic analysis, listing all the requirements completed and still needed for graduation.

### **Commencement Ceremonies (Graduation)**

Commencement (graduation) ceremonies are typically scheduled for the first Saturday of May. The ceremony is conducted in a formal setting on the main campus of NWU. Students receive information to order their gowns and announcements in mid-March.

Students are invited to participate in the “Wesleyan Walk” a tradition in which all graduates and faculty members walk from the Weary Center through the original archway located on 50<sup>th</sup> Street to the baccalaureate ceremony. The baccalaureate ceremony recognizes our affiliation with the United Methodist church. It features music, speeches by the president of the university, senior class sponsor, and another invited guest. This one hour ceremony takes place in the afternoon before the graduation ceremony.

### **Accreditation**

The Bachelor of Science in Nursing and Master of Science in Nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE).

### **Mission and Purpose of CCNE**

The Commission on Collegiate Nursing Education is an autonomous accrediting agency, contributing to the improvement of the public’s health. The Commission ensures the quality and integrity of baccalaureate, graduate, and residency programs in nursing. The Commission serves the public interest by assessing and identifying programs that engage in effective educational practices. As a voluntary, self-regulatory process, CCNE accreditation supports and encourages continuing self-assessment by nursing programs and supports continuing growth and improvement of collegiate professional education and entry-to-practice nurse residency programs.

CCNE accreditation is a nongovernmental peer review process that operates in accordance with nationally recognized standards established for the practice of accreditation in the United States. Accreditation by CCNE is intended to accomplish at least five general purposes:

1. To hold nursing programs accountable to the community of interest – the nursing profession, consumers, employers, higher education, students and their families, nurse residents – and to one another by ensuring that these programs have mission statements, goals, and outcomes that are appropriate to prepare individuals to fulfill their expected roles.
2. To evaluate the success of a nursing program in achieving its mission, goals, and expected outcomes.

3. To assess the extent to which a nursing program meets accreditation standards.
4. To inform the public of the purposes and values of accreditation and to identify nursing programs that meet accreditation standards.
5. To foster continuing improvement in nursing programs – and, thereby, in professional practice.

Complaints about the NWU Nursing Program may be submitted in writing or by phone to:

Commission on Collegiate Nursing Education (CCNE)  
American Association of Colleges of Nursing  
One Dupont Circle, NW Suite 530  
Washington, D.C. 20036  
Phone = 202-463-6930

**Summary/Disclaimer**

This Nursing Student Handbook contains many of the general policies and procedures which also may be encountered in NWU Student Handbook. Other resources with information include the NWU course catalog, course syllabi, and faculty.

Nebraska Wesleyan University policies as well as the Nursing Program policies, procedures, and processes may undergo changes during your enrollment as a student. Notification of new information that may affect you will be provide as needed. Be sure to check Canvas and your NWU email weekly for updates.