

STUDENT HANDBOOK

BACHELOR OF SCIENCE IN NURSING (BSN) DEGREE PROGRAM

*DIVISION/DEPARTMENT OF NURSING EDUCATION (DNE)
KANSAS WESLEYAN UNIVERSITY (KWU)*

2011-2012

The Division/Department of Nursing Education at Kansas Wesleyan University is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, Phone: 404-975-5000, Fax: 404-975-5020, nlac.org and is approved by the Kansas State Board of Nursing, Landon State Office Building, 900 SW Jackson, Suite 1051, Topeka, Kansas 66612-1230, Phone: 785-296-4929, Fax: 785-296-3929, ksbn.org.

Dear Student Nurse,

Welcome to the Division/Department of Nursing Education (DNE) at Kansas Wesleyan University (KWU). The DNE is both a Division and a Department within the KWU Liberal Arts and Sciences University.

Your selection to be a student in the DNE at KWU identifies you as an individual with the characteristics to attain a Bachelor of Science in Nursing (BSN), qualify to take the National Council Licensure Examination (NCLEX-RN) and become a professional nurse. The nursing faculty wants to take this opportunity to congratulate you on your admission to the nursing program.

The journey to be a registered nurse is very exciting yet can be challenging. Taking responsibility for your education is very important. The nursing faculty encourage you to be engaged and embrace University life, in the classroom, during clinical practicums, and through student organizations. Attendance is expected to orientation, courses, and all required learning opportunities.

This Student Handbook has policies, procedures, guidelines, and expectations for student nurses in the DNE at KWU. You will be held responsible to adhere to the policies, procedures, guidelines, and expectations contained within the DNE Student Handbook. Take time to read and understand the contents.

If changes are made to the contents of this Student Handbook or policies, procedures, guidelines, or expectations for the DNE at KWU, you will be informed. Updates are posted on the KWU and DNE website and will be posted on the communication bulletin board in the DNE at KWU. In addition, you are responsible for other sources of policies, procedures, guidelines and expectations, including Kansas Wesleyan University Student Handbook, Academic Catalog, and class schedules, KWU website, and any other pertinent KWU resources.

The faculty of the DNE at Kansas Wesleyan University wish you happiness and success in your journey to attain a BSN in nursing.

Sincerely,

The Division/Department of Nursing Education Faculty

LAW:jms

TABLE OF CONTENTS

Faculty Directory.....	4
About the Kansas Wesleyan Bachelor of Science in Nursing Program	5
Sunflower Health Network: SRHC and KWU Agreement	6
Student Learning Outcomes/Program Outcomes	7
Mission and Philosophy	8-10
Student Conduct Policy/American Nurses Association Code of Ethics for Nurses.....	11
Policies Related to the Nursing Program	
Accreditation and Approval	12
Admission Policy	12-17
Contact Information	17
Progression Policy.....	17-19
Articulation Policy for RN to BSN Students.....	20-22
Standards of Practice	23
Attendance Policy	23-24
Escrow Policy for Diploma and ADN Graduates.....	24
Assessment Requirements.....	24-25
Grading Policy.....	25
Student Conduct Policies	
Dress Code Guidelines	25-27
Licensure Limitations.....	27
Student Communications/Notification of Change to KWU and/or DNE Policy	27-28
Nursing Lab and Nursing Computer Usage	28
Liability Insurance.....	29
Employment Policy	29
CPR Certification	29
Student Health and Required Documentation Policies	
Incidental Needle Stick Injury.....	30
Health Insurance.....	30
Health Documentation and Required Forms	31-34
Alcohol and Drug Policy.....	34-35
Pregnancy	35
Background Queries	35
Grievance Procedure	
The Bill of Rights and Responsibilities.....	35-38
Grievance Process	36-38
Governance, KWU Student Participation.....	38
Preceptor Guidelines	39-40
Legal Qualifications for RN Licensure	40-45
Functional Abilities	46
Protocol for Graduation.....	47-48
Pinning Ceremony	49-51
Pinning Reception	52

NDO Approved August 22, 2003

Revised 4/26/04

Revised 4/25/05

Revised 5/10/06

Revised 4/30/07

Revised 3/31/08

Revised 3/23/09

Revised 3/22/10

NDO approved 8/19/11

**KANSAS WESLEYAN UNIVERSITY
DIVISION/DEPARTMENT OF NURSING EDUCATION
NURSING FACULTY DIRECTORY**

<u>FACULTY</u>	<u>OFFICE</u>	<u>PHONE NUMBER</u>	<u>E-MAIL</u>
Tara Herrenbruck, RD, MS Adjunct Faculty	323	827-5541 ext. 2323	tara@kwu.edu
Cheryl Hohner, MSN, RN Assistant Professor	322	827-5541 ext. 2322	cheryl.hohner@kwu.edu
Leanna Huscher, MN, RN Associate Professor	316E	827-5541 ext. 2316	lhuscher@kwu.edu
M. Therese Johnson, MSN, ARNP Associate Professor	316D	827-5541 ext. 2319	tjohnson@kwu.edu
Tamra Lamer, BSN, RN Adjunct Faculty	323	827-5541 ext. 2323	tamra.lamer@kwu.edu
Nikki Howell-Haas, BSN, RN Adjunct Faculty	323	827-5541 ext. 2323	nikki.howell-haas@kwu.edu
LaVeda Montgomery, MSN, ARNP-CNS Assistant Professor	316B	827-5541 ext. 2318	laveda.montgomery@kwu.edu
Janice M. Spikes, PhD, RN Professor	316A	827-5541 ext. 2317	jspikes@kwu.edu
Linda Adams-Wendling, PhD, ARNP Chair/Director of Nursing Education Associate Professor	311	827-5541 ext. 2311	linda.adams-wendling@kwu.edu

ABOUT THE KANSAS WESLEYAN UNIVERSITY (KWU) BACHELOR OF SCIENCE IN NURSING DEGREE PROGRAM

HISTORY

The Division/Department of Nursing Education at KWU initiated a Bachelor of Science in Nursing (BSN) Degree completion program in 1990 approved by the Kansas State Board of Nursing and was successful in obtaining accreditation by the National League for Nursing in 1991. In the Fall 2000 the Accelerated BSN Program for Registered Nurses was initiated and the courses were developed by the KWU nursing faculty. Registered Nurses who had a diploma or an associate degree in nursing had the opportunity to pursue a BSN one evening per week for 16 months and still work full time. A unique approach to the clinical aspect of the program was the Applied Learning Projects (ALPs). By June 2004 the last Accelerated RN to BSN group graduated. A generic BSN degree program was approved by the NLNAC, in 2004 and began its first course developed by the KWU nursing faculty in fall 2004.

PRESENT

Currently, KWU provides a BSN program for generic and transfer students, and a RN-BSN program for articulation students who are licensed RN's who are pursuing a BSN degree. Both programs continue to be accredited by the National League for Nursing Accrediting Commission and approved by Kansas State Board of Nursing. All full-time nursing faculty members at Kansas Wesleyan University hold advanced degrees.

Nursing students at Kansas Wesleyan University receive clinical instruction in a variety of health care facilities. Salina Regional Health Center (SRHC) provides the majority of clinical experiences. Other opportunities are provided in long term care settings, physicians' offices and community service agencies.

Kansas Wesleyan University believes that when a student finances an education at KWU he or she is making a worthwhile, lifetime investment. In order to help students make this investment KWU has developed an impressive financial assistance program, which makes it possible for most people to attend KWU. Any KWU student may apply for financial assistance to help pay for attendance. The basic premise of financial assistance is that the family, both parent or spouse and student share primary responsibility for paying for the cost of education. The purpose of financial assistance is to bridge the gap between the family resources and cost of attending KWU.

Students may apply annually for federal, state, and institutional financial assistance (scholarships, grants, student loans, and campus employment) by completing the Free Application for Federal Student Aid. Normally, application is made in the first months of a calendar year for assistance to be received for the following fall and spring. Early application assures the student of the most assistance for which he or she may be eligible. Most financial aid assistance programs require full-time enrollment. Part-time students may be eligible for Pell Grants and students loans to cover at least a portion of the tuition and other costs. Full-time enrollment generally results in less out-of-pocket costs to the student.

Traditionally, 100% of the full-time students at KWU receive financial assistance. Nursing students are particularly encouraged to apply for the State of Kansas Nursing Scholarship. This annual, renewable scholarship requires that the applicant be accepted into the nursing program, enrolled full-time, is a Kansas resident and meets other criteria outlined in the financial assistance application, and locates and agrees to work for a healthcare facility/sponsor after graduation for one year for each year of the scholarship. A number of local organizations outside the University provide small scholarships on an intermittent basis. Information and application procedures for these scholarships are posted on the bulletin board outside the Enrollment and Financial Services Office.

A graduate of the Kansas Wesleyan University Bachelor of Science in Nursing (BSN) Degree Program is eligible to apply for the National Council Licensure Examination (NCLEX-RN) to become licensed as a registered nurse.

**Sunflower Health Network:
Salina Regional Health Center (SRHC) and Kansas Wesleyan University (KWU)**

The Salina community and region continue to benefit from an agreement between Kansas Wesleyan University and Salina Regional Health Center. This agreement was developed to expand the opportunities for Kansas Wesleyan student nurses by providing additional financial support for their education through Salina Regional Health Center. In return they are employed by Salina Regional Health Center following graduation.

Kansas Wesleyan University currently provides significant scholarship support for its students. Under the agreement, Kansas Wesleyan University agrees to continue its regular scholarship aid packages for each incoming class of students. Salina Regional Health Center agrees to provide additional scholarship aid packages.

Students selected for the SRHC scholarship and who are accepted into the Bachelor of Science in Nursing (BSN) program will receive a scholarship of \$3,600 for their first year in the nursing program and a \$5,400 for their second year in the nursing program as long as they are in good academic standing. Students at this level who do not continue in the BSN program are obligated to repay any of the scholarship aid received from Salina Regional Health Center.

Students who complete the BSN degree program are expected to work at Salina Regional Health Center or a Sunflower Health Network participating facility for a minimum of four years. Graduates who do not fulfill this requirement will be required to repay the scholarship aid received on a pro-rated basis, with each year of service completed at Salina Regional Health Center or a Sunflower Health Network participating facility equaling 25 percent of the scholarship aid received.

**KANSAS WESLEYAN UNIVERSITY
DIVISION/DEPARTMENT OF NURSING EDUCATION
STUDENT LEARNING OUTCOMES**

1. Integrate knowledge and theoretical concepts from diverse disciplines into nursing practice decisions.
2. Utilize the nursing process in a collaborative manner to perform therapeutic nursing interventions with individuals, families, and communities who live in a society within multicultural settings.
3. Utilize research evidence as a basis for improving the quality of care and for making decisions about nursing practice.
4. Promote and maintain optimum biopsychosocial spiritual health of individuals, families, and communities in society.
5. Analyze the role of the professional nurse in relation to trends in health care and consumer demands.
6. Communicate effectively with emphasis on health promotion and teaching, collaboration, and maintaining continuity of care.
7. Exhibit leadership and management principles in assessing, planning, providing, directing, controlling, and evaluating health care.
8. Practice professional nursing within a framework of safety, ethical, legal, and professional standards to promote a caring environment.
9. Function effectively through self-motivation, self-direction, and self-evaluation as life-long learners who reflect critical thinking skills.
10. Assume accountability for professional development.

PROGRAM OUTCOMES

1. One hundred percent (100%) of graduates are employed in nursing positions within 6 months of graduation.
2. Eighty-five percent (85%) or higher of graduates pass the NCLEX-RN exam on the first attempt.
3. Seventy-five percent (75%) of each admission class (generic/transfer; RN-BSN) will graduate from the nursing program.
4. One hundred percent (100%) of graduates will report being satisfied with their preparation 1 year and 5 years after graduation.
5. One hundred percent (100%) of employers will report being satisfied with KWU BSN graduates 1 year and 5 years after graduation.

**KANSAS WESLEYAN UNIVERSITY
DIVISION/DEPARTMENT OF NURSING EDUCATION
MISSION AND PHILOSOPHY**

MISSION

The mission of the Division/Department of Nursing Education is to offer a baccalaureate degree in nursing, preparing students to become registered professional nurses, for positions in nursing, and graduate study.

PHILOSOPHY

The philosophy of the Division/Department of Nursing Education is to offer an educational program that provides professional nursing education for students that is characterized by excellence and rooted in a liberal arts tradition. This program should nurture the whole person – body, mind, and spirit, stimulate creativity and discovery, develop both intellect and character and foster a sense of social responsibility and prepare graduates for lifelong learning. Six concepts permeate the professional nursing curriculum: humans, society, environment, health, nursing, and education.

Humans and Society

Humans are perceived as biopsychosocial, spiritual beings who have the right of self-determination, make choices throughout life and are accountable for their choices. Humans are individuals, families, and communities. Humans are clients and health care providers who live in a society which is shaped by environmental, cultural, religious, socioeconomic, and governmental factors that influence the communities in which people live.

Environment

Environment includes internal physiological factors as well as external sociocultural factors with which the client and health care providers are in constant interaction. Nursing helps to create and maintain environments that promote the well-being of persons and the health care system.

Health

Health is a dynamic state, in which persons interact with their environment and adapt to it in order to maintain a dynamic equilibrium. Nursing helps clients to promote health, prevent illness, and provide support for the maintenance of equilibrium when the client cannot do so. Health is influenced by the interaction of physical, psychological, social, cultural, and spiritual dimensions.

Nursing

Best practice in nursing is both art and science, drawing upon various disciplines and expanding its own body of knowledge through research and practice. Communication, critical thinking, ethical reasoning, cultural sensitivity, knowledge, and therapeutic skills are essential to the practice of nursing. Nursing care is based on research evidence and decision-making skills in collaboration with clients, families, and other health care providers. Nurses use the nursing process to assess the client's health status, formulate nursing diagnoses, plan and implement care and evaluate the care provided.

Education

Education is the process whereby individuals acquire knowledge, attitudes, and values that assist them in reaching their optimum potential. Nurse educators draw upon theories of education and principles of learning to provide an environment conducive to student growth and change. An effective learning environment is characterized by encouragement of active student participation, the use of critical reasoning, and provides the basis for life-long learning. The nursing curriculum is influenced by a strong liberal arts emphasis as well as humane Christian values.

Baccalaureate education in nursing at Kansas Wesleyan University provides opportunities for the student to integrate professional education with the natural and behavioral sciences and the humanities, and Christian values, leading to self-fulfillment and professional development. Baccalaureate nursing education prepares nurses to use critical thinking skills, research findings, independent clinical judgment, organizational skills, and technological understanding to provide nursing care. Additionally, baccalaureate nursing education prepares nurses to serve as leaders, to collaborate with other health care providers in

coordinating the care of individuals, families, and communities in diverse settings, to effect change and improve health care outcomes, and to participate in research which validates and extends current nursing knowledge and practice. Furthermore, the baccalaureate nurse graduate is expected to participate in professional nursing activities at the local, state, and national levels to improve health and health care delivery.

Approved:
DNE Curriculum Committee 1/14/2003
Nursing Division 11/14/2003
Revised 11/08/2007
Reviewed & revised 12/20/2010
Approved NDO 2/14/2011
Approved NDO 3/14/2011
Approved DNE 5/18/2011
Approved KSBN 6/2012

STUDENT CONDUCT POLICY

In addition to adhering to the student conduct policies of KWU, nursing students are also required to adhere to the student conduct policies of the Division/Department of Nursing Education. The DNE student conduct policies are based on the American Nurses Association, Code of Ethics for Nurse (ANA, 2010). Nursing students in the DNE will be expected to adhere to the Code of Ethics for Nurses. Violations of the student conduct policies or behavior that demonstrates unethical conduct or incompetence to practice as a nursing student in the DNE is considered unacceptable conduct. Violations of the student conduct policies may result in removal from classroom or clinical setting, formal warning or contract, remediation, course failure, faculty initiated withdrawal from the course (equals course failure), and/or up to dismissal from the nursing program.

AMERICAN NURSES ASSOCIATION Code of Ethics for Nurses

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attribute, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulation nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

POLICIES RELATED TO THE NURSING PROGRAM

ACCREDITATION AND APPROVAL

The Division/Department of Nursing Education at Kansas Wesleyan University is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, Phone: 404-975-5000, Fax: 404-975-5020, nlnac@nlnac.org and is approved by the Kansas State Board of Nursing, Landon State Office Building, 900 SW Jackson, Suite 1051, Topeka, Kansas 66612-1230, Phone: 785-296-4929, Fax: 785-296-3929, ksbn.org.

ADMISSION POLICY

Admission Policy: Generic/Transfer Students:

Admission to the Bachelor of Science in Nursing Program is a two step process:

1. **Admission to Kansas Wesleyan University (KWU).**
2. **Admission to the Bachelor of Science in Nursing (BSN) program:**

Admission to the nursing program may be competitive based on the applicant pool. Meeting minimum admission criteria does not guarantee admission to the program. Factors considered for each individual applicant include grade point average (GPA) along with potential to complete the program.

 - a. **Completion of an Admission Application to the Nursing Program:**

Applications are available at www.kwu.edu or by contacting the Division/ Department of Nursing Education (DNE) by November 1 for the following fall admission year. Applications will be accepted after January 1 of the admission year. The DNE has a rolling admission deadline; however, admission decisions are normally made for applicants to the nursing program during the spring semester, for fall admission of the same year. Applicants will be initially evaluated in March for fall admission.
 - b. **Achievement of Admission GPA Requirement:**

Applicants must have a cumulative grade point average (GPA) for college coursework of 2.6 on a 4 point scale. Nursing courses which are eligible for transfer to the KWU nursing program may be included in the calculation of the GPA. Applicants who have a cumulative GPA between 2.0 and 2.59 may be considered for admission to the nursing program if they have an alternative GPA of 2.6 on no less than 55 credits of pre-requisite courses for the nursing program.
 - c. **Completion of Admission Pre-requisite Courses:**

It is expected that applicants will have completed the following admission pre-requisite courses prior to enrolling for fifth semester nursing courses. Students who otherwise meet the criteria for admission but have not completed all required admission pre-requisite courses for the nursing program may begin nursing courses with the consent of the Chair/Director, Division/Department of Nursing Education. A student who has not completed all admission pre-requisite courses may only be admitted provisionally to the nursing program upon consent of the Chair/Director, Division/Department of Nursing Education, and must complete all admission pre-requisite courses by the fall semester of the senior year or the student will not be allowed to progress in the nursing program. A student who needs to complete more than one (support) or three (liberal studies) admission pre-requisite courses must file a ***Student Petition for Exception***. If a student does not have all electives completed, if the schedule permits, these may be taken during the nursing sequence.

Admission Pre-requisite Courses**Nursing Courses (8 credits)**

Introduction to Professional Nursing
Information Management
Nutrition

Support Courses (35 credits)

Anatomy and Physiology I & II with an on-campus lab
Introductory Chemistry with an on-campus lab
Microbiology with an on-campus lab
General Sociology/Cultural Anthropology
Developmental Psychology
General Psychology
Introduction to Ethics
Statistics
Introductory English Composition
Intermediate English Composition

Liberal Studies (18 credits)

Speech
History
Fine Arts
Literature
Bible
Humanities Elective

Nursing majors must earn at least a grade of C on all nursing courses and support courses. No more than one D grade will be allowed in other required courses. Students may not repeat more than two support courses in which they have received a D or F to raise their GPA. Students may petition to waive this policy under certain circumstances.

On-line courses in Anatomy & Physiology, Microbiology, or Chemistry will not be accepted without an on-campus lab.

English Not as Primary Language or International Students:

When English is not considered the applicant's primary language the following minimum Test of English as a Foreign Language (TOEFL) Internet-Based Test (iBT) score must be attained. Each area must meet the minimum requirement.

Writing= 20
Speaking=20
Reading=19
Listening=20

Students not meeting the minimum requirement in any area are not eligible for admission to the nursing program. For information and application for TOEFL contact:

TOEFL Educational Testing Service
PO Box 6151
Princeton, New Jersey 08541-6154
606-771-7760
<http://www.toefl.org>

Acceptance

1. Applicants selected for admission will receive a notification letter and must return the *Letter of Intent* form to the nursing program by the specified date.

Prior to beginning nursing courses in the fifth semester, the student must submit verification of TB skin test, a completed physical examination, a current immunization record, and a current certificate for competency in Cardiopulmonary Resuscitation (CPR) for adult, child, and infant. Students will not be allowed in any clinical agency if these requirements are not met.

2. Background Queries – Learning in clinical settings is an essential component of the program of study in nursing. Some health care facilities require information on persons engaged in clinical learning opportunities including, but not limited to, personal health information including: immune status, verification of CPR certification, verification of agency regulations, listing on registered sex offender lists and listing on the U.S. Office of Inspector General’s (OIG’s) Excluded Individuals List. In addition to verifying the currency of immunizations and CPR status, the Division/Department of Nursing Education will query the OIG’s Excluded Individuals List for names of nursing applicants and students. Students whose name appears on that list will not be permitted to participate in clinical settings in which this is a requirement. If a student is unable to fulfill the clinical experiences required by the program of study, the student will be unable to graduate.
3. Be advised that nursing licenses may be denied or disciplined by the Kansas State Board of Nursing (KSBN). Possible grounds for such action may include being guilty of a felony, being guilty of a misdemeanor that involves an illegal drug offense if the KSBN determines that such a person has not been sufficiently rehabilitated to warrant the public trust. Also considered are patterns of practice and other behaviors exhibiting an apparent incapacity to practice nursing. The KSBN will deny licensure in Kansas to an individual who has been convicted of a felony crime against a person. All criminal history must be revealed to and will be evaluated by the KSBN before licensure is granted or denied. KSBN will require fingerprinting in order to conduct background checks with the Kansas/Federal Bureau of Investigation (KBI/FBI).

Non-Acceptance

Qualified applicants not accepted due to space availability may be placed on a waiting list of applicants. The Chair/Director of Nursing Education notifies individuals in order of ranking on the waiting list as openings become available.

Transfer Credit Policy

Nursing courses transferred from another nursing program are evaluated by the appropriate nursing faculty and the Chair/Director of the Division/Department of Nursing Education. Students may petition to the Admission & Progression Committee for acceptance of prior coursework. Credit is granted with the approval of the Director of Enrollment Management for courses that are equivalent to nursing courses

offered at KWU. Courses transferred to meet requirements in the junior and senior year of the nursing curriculum must be upper division courses.

Timeline to Complete BSN Degree

Requirements for the BSN degree must routinely be completed within 5 years of admission to the Division/Department of Nursing Education for generic, transfer, and RN-BSN students. Graduates of nursing programs are expected to be current in their field. Therefore, coursework from nursing courses with an NURS prefix which are more than five (5) years old must be validated. Nursing courses which have been taken more than ten (10) years prior to admission to the nursing program must be retaken. Support liberal arts courses which have been taken more than five (5) years prior to admission to the nursing program will be evaluated on an individual basis.

Validation Methods

Validation of a course may be accomplished by: a) successfully passing a course which makes use of the course content under consideration, b) use of the material of the course in a work situation on a regular basis, c) taking an NLN (or similar organization) test in the discipline (if available), or d) taking a local “test out” examination. Courses which are transferred to KWU to meet requirements for the nursing program which are one (1) hour less than the required KWU course will be accepted as meeting the specific requirement for the program, but students must still meet the 126 credit hour requirement for graduation.

Early Admission Program Policy

Students who have a High School GPA of 3.0 or higher will be given the opportunity to “guarantee” a position in the nursing class (two years after the year of admission) if they fulfill the following criteria:

- Maintain a 3.0 GPA during the freshman and sophomore years at KWU
- Take all of their admission pre-requisite classes at KWU (college courses, up to 15 credits, taken while in high school will be exempted from this criterion.)
- Achieve a grade of C or higher in support courses.

A letter will be sent to students at the time they are admitted to the college, offering them the opportunity to be a part of the Early Admission Program if they have a GPA of 3.0 or higher. Students wishing to be considered for Early Admission will sign a statement of intention and will meet with a Nursing Advisor to plan their curriculum. Eligibility for the Early Admission Program (EAP) will be based on the student’s GPA at the time of graduation from high school. Students will apply to the nursing program just as other students do, but if they meet the criteria listed above they will be placed on the “accepted” list. Students who briefly fall below a 3.0 GPA for one semester may continue on the EAP if they have a cumulative GPA of 3.0 at the time of admission to the program in spring.

CURRICULUM

Bachelor of Science in Nursing Degree Requirements (Total of 126 Credit Hours) (65 nursing credit hours and 61 non-nursing credit hours)

Nursing Credit Hours (65 Credit Hours)

The student must complete all of the following nursing courses
Contact hours refer to actual class and clinical or lab time.

	Credit <u>Hrs.</u>	Contact <u>Hrs.</u>	Term <u>Taken</u>	Grade <u>Rec'd</u>
NURS 153 Nutrition*	3	3	_____	_____
NURS 250 Introduction to Professional Nursing	3	3	_____	_____
NURS 260 Information Management*	2	2	_____	_____
NURS 304 Nursing Interventions	3	3	_____	_____
NURS 306 Clinical I	3	9	_____	_____
NURS 308 Adult Health	4	4	_____	_____
NURS 312 Childbearing, Families, & Women's Health	3	3	_____	_____
NURS 318 Pharmacology	2	2	_____	_____
NURS 320 Issues & Trends in Nursing & Health Care	3	3	_____	_____
NURS 375 Pathophysiology	3	3	_____	_____
NURS 376 Clinical II	5	15	_____	_____
NURS 380 Assessment in Nursing/lab	3	4	_____	_____
NURS 401 Community & Transcultural Health Care	4	4	_____	_____
NURS 402 Children's Health Care	3	3	_____	_____
NURS 414 Evidence-Based Nursing Practice	2	2	_____	_____
NURS 406 Clinical III	5	15	_____	_____
NURS 428 Critical Care Nursing	3	3	_____	_____
NURS 403 Psychiatric Mental Health	3	3	_____	_____
NURS 450 Leadership & Management	3	3	_____	_____
NURS 476 Clinical IV	5	15	_____	_____
Optional Course: NURS 425 Basic Dysrhythmias	2	2	_____	_____

Non-Nursing Credit Hours (61 Credit Hours):

Students must take all of the following **Support Courses (35 credits)**. Courses marked with an asterisk* will meet Liberal Studies requirements. Students must complete all Liberal Studies requirements.

	Credit <u>Hrs.</u>	Contact <u>Hrs.</u>	Term <u>Taken</u>	Grade <u>Rec'd</u>
BIOL 221 Anatomy & Physiology I (with on-campus lab)...	3	4	_____	_____
BIOL 222 Anatomy & Physiology II (with on-campus lab) .	3	4	_____	_____
BIOL 226 General Microbiology (with on-campus lab)*	4	5	_____	_____
CHEM 120 Introductory Chemistry (with on-campus lab)* ...	4	6	_____	_____
PSYC 101 General Psychology*	3	3	_____	_____
SOCI 131 General Sociology* OR				
SOCI 108 Cultural Anthropology*	3	3	_____	_____
EDUC 244 Developmental Psychology*	3	3	_____	_____
BSHS210 Statistical Analysis*	3	3	_____	_____
REPH 111 Introduction to Ethics	3	3	_____	_____
ENGL 120 Introductory English Composition	3	3	_____	_____
ENGL 121 Intermediate English Composition	3	3	_____	_____

Two semesters of foreign language study are strongly recommended and can be used to fulfill Liberal Studies requirements or as elective credit. Additional **Liberal Studies courses (18 credit hours)** include: Speech, History, Fine Arts, Literature, Bible, and Humanities elective. Courses to meet **General electives (8 credit hours)** are also required.

CONTACT INFORMATION

Each student is responsible to ensure the Division/Department of Nursing Education has a current phone number and address on file where they can be contacted. Forms are available from the Administrative Assistant for the Division/Department of Nursing Education.

PROGRESSION POLICY

In addition to University requirements, the student nurse must meet the following requirements for progression in the BSN program:

1. Submit the results of an annual tuberculin skin test at the beginning of each fall semester.
2. Provide evidence of current CPR certification (adult, child, and infant) whenever necessary throughout the program.
3. Earn a grade of C or better in all nursing and required support courses. A student may not progress to subsequent clinical and content-related nursing courses of the program without successfully passing NURS304 Nursing Interventions, NURS306 Clinical I, NURS375 Pathophysiology, and NURS380 Assessment in Nursing. Students who fail to pass one or more of these courses with a grade of C or higher may reapply to the nursing program for the following year.
4. Students who fail to earn a grade of C or better in the clinical content related nursing course* or clinical course** must retake that course the next time it is offered. The student must submit in person **a Student Petition for Repeat** to the Nursing Division/Department Admission and Progression Committee for continuance in the nursing program. A second failure in any one course or a failure in any two clinical content or clinical nursing courses will result in dismissal from the nursing program. Nursing courses taken at another academic institution in which the student has received a grade of D or F will be counted as a failed course at KWU also.
* Clinical content related nursing courses include: NURS304, NURS308, NURS312, NURS401, NURS402, NURS403, NURS428, and NURS450.
** Clinical courses include: NURS306, NURS376, NURS406, NURS407, NURS476, and NURS477.
5. On petition to the full nursing faculty, exceptions to dismissal may be granted by a two-thirds majority vote. Any request for exception to the progression policies must be submitted in writing to the Admission and Progression Committee.
6. Dismissal from the nursing program may result from ethical, legal, or professional conduct unacceptable to the nursing profession.
7. For clinical courses, grades of S/U (Satisfactory/Unsatisfactory) are given. If a student receives a grade of U for a clinical course or any portion of a clinical course, the student must repeat the portion of the clinical course for which he/she received a U. A student must pass all components of a clinical course with a grade of S before progressing to the next clinical course.
8. Clinical and content-related nursing courses must be taken concurrently.

Readmission Policy

After a lapse of one semester, returning students must (1) complete the *Return after Lapse* form through the Enrollment Service Office, (2) complete the *Student Petition for Exception* form and meet with the Admission and Progression Committee to be approved for a position in a nursing course.

If the semester absence was related to a major health problem, a physician's clearance must be submitted in order to return to classes and clinical.

After a lapse of two semesters or more, in addition to the above, a returning student must:

- Re-apply for University admission through the KWU Admissions Office.
- Re-apply for admission to nursing.
- Adhere to the most current catalog requirements.
- Plan with a nursing advisor to develop a degree plan which meets all curricular and program requirements.
- Submit a new physical examination form and current CPR Certification (adult, child, & infant) and current tuberculin skin test results.
- Validate competency in clinical skills.

Advising

Students will be assigned an advisor who is a faculty member in the Division/Department of Nursing Education when they are admitted to the University or when they declare themselves to be a pre-nursing student.

Employment Policy

Unless otherwise qualified, certified or licensed as a specific health care provider (e.g., LPN, LMHT, MSW, RT, OT, PT or other) the student nurse who is employed in a health care setting may work only as an unlicensed assistive personnel.

The number of hours of employment per week should be balanced with the student's educational commitment. Full time employees should consider carrying a partial academic load (6-9 hours); whereas, a full time student should consider working no more than 16-20 hours per week.

KWU nametags and uniform components that would identify a student with Kansas Wesleyan University **must not** be worn during employment in a health care agency.

Representation on Faculty Governance Bodies

Student nurse representatives are appointed to all Division/Department of Nursing Education committees.

Student nurses may also be appointed to serve as student representatives on Kansas Wesleyan University committees.

Graduation Requirements (see Academic Catalog 2011-2012, pages 42-45)

**KWU – Nursing Education
BSN Curriculum Plan
Sample**

Semester I		Semester II	
English I	3	English II	3
Speech	3	Cultural Anthropology/General Sociology	3
Intro to Chemistry (with an on-campus lab)	4	Intro to Arts	3
Nutrition	3	History	3
Wesleyan Challenge	3	Microbiology (with on-campus lab)	4
	16		16
Semester III		Semester IV	
Anatomy and Physiology I – (with an on-campus lab)	3	Anatomy and Physiology II – (with an on-campus lab)	3
Literature	3	Bible	3
Introduction to Ethics	3	Statistics	3
Introduction to Professional Nursing	3	Information Management	2
Developmental Psychology	3	General Psychology	3
	15	Humanities Elective	3
			17
Semester V		Semester VI	
Assessment in Nursing	3	Adult Health	4
Nursing Interventions	3	Childbearing, Families, and Women's Health	3
Pathophysiology	3	Pharmacology	2
Clinical I	3	Issues & Trends in Nursing & Health Care	3
Electives	5	Clinical II	5
	17		17
Semester VII		Semester VIII	
Community & Transcultural Health Care	4	Critical Care Nursing	3
Children's Health Care	3	Leadership & Management in Nursing	3
Evidenced Based Practice	2	Psychiatric Mental Health in Nursing	3
Clinical III	5	Clinical IV	5
	14	Basic Dysrhythmias*	2*
			16

Credits

Nursing Courses	65
Required Support Courses	35
Additional Liberal Studies Courses	18
Electives	8
	<u>8</u>
	126

*Nursing (Elective): may count as 2 hours of the 8 hours of electives needed.

ARTICULATION POLICY FOR RN to BSN STUDENTS

RN-BSN Program: Articulation Policy:

Currently licensed graduates of an accredited diploma nursing program or an accredited associate degree nursing program are eligible to apply for articulation into the Bachelor of Science in Nursing (BSN) degree program. Licensed graduates from out-of-state programs will be individually evaluated. The registered nurse follows these steps for articulation:

1. **Admission to Kansas Wesleyan University (KWU).**
2. **Admission to RN-BSN program.**
 - a. **Complete Admission Application to the Nursing Program.** Applications are available at www.kwu.edu or by contacting the Division/Department of Nursing Education.
 - b. **Achievement of Admission GPA Requirement.** Students must have a cumulative GPA of 2.6 on a 4 point scale. Applicants who have a cumulative GPA between 2.0 and 2.59 may be considered for admission if they have a GPA of at least 2.6 on all pre-requisite support courses for nursing.
 - c. **Completion of Admission Pre-requisite courses.** The registered nurse applicant must complete at least the required support courses for nursing prior to taking the first nursing course. Most of these support courses will meet Liberal Studies requirements. The applicant must complete all of the Liberal Studies requirements for the baccalaureate degree.

Support courses for nursing include the following courses – 35 credit hours: Credit Hrs.

Anatomy and Physiology I & II (with an on-campus lab)	6
General Sociology or Cultural Anthropology	3
General Psychology	3
Developmental Psychology	3
Microbiology (with an on-campus lab)	4
Chemistry (with an on-campus lab)	4
Introduction to Ethics	3
Statistics.....	3
Introductory English Composite.....	3
Intermediate English Composite	3

Two semesters of a foreign language are strongly recommended electives for the BSN student. Additional liberal studies courses (18 credit hours) include Speech, History, Fine Arts, Literature, Bible and Humanities Elective. Courses to meet general electives (8 hours) are also required.

3. Registered nurses must complete all of the following nursing courses – 27 credit hours:

	<u>Credit Hrs.</u>	<u>Contact Hrs.</u>
NURS316 Professional Nursing for the Registered Nurse	3	3
NURS260 Information Management	2	2
NURS380 Assessment in Nursing	3	4
NURS375 Pathophysiology	3	3
NURS401 Community and Transcultural Health Care.....	4	4
NURS407 Clinical IIIB.....	2	6
NURS414 Evidence-Based Nursing Practice	2	2
NURS320 Issues and Trends in Nursing and Health Care	3	3
NURS450 Leadership and Management.....	3	3
NURS477 Clinical IVB.....	2	6

After the registered nurse graduate from an accredited diploma nursing program has successfully completed Professional Nursing for Registered Nurses and two other nursing courses with a grade of C or better, the nurse will be granted 38 upper division escrow credits. After the registered nurse graduate from an associate nursing program has successfully completed Professional Nursing for Registered Nurses and two other nursing courses with a grade of C or better, the nurse will have the lower level courses reclassified as 38 upper division escrow credits. The Bachelor of Science in Nursing Degree requirement for the RN-BSN is 126 credit hours.

The following Division/Department of Nursing Education (DNE) admission and progression policies also apply to the RN-BSN program including: Completion of Pre-requisite Courses, English Not as Primary Language or International Students, Acceptance, Non-Acceptance, Transfer Credit Policy, Timeline to Complete the BSN Degree, Validation Methods, Progression Policies, Readmission Policy, Advising, Employment Policy, Representation on Faculty Governance Bodies, and Departmental Assessment (See DNE generic/transfer policies).

**KANSAS WESLEYAN UNIVERSITY
DIVISION/DEPARTMENT OF NURSING EDUCATION
RN-BSN CURRICULUM PLAN
SAMPLE**

Semester I		Semester II	
Professional Nursing for RN's	3	Issues and Trends in Nursing & Health Care	3
Assessment in Nursing	2	Information Management	2
Assessment in Nursing Lab	1	Leadership and Management	3
Pathophysiology	3	Clinical IV-B	<u>2</u>
Evidence Based Practice	2		10
Community & Transcultural Health Care	4		
Clinical III-B	<u>2</u>		
	17		

Nursing courses	27
Required Support courses	35
Additional Liberal Studies courses	18
Elective courses	8
Escrow credit hours	<u>38</u>
	126 credit hours

Support courses (35 credit hours)

Introductory English Composition
 Intermediate English Composition
 Anatomy and Physiology I & II with an on-campus lab
 General Sociology or Cultural Anthropology
 General Psychology
 Developmental Psychology
 General Microbiology with an on-campus lab
 Introductory Chemistry with an on-campus lab
 Introduction to Ethics, and
 Statistical Analysis

Liberal Studies courses (18 credit hours)

A Speech course
 A History course
 A Fine Arts course
 A Literature course
 A Bible course, and
 A Humanities/Fine Arts course.

***Student must also take elective credits (8 credit hours) along with support courses and Liberal Studies courses for the BSN degree.**

STANDARDS OF PRACTICE

All clinical courses utilize the *ANA Scope and Standards of Practice* (ANA, 2010). Students should purchase a copy of this document. It is available through the KWU Bookstore (Yotee's) in Hauptli Student Center or on the KWU website.

ATTENDANCE POLICY

Theory Policy

1. Students are expected to attend all theory class sessions
2. If a student misses more than $\frac{1}{4}$ of didactic he/she will not be allowed to continue with the course.
3. Students are responsible for obtaining missed lecture notes, handouts, and assignments.
4. Assignments are due the day the student returns after an absence.
5. Tests not taken on the day assigned because of an excused absence must be taken on the first class day that the student returns or at a time prearranged with faculty. Tests given on days when an absence is not excused may not be taken.
6. All assignments are required. If any assignments are missing or incomplete, a failing grade will be assigned. If there are extenuating circumstances, the faculty member may assign an incomplete grade to give the student additional time to complete the assignment(s). (See the policy regarding incomplete work in the KWU Academic Catalog.)

Clinical Policy

1. If a student misses one clinical day, including simulation labs, the faculty member reserves the right to require that the day be made up depending on circumstances related to the absence and/or length of clinical rotation missed.
2. Failure to make up negotiated clinical days that have been mutually arranged will constitute failure in the course.
3. It is the student's responsibility to notify the clinical faculty member of an impending absence at least one hour before clinical. If the faculty member cannot be reached, it is the student's responsibility to notify the clinical unit.
4. If the student does not report the impending absence as required in #3, the absence will be considered unexcused and must be made up in the clinical area to which the student was assigned or with an alternative assignment.
5. All written assignments are required. If any assignments are missing or incomplete, a failing grade will be assigned. If there are extenuating circumstances, the faculty member may assign an incomplete grade to give the student additional time to complete the assignments.

6. Students participating in athletics are responsible for notifying the faculty in writing at the beginning of the semester of his/her practice/game schedule and tournament schedule when determined, in order to arrange make-up days and times if applicable.
7. The clinical faculty member or clinical unit is to be notified if a student expects to be tardy. Persistent tardiness is not acceptable and may, at the faculty member's discretion, result in an additional clinical assignment.
8. Exceptions to this policy need to be submitted to, and approved by, the Division/Department of Nursing Education faculty.

ESCROW POLICY FOR GRADUATES OF DIPLOMA AND ASSOCIATE DEGREE PROGRAMS IN NURSING

After the registered nurse graduate from an accredited diploma nursing program has successfully completed Professional Nursing for Registered Nurses and two other nursing courses with a grade of C or better, the nurse will be granted 38 upper division escrow credits. After the registered nurse graduate from an associate nursing program has successfully completed Professional Nursing for Registered Nurses and two other nursing courses with a grade of C or better, the nurse will have the lower level courses reclassified as 38 upper division escrow credits. The Bachelor of Science in Nursing Degree requirement for the RN-BSN is 126 credit hours. The Division/Department Chair/Director notifies Enrollment and Financial Services Office to release the credits from escrow.

ASSESSMENT REQUIREMENT FOR BSN STUDENTS University Assessment

All students graduating from Kansas Wesleyan University are required to participate in the university assessment process. This process is found in the 2011-2012 Academic Catalog. While graduation is not contingent on performance levels in assessment, diplomas and transcripts will be placed on "hold" for any student who does not complete all assessment requirements.

University requirements include:

PRIOR TO ENTRY

ACT Exam

SENIOR YEAR

Senior Departmental Exam

Assessment Exit Interview

Graduation Survey

Division/Department of Nursing Education Exit Survey

ALUMNI

1st and 5th Year Post Graduation Surveys

Departmental Assessment

Student Nurses will be expected to take the National League for Nursing Baccalaureate Nursing Achievement Examination during their last semester in the nursing program. This is the departmental exam used in the assessment program of the university. Student nurses will also take Assessment Technology Institute (ATI) Computer Adaptive Test(s) for assessment of readiness for the NCLEX-RN exam.

1 year and 5 years Post Graduation Surveys

A survey will be sent to graduates and employers at 1 year and 5 year intervals after students have graduated with the BSN. These surveys contain questions related to the program outcomes, student learning outcomes, format, and satisfaction, employment and professional involvement. Students and employers are asked to return these surveys as soon as possible after receiving them so that the Division/Department of Nursing Education is able to use this information for ongoing assessment of the nursing program.

GRADING POLICY

Due to the professional nature of nursing practice and the requirement for passing the NCLEX-RN examination in order to practice, the grading scale for nursing is slightly higher than for many general education courses. Current grades are maintained on the KWU Learning Management System (LMS) for student viewing as courses progress. The following grading scale will be used in all required nursing courses for the Bachelor of Science in Nursing Degree Program:

92-100	A
84-91	B
76-83	C
65-75	D
64-Below	F

Notification and Closure for students who fail a nursing course:

When a student receives less than a “C” in a nursing course, the course faculty will notify the student of the course failure. Formal notification by letter will be sent from the Chair/Director of the Division/Department of Nursing Education to the student.

DRESS CODE GUIDELINES

Students are expected to be clean, neat, and professional in their appearance. These guidelines are to be followed in clinical areas. For clinical activities at sites other than the hospital setting, dress codes are provided in the course syllabi.

Uniforms and Equipment

1. For women: dark purple uniform skirt (below knee length) or dark purple uniform pants (drawstring or elastic) with dark purple school scrub top (tunic or snap front). Students should consider that stooping, lifting, and bending are involved during patient care. Uniforms must allow for this unrestricted movement. Uniforms must not be revealing because of length, tight fit, or neckline.

For men: dark purple pants (drawstring or elastic) with dark purple school scrub top (tunic or snap front).

For RN-BSN students only (men or women): dark purple polo shirt with white or dark purple pants (drawstring or elastic).

Pants must not drag on the floor.

For all students:

- White lab jacket with KWU name tag or purple uniform required when researching clinical assignment. Shorts, miniskirts, jeans, or sweats are not acceptable.
 - White athletic or uniform shoes with no color markings. No clogs or sandals.
 - Uniforms must be ordered from Vanderbilt's in Salina, Kansas. The KWU seal will be embroidered on the right, and first name and last initial will be embroidered on the left at Salina Embroidery in Salina, Kansas.
 - For RN-BSN students only: dark purple polo shirt. KWU seal must be embroidered on the right at Salina Embroidery in Salina, Kansas.
 - A white knit shirt with three-quarter length sleeves may be worn under the school scrub top. (A white short sleeved t-shirt may be worn under the school scrub top, but the short t-shirt sleeves must be completely covered by the scrub top sleeves and the hem must be tucked into waistband.)
 - Hose for women wearing skirts, white socks for women wearing pants, and white socks for men.
 - Wristwatch with second hand or visible digital readout.
 - Stethoscope required. (May order through SNO after beginning of fall semester.)
 - Bandage scissors and hemostat recommended.
2. No necklaces. Rings are limited to one ring or a wedding set per hand. Dangle and hoop earrings are not allowed due to potential for injury. Post-style earrings are suggested. Earrings are limited to the ears and only one earring per ear. Visible jewelry, attached to other parts of the body, will not be allowed to be worn. Tongue jewelry must be removed if it interferes with communication and/or patient care.
 3. Tattoos should be covered as much as possible.
 4. Sweaters, coats, or lab jackets are not to be worn while giving direct patient care because of the possibility of cross contamination and/or loss of identification as a student nurse. (At the discretion of the faculty, students may wear purple scrub jackets with the KWU seal embroidered on the right, and first name and last initial will be embroidered on the left at Salina Embroidery in Salina, Kansas).
 5. Long hair should be off the collar or tied back away from the face.
 6. Beards, mustaches, sideburns, and goatees must be kept trimmed, neat and cut close to the face, and should not contaminate the patient's field of care.
 7. Perfume, cologne, or scented lotions are to be avoided.
 8. Fingernails are to be trimmed short. Fingernail polish in clear or light shades only. Artificial nails are not permitted.
 9. For students who smoke:
First, smoking is harmful to your own health. If you are interested in smoking cessation assistance, there are resources in Salina from which you can get help. Secondly, the effects of the use of tobacco prior to or during the period of time when you are providing patient care can be offensive to your patients. Some patients with respiratory ailments may be adversely affected by the smell of smoke or tobacco residue left on you. All patients have the right to refuse care from personnel whom they find objectionable. You may be asked to change your uniform before continuing with patient care. Further, if your patient(s) ask for a change in your assignment, the faculty and staff will honor that request.

Additional guidelines for specialty areas where the hospital provides scrubs (the hospital no longer provides scrubs for nursing, labor and delivery, or mother/baby):

1. No fingernail polish in the operating room, nursery, labor and delivery or mother-baby units.
2. Rings/watches must be removed prior to scrubbing; only watches are to be worn in the nursery, labor and delivery, or mother-baby unit.
3. KWU nametag. All BSN students must order their name tags through Yotee's Bookstore in Hauptli Student Center. KWU name tags for BSN and RN to BSN students will be engraved as follows:
 - BSN students name tag should have first name and initial only of last name and *BSN student* listed under name. KWU will also be on name tag.
 - KWU will be responsible for issuing the SRHC Secure Access/Elevator badges to the students and tracking the badges.
 - Any student leaving the program will immediately surrender the badge.
 - Lost or stolen badges will be report immediately to Organizational Development and to a KWU Nursing Faculty Member. Any lost or stolen badge will be replaced at a cost of \$5 to the student whom it was issued. At that time, the student will be responsible for paying the cost of the missing badge.
 - Students and faculty will not allow hospital visitors and guests access to secure areas with these badges.

If these guidelines are not followed, the student may be sent home at the discretion of the faculty member.

LICENSURE LIMITATIONS

Be advised that nursing licenses may be denied or disciplined by the Kansas State Board of Nursing (KSBN). Possible grounds for such action may include being guilty of a felony, being guilty of a misdemeanor that involves an illegal drug offense if the KSBN determines that such a person has not been sufficiently rehabilitated to warrant the public trust. Also considered are patterns of practice and other behaviors exhibiting an apparent incapacity to practice nursing. The KSBN will deny licensure in Kansas to an individual who has been convicted of a felony crime against a person. All criminal history must be revealed to and will be evaluated by the KSBN before licensure is granted or denied. KSBN will require fingerprinting in order to conduct background checks with the Kansas/Federal Bureau of Investigation (KBI/FBI).

STUDENT COMMUNICATIONS/NOTIFICATION OF CHANGE TO KWU AND/OR DNE POLICY

1. Students are responsible for accessing official KWU communications via their **KWU e-mail address** and the MyKWU LMS website. If you do not have a KWU e-mail address, contact Jay Krob at jayk@kwu.edu or 785-827-5541, ext. 2213 to get one set up as soon as possible.
2. Students are also responsible for reading information posted on the student bulletin board and on the KWU and DNE websites. Policy changes will be posted on the KWU DNE website, DNE student bulletin board, and emailed or mailed to all nursing students.

3. Personal communication devices are not to be used for personal use in the classroom or clinical areas. This includes, but is not limited to cell phones (texting, conversations, photographing), cameras (photographing), and Personal Digital Assistants (PDAs). Additionally, refer to KWU cell phone etiquette in the KWU Student Handbook.

NURSING SKILLS LABORATORY USAGE

1. No food or drink is to be prepared or consumed in the lab.
2. Please keep the nursing skills laboratory picked up. Put away items that have been used and keep beds made and clean.
3. Nursing Intervention's teaching videos for critical elements can be checked out from the Division/Department's **to be used in the laboratory only or Peters Hall of Science room 318**.
4. When using computers in the nursing skills laboratory please follow posted rules.

COMPUTER USAGE IN THE NURSING SKILLS LABORATORY

1. No food, drinks or tobacco in the computer area.
 2. Priority of computer usage is given to students working on class assignments.
 3. To keep our computers running effectively, all user files will be deleted from the hard drive periodically. Please save your files. The Division/Department of Nursing Education is not responsible for your data files.
 4. This computer equipment is for the exclusive use of KWU nursing students and faculty. Children, friends, family and others are not allowed to use this computer equipment. If you bring your children with you to the computer area, please keep their activities away from the computer equipment. You will be held responsible for any damage they may cause.
 5. Installation, removal or modification of hard drive data and programs will be performed **ONLY** by qualified personnel. If you wish a program to be modified, installed or removed, it must first be approved by the Division/Department of Nursing Education or the Director of Information Systems.
 6. These computer systems have only licensed and legal software. Any illegal software programs on the hard drives will be deleted at the discretion of the Division/Department of Nursing Education or the Director of Information Systems.
 7. Students should refer to the KWU Academic Catalog for Policies regarding Computer Usage on Campus.
 8. The printer is to be used only for course work or school related activities. No large documents or personal material may be printed.
- ✓ **PLEASE NOTE: Students who do not adhere to these policies jeopardize losing all computer privileges. Their names will be submitted to the Provost for further action.**

LIABILITY INSURANCE

Students are covered during their clinical experience through a clause in the University's insurance policy. Students are not covered by the University's insurance policy during employment in a health care setting.

EMPLOYMENT POLICY

1. Unless otherwise qualified, certified or licensed as a specific health care provider (LPN, LMHT, MSW, RT, OT, PT or other) the student nurse who is employed in a health care setting may work only as an unlicensed assistive personnel (UAP).
2. The number of hours of employment per week should be balanced with the student's educational commitment. Full time employees should consider carrying a partial academic load (6-9 hours); whereas, a full time student should consider working no more than 16-20 hours per week.
3. KWU nametags and uniform components that would identify a student with Kansas Wesleyan University **must not** be worn during employment in a health care agency or during activities not associated with being a KWU nursing student.

CPR CERTIFICATION

The Division/Department of Nursing Education accepts the American Heart Association and the American Red Cross Adult, Child, and Infant CPR Certification.

1. All students enrolled in the Division/Department of Nursing Education are required to demonstrate current Adult, Child, and Infant CPR certification, from either the American Heart Association or the American Red Cross, before beginning clinical courses.
2. It is the student's responsibility to attend a CPR certification/recertification course outside scheduled class time.
3. If needed, one American Heart Association Adult, Child, and Infant CPR certification class will be taught during the month of September by Kansas Wesleyan University faculty. This class is open to students. Pre-enrollment is required since the class size is limited. The fee will be announced.
4. It is the student's responsibility to provide a **photocopy** of CPR certification to the Division/Department of Nursing Education.
5. A student will not be permitted to enter the clinical area until a photocopy of current CPR certification is on file in the Nursing Education Office. **NO EXCEPTIONS!**
6. Clinical days missed because of expired CPR certification or lack of proof of current CPR certification will be counted as clinical absence requiring mandatory clinical make up assignment.

STUDENT HEALTH POLICIES

INCIDENTAL NEEDLE STICK INJURY

In the event that a student is exposed to a needle stick, the following steps will be observed:

1. Determine if the student was injured with a clean or contaminated needle. Puncture wounds from clean needles do not require special care.
2. Fill out the clinical facility's report for needle stick injury.
3. Follow the clinical facility's policy for an incidental needle stick injury.
4. If no policy exists, and the injury is from a contaminated needle, the following steps will be followed:
 - a. Notify the patient's and student's physicians to secure orders to perform hepatitis screening and HIV antibody test on the patient and student when the patient is identified. Blood work on the student serves as a baseline if disease should develop. Inform the patient of the incident and explain the need for the blood work and who will be charged.
 - b. The student is responsible for all expenses incurred for injuries during clinical, observational, or other learning experiences.
 - c. If the patient refuses to have the blood work drawn, continue with the protocol for the student.
 - d. If the student refuses to have the blood work drawn, have he/she must sign a release of responsibility.
 - e. Recommended follow up is as follows: a) If the source patient is negative for HIV and has no clinical manifestations of AIDS, no further follow up is required; b) if the source patient tests positive for HIV or if the patient is unknown, follow up testing is recommended at six weeks, three months, and six month.

HEALTH INSURANCE

In order to acquire the best coverage at the lowest possible price, all full-time students are enrolled in an accident and sickness insurance plan. The cost of the policy is included in tuition and fees and serves as a secondary insurance policy (student **must have** their own health insurance to receive any benefits from this **secondary policy**). Additional information on coverage and claims is available in the KWU Office of Student Life.

Kansas Wesleyan University does not have a campus health service. If a student needs medical treatment, the Office of Student Life will arrange an appointment for the student with a physician as soon as possible. The student is directly responsible for payment for services including office and emergency room fees.

In order to maintain mental health, students are encouraged to utilize professional counseling services when desirable or necessary.

**KANSAS WESLEYAN UNIVERSITY
DIVISION/DEPARTMENT OF NURSING EDUCATION
GUIDELINES FOR HEALTH AND DOCUMENTATION REQUIREMENTS FOR NURSING
STUDENTS**

Student health and documentation requirements are intended to protect nursing student and the patients the student is in contact with. Per the contractual agreements between Kansas Wesleyan University and clinical agencies, all students must comply with health and documentation requirements in each clinical facility. The following process is followed for health and documentation requirements:

Each semester the Chair/Director, or designee, for the Division/Department of Nursing Education (DNE) will compile all students' health and documentation requirements of the following:

Medical History Form	Polio Vaccine
Physical Exam Form	Measles Immunity
Tetanus Vaccine (with expiration date)	Mumps Immunity
Tuberculosis Screening (every year)	Rubella Immunity
Hepatitis B Vaccine (3 series)	Varicella (Chickenpox) Vaccine/Immunity

NEW STUDENTS:

The DNE office will send out a packet to each student entering in the junior year of the BSN program, listing health and documentation requirements needed prior to commencement of classes each fall, specifically **before clinical rotations begin each semester.**

PROGRESSING STUDENTS:

At the beginning of each semester, the Chair/Director, or designee, will notify students and the appropriate nursing faculty member of those students who have not submitted all health and documentation requirements. The Chair/Director, or designee, will indicate the expiration dates of immunizations and CPR for the semester. Additionally, students will be reminded throughout the semester of impending expiration dates.

1. Those students notified by the Chair/Director, designee, or faculty member will need to submit necessary health and documentation requirements to the nursing office prior to returning to clinicals. The Chair/Director, or designee, will notify faculty when the health and documentation requirements have been submitted.
2. This process will be updated as needed to remain in compliance with our contractual agreements between KWU's DNE and clinical agencies.

OTHER REQUIRED CLINICAL AGENCY DOCUMENTATION:

Other required documentation must be submitted by the student to the nursing office prior to attending the clinicals.

- Salina Regional Health Center World Class Service Form (annually)
- Salina Regional Health Center Safety/HIPPA Test (annually)
- Salina Regional Health Center Confidentiality Statement (annually)

CPR REQUIREMENTS:

Current Infant, Child, and Adult CPR certification is required prior to any clinical experience and must remain current during the entire clinical course. Only courses approved by the American Red Cross or American Heart Association that include hands-on skills verification are acceptable. Documentation of current CPR certification must be submitted to the nursing office. Verification of current CPR certification is completed every semester by the course coordinator/faculty of the clinical course(s). Failure to comply with the CPR requirement will result in the inability of the student to attend clinical experience and fulfill clinical course requirements. This may ultimately result in the student failing the clinical course.

COMMUNICABLE DISEASES:

Students in clinical rotations are presumed to be healthy. If any of the following occur during clinical rotations, the student is subject to exclusion or assignment modification as defined by the Center for Disease Control (CDC) Guidelines for Infection Control in Health Care Personnel.

- Streptococcal infections of the throat
- Herpes Simplex
- Diarrhea accompanied by abdominal cramping and fever
- Staphylococcal infections
- Infectious hepatitis
- Tuberculosis
- Vomiting
- Fever of 100 degrees or above

Failure to comply with the Health and Documentation requirements will result in the inability of the student to attend clinical experience and fulfill clinical course requirements. This may ultimately result in the student failing the clinical course. All missed clinical days must be made up according to guidelines in each course syllabus. Students may return to clinical when all missing health and documentation requirements have been submitted to the Division/Department of Nursing Education.

I have read and understand the implications of the previous information.

Student's Signature

Date

New 6/3/02
Revised 8/21/03; 4/26/04; 4/25/05; 6/9/11

**KANSAS WESLEYAN UNIVERSITY
DIVISION/DEPARTMENT OF NURSING EDUCATION
HEALTH REQUIREMENTS CHECKLIST**

Complete and return the following forms supplied in this packet:

- _____ 1. Medical History Form: (supplied in this packet)
- _____ 2. Medical Release Form: (supplied in this packet)
- _____ 3. Physical Examination: (within the last year, provided by a licensed healthcare provider, form supplied in packet along with a list of “Functional Abilities” as required for nursing students)
- _____ 4. Guidelines for Health and Documentation Requirements for Nursing Students (supplied in this packet)

Provide documentation of the following immunization requirements:

- _____ 5. Tetanus Vaccine: (within the last 10 years)
- _____ 6. Tuberculosis Screening: Negative TB skin test (PPD) within the last year, or a negative chest x-ray if the student has a history of positive TB skin test. TB skin testing must be repeated yearly.
- _____ 7. Hepatitis B Vaccine: Nursing Students: Students and instructors should be advised of the risk of Hepatitis B and that Hepatitis B vaccine is required prior to beginning a clinical rotation. Any student or instructor refusing the Hepatitis B vaccine must sign a waiver stating that he/she has been advised of the risks and that an informed decision to refuse the vaccine has been made.
- _____ 8. Polio Vaccine Series: The student will be considered immune if a copy of documentation form shows proof of immunity or a titer may be drawn to determine immunity. (Form supplied in packet.)
- _____ 9. Measles, Mumps, Rubella (MMR):
 - a. Measles (Rubeola) Immunity:
 - i. The student will be considered immune if a copy of documentation shows:
 - 1. Born before 1957 **OR**
 - 2. If born in 1957 or after, there must be written documentation from a healthcare provider of:
 - a. 2 measles vaccinations or 2 MMR’s after the first birthday **OR**
 - b. Physician diagnosed measles **OR**
 - c. Laboratory test (titer) showing proof of immunity
 - ii. The student will be considered susceptible if these requirements are not met.
 - iii. **ACTION:**
 - 1. If there is no documentation of any measles vaccination, 2 doses of live measles vaccination or 2 MMR’s must be given.
 - 2. If there is documentation of one measles or MMR vaccine, then one measles or MMR must be given **OR** a laboratory test can be done to determine immunity.
 - b. Mumps Immunity:
 - i. The student will be considered immune if a copy of the documentation shows:
 - 1. 2 mumps vaccinations or 2 MMR’s after first birthday **OR**
 - 2. Physician diagnosed mumps **OR**
 - 3. Laboratory testing shows immunity
 - ii. The student will be considered susceptible if these requirements are not met.
 - iii. **ACTION:** Two mumps **OR** 1 MMR vaccine must be given.

- c. Rubella Immunity:
 - i. The 1957 birth year exception does not apply to Rubella immunity as referenced above. The student will be considered immune if there is a copy of written documentation from a health care provider of:
 - 1. One vaccination with live rubella or MMR vaccine after the first birthday **OR**
 - 2. Laboratory testing shows immunity.
 - ii. The student will be considered susceptible if these requirements are not met.

SUMMARY: MINIMUM IMMUNIZATION REQUIREMENTS IF THE OTHER CONDITIONS OF IMMUNITY ARE NOT MET:

- 2 MMR'S AFTER THE FIRST BIRTHDAY
- Pregnancy: If you are pregnant, Rubeola and Rubella (Measles) vaccines cannot be administered. Laboratory testing will have to be done to determine immunity, if proof of immunity cannot be provided. If you are not immune, you must be advised of the risks of disease during pregnancy and that any exposure to disease must be reported to your clinical nurse faculty member and INFECTION CONTROL IMMEDIATELY at the appropriate clinical agency. You must then provide proof of adequate immunization following the pregnancy.

- _____ 9. Varicella (Chickenpox) Immunity: (form supplied in packet)
- a. The student will be considered immune if:
 - i. A statement of positive history of chickenpox is obtained **OR**
 - ii. If you are unsure of your history, a physician or relative is able to verify that you have had chickenpox **OR**
 - iii. There is laboratory evidence of immunity **OR**
 - iv. There is written documentation of adequate varicella vaccination (2 doses of vaccine).
 - b. The student will be considered susceptible if these criteria are not met.
 - c. **ACTION:** Nursing students must have a varicella titer drawn to determine immune status if the conditions of immunity are not met. Susceptible students cannot care for patients infected with chickenpox or shingles. Exposure to chickenpox or shingles requires exclusion from clinical assignments during days 10-21 post exposure. Chickenpox disease requires exclusion from the facility until all lesions are crusted over and there are no new lesions. The varicella vaccine can be obtained from the students' healthcare provider if they prefer to be vaccinated. The vaccine is given in two doses, one month apart. The cost is approximately \$40 per dose. Any susceptible students choosing not to be vaccinated must sign a waiver indicating that they have been informed of the conditions of exposure and/or disease and that they have made an informed decision to not be vaccinated.

If the student will not be in patient care areas or will have limited patient contact, he/she will be required to have a varicella titer drawn, but must be advised that any exposure must be reported to Infection Control at the clinical site promptly. The student will be excluded from the clinical facility from 10-21 days following exposure.

ALCOHOL AND DRUG POLICY

In keeping with the responsibility of the nursing profession for protecting the public from harm while providing nursing care, clinical agencies, and/or the Division/Department of Nursing Education may ask that nursing students submit to drug screenings. Students will pay all fees for such screenings unless clinical agencies provide this service for students. If upon request the student does not comply, it would be grounds for immediate dismissal. Students may be required to have drug screening if they appear impaired while in the nursing program.

Until results are obtained, the student will remain in the clinical setting but not have patient contact. If the test returns positive, students will contact their faculty and the Chair/Director. Positive results may be grounds for immediate dismissal. If the results are negative, time spent waiting for the test results will be counted as clinical time.

Adopted 4/25/05

PREGNANCY

Students who are diagnosed with a pregnancy are to provide a health care provider (physician, PA, or ARNP) release to attend clinical activities to the course faculty and the Chair/Director of the nursing program. If there are any activity limitations, these must be specified. A health care provider release to return to clinical activities is also required following delivery.

BACKGROUND QUERIES

Learning in clinical settings is an essential component of the program of study in nursing. Some health care facilities require information on persons engaged in clinical learning opportunities including, but not limited to personal health information including: immune status, verification of CPR certification, verification of agency regulations, listing on registered sex offender lists and listing on the U.S. Office of Inspector General's (OIG's) Excluded Individuals list. In addition to verifying the currency of immunizations and CPR status, the Division/Department of Nursing Education will query the OIG's Excluded Individuals List for names of nursing applicants and students. Students whose name appears on that list will not be permitted to participate in clinical settings in which this is a requirement. If a student is unable to fulfill the clinical experience required by the program of study, the student will be unable to graduate.

KANSAS WESLEYAN UNIVERSITY DIVISION/DEPARTMENT OF NURSING EDUCATION GRIEVANCE PROCEDURES

The Kansas Wesleyan University Division/Department of Nursing Education Grievance Procedure is based on administration, faculty, and student beliefs as outlined in the National Student Nurses' Association (NSNA) Student Bill of Rights and Responsibilities for Students of Nursing.

They are as follows:

THE BILL OF RIGHTS AND RESPONSIBILITIES

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom; students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the student's freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, life style, disability or economic status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, or used as a basis of evaluation.
8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the condition of this disclosure.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty student council, student membership or representation on faculty committees.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the students to know these regulations. Grievance procedures should be available for every student.
15. As citizens and members of an academic community, students are subject to the obligations, which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.
16. Students have the right to belong, or refuse to belong, to any organization of their choice.
17. Students have the right to personal privacy in the living space to the extent that the welfare and property of others are respected.
18. Adequate safety precaution should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

The Student Bill of Rights and Responsibilities shall be recognized by administration, faculty, and students, and any violations of such bill shall be brought to the attention of the Grievance Committee for action.

GRIEVANCE PROCESS

The Grievance Committee shall be composed of two students and three nursing faculty. Concerning BSN grievances, the two students shall be the junior year class President and the senior year class President as elected each year by their peers. Faculty members on the Committee shall be chosen by the faculty. If the grievance is against a member of the Committee, the aggrieved member shall abstain from the Committee while his/her grievance is being considered. The Committee shall then appoint someone to take that member's place.

The Grievance Committee shall be responsible for addressing all non-grade grievances (e.g. dishonesty, classroom behavior, clinical incidents, student-to-student conflicts, student-to-faculty conflicts, and Kansas State Board of Nursing reporting situations.)

The Committee may also review other grievances not necessarily included in the Student Bill of Rights as determined appropriate by nursing administration, faculty, and students.

The Grievance Committee has the responsibility and the authority to initiate the following actions: to set the procedure of appeal into motion or to determine that the substance of the grievance does not meet the Committee's responsibility.

The Committee shall meet as a situation arises. All involved persons shall be informed in advance as to the date, time, and place of these meetings. Any student shall have the right to ask for an "emergency meeting" of the Grievance Committee.

Accurate records, including complete minutes, and in individual cases, a verbatim record, shall be kept on file for all meetings of the Committee. Even when tape recordings are used, written minutes to officially document proceedings must be prepared. These minutes shall be signed by the two recording secretaries, who shall be one faculty member and one student on the Committee.

The student appearing before the Grievance Committee shall have the right to have a student peer, faculty member, or administrator of the university with him/her at the meeting.

Reasonable evidence, names of prospective witnesses, and background material concerning the case should be submitted in writing to the Committee at least three days prior to the date when the case is to be discussed. The evidence shall be relevant to the issues and not discussed by Committee members prior to the formal meeting.

Any charges against the student or faculty member shall be in writing and be made available to both the committee and the student or faculty member at least 14 days before his/her scheduled appearance.

The student should be given full opportunity to present evidence and witnesses that are relevant to the issue at hand. He/she shall also be given the opportunity to question any witnesses against him/her and also be informed of any evidence against him/her and its source.

The student shall be allowed to continue class (clinical at the discretion of the faculty involved) as usual until the committee has reached a decision. However, if the student is considered to present immediate danger to patient welfare, he/she shall be removed from clinical practice areas.

Group grievances shall be presented to the committee by one representative of the group. The representative may then appoint a student peer, faculty member, or administrator of the university to appear with him/her.

The faculty recording secretary will forward the decision of the committee in writing to the student and the Chair/Director of the Division/Department within one week of hearing the case.

The student has a "right of appeal" for decisions made by the Grievance Committee as outlined in the Kansas Wesleyan University Academic Catalog under "Appeals Process".

Any concerns regarding the university's policies and/or the community standards are addressed in the KWU Academic Catalog and the KWU Student Handbook & Calendar.

References: Kansas Wesleyan University Academic Catalog 2011-2012
 Kansas Wesleyan University Student Handbook and Calendar 2011-2012
 The Bill of Rights and Responsibilities for Students of Nursing, National Student Nurses' Association, Inc., 2011.

GOVERNANCE, KWU STUDENT PARTICIPATION

The faculty of Kansas Wesleyan University is organized to develop the overall curriculum and to approve curricular changes, act on academic policies and policies affecting the faculty, such as employment, promotion and tenure policies. Students have the opportunity to serve on a variety of committees appointed to carry out the work of the Faculty. A student representative also has contact with the Administrative Cabinet and Board of Trustees.

The Division/Department of Nursing Education has adopted Rules and Regulations to assure the smooth operation of the Division/Department, including its faculty members and students. One representative and one alternate are selected from the junior class, senior class, and the RN-BSN program, for representation at Nursing Division Organization meetings. The selected students are expected to attend every meeting and have voting privileges. Students are to report back to their classes about items of interest and about decisions affecting them. Student representatives may be excluded from discussions concerning other students.

Student representatives are appointed to various committees within the Division/Department of Nursing Education to assure their input. The following committees have student representatives:

- | | |
|---|---|
| Curriculum Committee | (1) One student representative and (1) one alternate from the junior year, the senior year, and the RN-BSN Program. |
| Nursing Division Organization (NDO) | (1) One student representative and (1) one alternate from the junior year, the senior year, and the RN-BSN Program. |
| Admission and Progression Committee (A&P) | (1) One student representative and (1) one alternate from the junior year, the senior year and the RN-BSN Program. The students attend only meetings for policy development and revision. |
| Student Activities Committee (SAC) | Junior year class President and one alternate. Senior year class President and one alternate. RN-BSN Program student and one alternate, and Student Nurses Organization President and Vice-President. |

The Student Nurses Organization (SNO), which was formed in the fall of 1991, is a club open to all pre-nursing students, BSN students, and RN-BSN students.

KWU student organizations are described in the KWU Student Handbook and Calendar. Nursing and pre-nursing students are encouraged to participate as their schedules permit.

PRECEPTOR GUIDELINES FOR BACHELOR OF SCIENCE IN NURSING DEGREE PROGRAM

DEFINITION:

A preceptor is a licensed registered professional nurse in Kansas who provides supervision of learning experiences for a student in a clinical setting.

PURPOSES:

The purposes of using preceptors in the education of nursing students are to:

1. Provide role models for nursing students.
2. Expose nursing students to the expertise of other practicing nurses.
3. Provide greater variety of learning experiences and/or those unique to a particular setting.
4. Strengthen the integration of theory and practice.

PLACEMENT:

Preceptored experiences may be used in clinical courses after NURS 304 Nursing Interventions is successfully completed.

SELECTION CRITERIA FOR PRECEPTORS:

1. Must be an R.N. with experience in the assigned clinical area.
2. Must be willing to participate as a preceptor for nursing students.
3. Should be a positive role model both as a practitioner and as a member of the nursing profession.
4. Should have prior experience in assisting with the selection of learning experiences and the evaluation of student nurses.

SELECTION PROCESS:

Potential preceptors may volunteer or may be nominated by faculty members or clinical supervisors.

EXPECTATIONS OF THE FACULTY MEMBER (COURSE COORDINATOR):

1. Provides an orientation to the course objectives and desired learning experiences to the preceptor.
2. Guides the preceptor in planning student assignments and clinical experiences.
3. Validates the student's ability to perform a broad array of nursing skills.
4. Emphasizes opportunities for student leadership.
5. Assists students in applying problem-solving techniques to clinical situations.
6. Promotes student self-evaluation of the effectiveness of his/her clinical performance.
7. Retains overall responsibility for selection of learning experiences and evaluation of student performance.

EXPECTATIONS OF THE PRECEPTOR:

1. Orients the student to the facility, the staff, patient population, and its policies.
2. Serves as a role model for the practice of nursing in a specific area.
3. Guides the student in the planning, organization, and implementation of clinical experiences.

4. Promotes autonomy of functioning for the student when and where appropriate.
5. Provides constructive criticism in the form of regular feedback and evaluation.
6. Works with student and course coordinator in the selection of high quality learning experiences for the student.
7. Reports any concerns regarding errors or quality of care promptly to the student and course coordinator.
8. As appropriate, signs the signature sheet validating the student experience at the end of the student learning experience.

EXPECTATIONS OF THE STUDENT:

1. Participates in the selection of learning experiences.
2. Modifies previously acquired knowledge and skills to meet the needs of client populations specific to the course.
3. Demonstrates ability to perform procedures safely and effectively.
4. Participates in self-evaluation using specified objectives and criteria.
5. Strengthens time management and organizational skills.
6. Contributes to the improvement of nursing care at the site through projects, teaching, staff development programs, or other means.

LEGAL QUALIFICATIONS FOR RN LICENSE

Individuals entering a profession such as nursing need to be aware of the factors affecting their licensure on completion of the educational program. Many of these same factors are included in the student evaluations during the program as one develops the professional behaviors necessary to practice nursing. The student needs to be cognizant of the statutes and rules and regulations governing nursing prior to entering a nursing program, while enrolled and at the time of applying for licensure. The information provided here is taken directly from KANSAS NURSE PRACTICE ACT; LAWS AND ADMINISTRATIVE RULES AND REGULATIONS, REVISED Feb. 2011.

65-1115. Licensure of professional nurses; qualifications of applicants; examination; refresher course; renewal license; title and abbreviation; temporary permit; exempt license.

- (a) Qualifications of applicants. An applicant for a license to practice as a registered nurse shall:
 - (1) have graduated from an approved school of professional nursing in the United States or its territories or from a school of professional nursing in a foreign country which is approved by the board as defined in rules and regulations;
 - (2) have obtained other qualifications not in conflict with this act as the board may prescribe by rules and regulation; and
 - (3) file with the board written application for a license.
- (b) Applicant deficient in qualifications. If the board finds in evaluating any applicant that such applicant is deficient in qualification or in the quality of such applicant's educational experience, the board may require such applicant to fulfill such remedial or other requirements as the board may prescribe.
- (c) License.
 - (1) The board shall issue a license to an applicant to practice as a registered professional nurse who has:
 - (A) Met the qualifications set forth in subsections (a) and (b);
 - (B) Passed a written examination as prescribed by the board; and
 - (C) No disqualifying factors under K.S.A. 65-1120 and amendments thereto.
 - (2) The board may issue a license to practice nursing as a registered professional nurse to an applicant who has been duly licensed as a registered professional nurse by examination under the laws of another state or territory if, in the opinion of the board, the applicant meets the qualifications required of a registered professional in this state. Verification of the applicant's licensure status shall be required from the original state of licensure.

- (3) Refresher course. Notwithstanding the provisions of subsections (a) and (b), an applicant for a license to practice as a registered professional nurse who has not been licensed to practice professional nursing for five years preceding application shall be required to successfully complete a refresher course as defined by the board.
- (4) Renewal license. A licensed professional nurse licensed under this act shall be eligible for renewal licenses upon compliance with K.S.A. 65-1117 and amendments thereto.
- (5) Licensure examination within 24 months of graduation.
 - (A) Persons who do not take the licensure examination within 24 months after graduation shall petition the board for permission prior to taking the licensure examination. The board may require the applicant to submit and complete a plan of study prior to taking the licensure examination.
 - (B) Persons who are unsuccessful in passing the licensure examination within 24 months after graduation shall petition the board for permission prior to subsequent attempts. The board may require the applicant to submit and complete a plan of study prior to taking the licensure examination a subsequent time. The study plan shall contain subjects related to deficiencies identified on the failed examination profiles.
- (6) An applicant for initial licensure or endorsement will be held awaiting completion of meeting qualifications for a time period specified in rules and regulations.
- (7) Title and abbreviation. Any person who holds a license to practice as a registered professional nurse in this state shall have the right to use the title, "registered nurse," and the abbreviation, "R.N." No other person shall assume the title or use the abbreviation or any words, letters, signs or figures to indicate that the person is a registered professional nurse.
- (8) Temporary permit. The board may issue a temporary permit to practice nursing as a registered professional nurse for a period not to exceed 120 days. A temporary permit for 120 days may be issued to an applicant for licensure as a registered professional school of nursing in a foreign country after verification of licensure in that foreign country and approval of educational credentials.
- (9) Exempt license. The board may issue an exempt license to any licensee as defined in rules and regulations who makes written application for such license on a form provided by the board, who remits a fee as established pursuant to K.S.A. 65-1118 and amendments there to and who is not regularly engaged in the practice of professional nursing in Kansas but volunteers professional nursing service or is a charitable health care provider as defined by K.S.A. 75-6102 and amendments thereto. Each exempt licensee shall be subject to all provisions of the nurse practice act, except as otherwise provided in this subsection (f). Each exempt license may be renewed biennially subject to the provisions of this section. The holder of the exempt license shall not be required to submit evidence of satisfactory completion of a program of continuing education for renewal. To convert an exempt license to an active license, the exempt licensee shall meet all the requirements of subsection (c) or K.S.A. 65-1117 and amendments thereto. The board shall have authority to write rules and regulations to carry out the provisions of this section.

History: (L. 1949, ch. 331, § 4; L. 1963, ch 314, § 2; L. 1968, ch. 231, § 1; L. 1972, ch. 231, § 9; L. 1975, ch. 316, § 3; L. 1982, ch. 261, § 1; L. 1983, ch. 207, § 1; L. 1986, ch. 233, § 1; L. 1990, ch. 221, § 1; L. 1992, ch. 151, § 1; L. 1993, ch. 194, § 9; L. 1994, ch. 149, § 1; L. 1997, ch. 158, § 1; L. 1999, ch. 84, § 1; L. 2001, ch. 161, § 1; L. 2009, ch. 81, § 1; July 1.)

60-3-106. Licensure qualifications.

- (a) As part of the application process, each individual applying for licensure in Kansas who is a graduate of a foreign nursing school shall submit that individual's education and licensure credentials for evaluation to the commission on graduates of foreign nursing schools (CGFNS) or some other credentialing agency approved by the board.
- (b) Any individual applying for licensure in Kansas who is a graduate of a foreign nursing school in which instruction was not in English may be granted a license if that individual meets all other requirements for licensure in effect at the time of application and shows proof of proficiency in English by passing any of the following:
 - (1) The commission on graduates of foreign nursing school's examination of English;
 - (2) The test of English as a foreign language and the test of spoken English; or
 - (3) Similar examinations, as approved by the board.
- (c) If an individual fails to pass the licensure examination or does not take the licensure examination within 24 months after graduation, the individual shall petition the board in writing before being allowed to take or retake the licensure examination. The petition shall be submitted on a form provided by the board and shall contain the following, as applicable:
 - (1) The name of the school of graduation;
 - (2) The date of graduation;
 - (3) The number of months or years since graduation;
 - (4) The number of times that the individual has taken the licensure examination;
 - (5) The dates of the licensure examinations;
 - (6) Areas of deficiency identified on the diagnostic profile for each examination;

- (7) Copies of all diagnostic profiles;
 - (8) Any student completed since the last attempt of taking the licensure examination;
 - (9) Any work experience in the last two years; and
 - (10) A sworn statement by the petitioner that the facts contained in the petition are true to the best of that person's knowledge and belief.
- (d) An individual shall be allowed by the board to retake the licensure examination after 24 months from graduation only upon demonstrating to the board's satisfaction that the individual has identified and addressed the reasons for prior failure and that there is a reasonable probability that the individual will pass the examination. A plan of study may be required by the board before the individual retakes the licensure examination.
- (e) If the board requires a plan of study before taking the licensure examination, the plan shall contain the following:
- (1) A list of all the low performance areas of the test plan identified by the diagnostic profile from each examination;
 - (2) A specific content outline for all of the areas of low performance on the diagnostic profile;
 - (3) Methods of study, including the following:
 - (A) Self-study;
 - (B) Study groups;
 - (C) Tutors; or
 - (D) Any other methods approved by the board;
 - (4). A schedule for study that meets the following requirements:
 - (A) 30 hours per each low performance area;
 - (B) A start date; and
 - (C) Completion in six months or the petition shall be considered abandoned;
 - (5) Learning resources identified to be used in the study that meet these requirements:
 - (A) A written bibliography in a standard documentation format, with resources no more than five years old; and
 - (B) Four types for each low performance area selected from the list as follows:
 - (i) Textbooks;
 - (ii) Journals;
 - (iii) Review books;
 - (iv) Audiovisual;
 - (v) Computer-assisted instruction; or
 - (vi) Computer review programs.
- (f) A registered professional nurse shall provide written verification that the individual has completed the study plan.
- (g) Academic nursing courses, clinical observations, or other learning activities to meet study requirements may also be prescribed by the board.

History: (Authorized by K.S.A. 65-1129; implementing K.S.A. 2001 Supp. 65-1115 and K.S.A. 2001 Supp. 65-1116; effective Feb. 15, 1977; amended Sept. 2, 1991; amended May 9, 1994; amended April 4, 1997; amended Jan. 29, 1999; amended June 14, 2002.)

60-3-106a. Temporary permit

- (a) A temporary permit to practice as a registered professional nurse or licensed practical nurse for a period not to exceed 120 days may be issued to an applicant for any of the following:
 - (1) To enable the applicant to gain employment while completing continuing education requirements necessary for reinstatement;
 - (2) To enable the applicant to gain employment while completing the requirements necessary for endorsement; or
 - (3) To accommodate a demonstrated need for a temporary permit due to extenuating or unusual circumstances.
- (a) A temporary permit to practice as a registered professional nurse or licensed practical nurse for a period not to exceed 120 days may be issued to a graduate of a professional or practical school of nursing in a foreign country after the board's verification of licensure in that foreign country and approval of education credentials in accordance with K.S.A. 60-3-106.
- (b) A copy of the applicant's current nursing license in another state, territory, or foreign country shall be required for issuance of a temporary permit for endorsement and for reinstatement of a license as prescribed by K.A.R. 60-3-105.

History: (Authorized by K.S.A. 74-1106; and implementing K.S.A. 65-1117; effective May 9, 1994; amended April 3, 1998; amended July 29, 2005.)

65-1120. Grounds for disciplinary actions; proceedings; witness; costs; professional incompetency defined; criminal justice record information.

- (a) Grounds for disciplinary actions. The board may deny, revoke, limit or suspend any license, certificate of qualification or authorization to practice nursing as a registered professional nurse, as a licensed practical nurse, as an advanced registered nurse practitioner or as a registered nurse anesthetist is issued by the board or applied for under this act or may publicly or privately censure a licensee or holder of qualification or authorization is found after hearing:
- (1) To be guilty of fraud or deceit in practicing nursing or in procuring or attempting to procure a license to practice nursing;
 - (2) To have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding K.S.A. 74-120 no license, certificate of qualification or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced registered nurse practitioner or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto;
 - (3) To have committed an act of professional incompetency as defined in subsection (e);
 - (4) To be unable to practice with skill and safety due to current abuse of drugs or alcohol;
 - (5) To be a person who has been adjudged in need of a guardian or conservator, or both, under the act for obtaining a guardian or conservator, or both, and who has not been restored to capacity under that act;
 - (6) To be guilty of unprofessional conduct as defined by rules and regulations of the board;
 - (7) To have willfully or repeatedly violated the provisions of the Kansas nurse practice act or any rules and regulations adopted pursuant to that act, including K.S.A. 65-1114 and 65-1122 and amendments thereto; or
 - (8) To have a license to practice nursing as a registered nurse or as a practical nurse denied, revoked, limited or suspended, or to be publicly or privately censured, by a licensing authority of another state, agency of the United States government, territory of the United States or country or to have other disciplinary action taken against the applicant or licensee by a licensing authority of another state, agency of the United States government, territory of the United States or country. A certified copy of the record or order of public or private censure, denial, suspension, limitation, revocation or other disciplinary action of the licensing authority of another state, agency of the United States government, territory of the United States or country shall constitute prima facie evidence of such a fact for purposes of this paragraph (8).
 - (9) To have assisted suicide in violation of K.S.A. 21-3406 and amendments thereto as established by any of the following:
 - (A) A copy of the record of criminal conviction of plea of guilty for a felony in violation of K.S.A. 21-3406 and amendments thereto.
 - (B) A copy of the record of a judgment of contempt of court for violating an injunction issued under section 5 and amendments thereto.
 - (C) A copy of the record of a judgment assessing damages under section 6 and amendments thereto.
- (b) Proceedings. Upon filing of a sworn complaint with the board charging a person with having been guilty of any of the unlawful practices specified in subsection (a), two or more members of the board shall investigate the charges, or the board may designate and authorize an employee or employees of the board to conduct such investigation. After investigation, the board may institute charges. If an investigation, in the opinion of the board, reveals reasonable grounds for believing the applicant or licensee is guilty of the charges, the board shall fix a time and place for proceedings, which shall be conducted in accordance with the provisions of the Kansas administrative procedure act.
- (c) Witnesses. No person shall be excused from testifying in any proceedings before the board under this act or in any civil proceedings under this act before a court of competent jurisdiction on the ground that such testimony may incriminate the person testifying, but such testimony shall not be used against the person for the prosecution of any crime under the laws of this state except the crime of perjury as defined in K.S.A. 21-3805 and amendments thereto.
- (d) Costs. If final agency action of the board in a proceeding under this section is adverse to the applicant or licensee, the costs of the board's proceedings shall be charged to the applicant or licensee as in ordinary civil actions in the district court, but if the board is the unsuccessful party, the costs shall be paid by the board. Witness fees and costs may be taxed by the board according to the statutes relating to procedure in the district court. All costs accrued by the board, when it is the successful party, and which the attorney general certifies cannot be collected from the applicant or licensee shall be paid from the board of nursing fee fund. All moneys collected following board proceedings shall be credited in full to the board of nursing fee fund.
- (e) Professional incompetency defined. As used in this section, "professional incompetency" means:
- (1) One or more instances involving failure to adhere to the applicable standard of care to the degree which constitutes gross negligence, as determined by the board;
 - (2) Repeated instances involving failure to adhere to the applicable standard of care to a degree which constitutes ordinary negligence, as determined by the board; or

(3) A pattern of practice or other behavior which demonstrates a manifest incapacity or incompetence to practice nursing.

(f) Criminal justice information. The board upon request shall receive from the Kansas bureau of investigation such criminal history record information relating to arrests and criminal convictions as necessary for the purpose of determining initial and continuing qualifications of licensees of and applicants for licensure by the board.

History: (L. 1949, ch. 331, § 9; L. 1963, ch. 314, §6; L. 1972, ch. 231, § 10; L. 1975, ch. 316, § 7; L. 1978, ch. 240, § 6; L. 1981, ch. 245, § 1; L. 1983, ch. 206, § 10; L. 1985, ch. 88, §6; L. 1986, ch. 233, § 4; L. 1990, ch. 221, § 5; L. 1993, ch. 194, § 1; L. 1995, ch. 97, § 2; L. 1997, ch. 158, § 4; L. 1998, ch. 142, § 8, July 1.)

65-1122. Misdemeanors; penalties. It is a violation of law for any person, firm, corporation or association to:

- (a) Sell or fraudulently obtain or furnish any nursing diploma, license, record or certificate of qualification or aid or abet therein;
- (b) Practice professional nursing, practical nursing or practice as an advanced registered nurse practitioner, unless duly licensed or certified to do so;
- (c) Use in connection with such person's name any designation implying that such person is a licensed professional nurse, a licensed practical nurse or an advanced registered nurse practitioner, unless duly licensed or certified to do so to practice under the provisions of the Kansas nurse practice act, and such license or certificate is then in full force;
- (d) Practice professional nursing, practical nursing or as an advanced registered nurse practitioner during the time a license or certificate issued under the provisions of the Kansas nurse practice act shall have expired or shall have been suspended or revoked;
- (e) Represent that a school for nursing is approved for educating either professional nurses or practical nurses, unless such school has been duly approved by the board and such approval is then in full force;
- (f) Violate any provisions of the Kansas nurse practice act or rule and regulations adopted pursuant to that act; or
- (g) Represent that a provider of continuing nursing education is approved by the board for educating either professional or practical nurses, unless the provider of continuing nursing education has been approved by the board and the approval is in full force. Any person who violates this section is guilty of a class B misdemeanor, except that, upon conviction of a second or subsequent violation of this section, such person is guilty of a class A misdemeanor.

History: (L. 1949, ch. 331, § 11; L. 1963, ch. 314, §7; L. 1975, ch. 316, § 9; L. 1978, ch. 240, § 8; L. 1983, ch. 206, § 12; L. 1993, ch. 194, § 2; L. 2001, ch. 161, § 5; July 1.)

65-1124. Acts which are not prohibited. No provisions of this law shall be construed as prohibiting:

- (a) Gratuitous nursing by friends or members of the family;
- (b) The incidental care of the sick by domestic servants or person primarily employed as housekeepers;
- (c) Caring for the sick in accordance with tenets and practices of any church or religious denomination which teaches reliance upon spiritual means through prayer for healing;
- (d) Nursing assistance in the case of an emergency;
- (e) The practice of nursing by students as part of a clinical course offered through a school of professional or practical nursing or program of advanced registered professional nursing approved in the United States or its territories;
- (f) The practice of nursing in this state by legally qualified nurses of any of the other states as long as the engagement of any such nurse requires the nurse to accompany and care for a patient temporarily residing in this state during the period of one such engagement no to exceed six months in length, and as long as such nurses do not represent or hold themselves out as nurses licensed to practice in this state;
- (g) The practice by any nurse who is employed by the United States government or any bureau, division or agency thereof, while in the discharge of official duties;
- (h) Auxiliary patient care services performed in medical care facilities, adult care homes or elsewhere by persons under the direction of a person licensed to practice medicine and surgery or a person licensed to practice dentistry or the supervision of a registered professional nurse or a licensed practical nurse;
- (i) The administration of medications to residents of adult care homes or to patients in hospital-based long-term care units, including state operated institutions for the mentally retarded, by an unlicensed person who has been certified as having satisfactorily completed a training program in medication administration approved by the secretary of health and environment and has completed the program on continuing education adopted by the secretary, or by an unlicensed person while engaged in and as a part of such training program in medication administration;
- (j) The practice of mental health technology by licensed mental health technicians as authorized under the mental health technicians' licensure act;
- (k) Performance in the school setting of nursing procedures when delegated by a licensed professional nurse in accordance with the rules and regulations of the board;
- (l) Performance of attendant care services directed by or on behalf of an individual in need of in-home care as the terms "attendant care services" and "individual in need of in-home care" are defined under K.S.A. 65-6201 and amendments thereto;

- (m) Performance of a nursing procedure by a person when that procedure is delegated by a licensed nurse, within the reasonable exercise of independent nursing judgment and is performed with reasonable skill and safety by that person under the supervision of a registered professional nurse or a licensed practical nurse;
- (n) The practice of nursing by an applicant for Kansas nurse licensure in the supervised clinical portion of a refresher course; or
- (o) The teaching of the nursing process in this state by legally qualified nurses of any of the other states while in consultation with a licensed Kansas nurse as long as such individuals do not represent or hold themselves out as nurses licensed to practice in this state.

History: (L. 1949, ch. 331, §13; L. 1963, ch. 314, §9; L. 1975, ch. 316, § 11; L. 1978, ch. 241, § 1; L. 1983, ch. 207, § 4; L. 1983, ch. 207, § 4; L. 1983, ch. 208, § 3; L. 1987, ch. 234, § 1; L. 1989, ch. 191, § 3; L. 1990, ch. 222, § 1; L. 1992, ch. 134, § 1; L. 1994, ch. 149, § 3; L. 1995, ch. 97, § 3; L. 1997, ch. 158, § 5; L. 2000, ch. 113, § 1; July.) This act shall take effect and be in force from and after October 1, 2007, and its publication in the statute book. Approved April 10, 2007.

60-3-109a. Standards of Practice.

- (a) Each registered professional nurse shall be familiar with the Kansas nurse practice act, the standards of practice of the profession and the code of ethics for professional nurses.
- (b) Each licensed practical nurse shall be familiar with the Kansas nurse practice act, the standards of practice of the profession and the code of ethics for professional nurses.

History: (Authorized by K.S.A. 65-1113, implementing K.S.A. 74-1106; effective May 1, 1985.)

KANSAS WESLEYAN UNIVERSITY
DIVISION/DEPARTMENT OF NURSING EDUCATION
FUNCTIONAL ABILITIES

The Division/Department of Nursing Education requires each student to be able to regularly perform the following activities:

1. Stand for long periods of time
2. Work at a fast pace for long periods of time
3. Lift heavy objects (50 pounds or more) three or more times a day
4. Speak clearly and distinctly
5. Respond appropriately to stressful situations (physically, emotionally, and mentally)
6. Communicate effectively with patients, patients' families, physicians, and staff
7. Hear vital signs with stethoscope to assess blood pressure, heart rate, lung, vascular and abdominal sounds and hear telephone
8. Hear the patient calling for help
9. Hear beepers, alarms, etc., requiring quick responses
10. Read very fine or small print on medication containers
11. See nurse call/emergency light
12. Visually assess the patient appropriately
13. Read physician's orders
14. Read monitors and other equipment
15. Demonstrate manual dexterity to don sterile gloves and gown
16. Demonstrate manual dexterity to prepare medications aseptically (i.e. IV, PO, IM)
17. Demonstrate manual dexterity using sterile technique (i.e. insert catheters, IV needles, etc.)
18. Demonstrate ability to utilize equipment needed to carry out patient care
19. If a non-native speaker of English, see University requirements of current KWU Catalog.

**KANSAS WESLEYAN UNIVERSITY
DIVISION/DEPARTMENT OF NURSING EDUCATION
PROTOCOL FOR GRADUATION**

	Activities	When	Responsible Person(s)
KWU	Degree Audit by Enrollment and Financial Services Office	After September 4 th for the current school year	Enrollment and Financial Services Office will inform students of any deficiencies. Students are responsible for contacting advisor to rectify deficiencies.
KWU	Complete the graduating information form in Enrollment and Financial Services Office.	Fall semester prior to May graduation	Graduating students
KWU	Order caps and gowns from Enrollment and Financial Services Office	November/December prior to May graduation	Caps/gowns distributed during graduation rehearsal by Enrollment and Financial Services Office.
DNE	Photos taken for State Board applications, class composite picture, and personal packages.	January/February prior to May graduation	Graduating students with Faculty input
KWU	Order graduation announcements	January/February prior to May graduation	Graduating students
DNE	Order nursing program pins from pin company	January/February prior to May graduation	Graduating students (DNE Administrative Assistant confirms with faculty date/time for pin company representative to come to class).
DNE	Students with special state board application needs (e.g. misdemeanors/felonies) contact the Practice Specialist at the State Board of Nursing Office. 785-296-4325	January	Individual graduating students with reminder from faculty or Chair/Director, Division/Department of Nursing Education.
KWU	Notify Enrollment and Financial Services Office if not planning on attending graduation ceremony.	March prior to May graduation	Graduating students
KWU	Exit Interviews Online	During spring semester of May graduation	Graduating students complete online

	Activities	When	Who's Responsible
DNE	Complete KSBN and NCLEX-RN application forms and pay fees	April	Graduating students
KWU	Exit interviews with Enrollment and Financial Services Office	April/May	Graduating students
DNE	ATI Test	April/May	Graduating students
DNE	Take Departmental Exam	March/April	Graduating students
DNE	Written exit surveys for the Division of Nursing Education	April	Graduating students
KWU	Attend Graduation practice	April/May	Graduating students
KWU	Attend Baccalaureate, Luncheon, Graduation and Reception	May	Graduating students

PLANNING FOR PINNING CEREMONY

Activities	When	Who's Responsible
Plan the Pinning Ceremony	February through May	Student Activities Committee with input and assistance from the graduating students.
1) Reserve space for pinning ceremony and reception	Fall semester	Chair, Student Activities Committee
2) Choose speaker and elicit title	March	Student Activities Committee
a) Approach speaker, elicit title and verify time limit of 12 to 15 minutes	March	Graduating students with faculty input
b) Greet and host speaker day of ceremony	Day of Pinning Ceremony	Senior class president
c) Introduce speaker during ceremony	Day of Pinning Ceremony	Chair/Director of Division/Department of Nursing Education
d) Write thank-you to speaker	May (after ceremony)	Senior Class President
3) Choose musicians		
a) Prelude/Postlude	March	Senior Class President
b) Music/songs during ceremony	March	Graduating students with faculty input
4) Contact Gideon's for distribution of nurses' small white New Testament Verify Donna Minor presenter/award	April	Chair/Director of Division/Department of Nursing Education
5) Ask President and Vice President of KWU to do welcome	February/March	Chair/Director of Division/Department of Nursing Education
6) Arrange for Benediction	February/March	Graduating students with faculty input
7) Request floral bouquet (that is put on the stage) from President's Office to be present for pinning ceremony	March/April	Administrative Assistant for Division/Department of Nursing Education

Activities	When	Who's Responsible
8) Physical Area Arrangements	March/April	Student Activities Committee
a) Seating arrangements for graduates and faculty	February/March	Written requests and arrangements by Chair of the Student Activities Committee
b) Secure a key to piano in Sams Chapel (as needed)	Pinning Practice and day of Pinning	Chair of Student Activities Committee responsible for ensuring appropriateness of physical area day of ceremony
c) Podiums		
d) Tables/Stands		
e) Lighting		
f) Microphones		
g) Videotaping/Pictures		
h) Steps onto stage		
i) Processional/Recessional		Graduating students and faculty
j) Graduates provide what they want said by the faculty introducing them	April	Each graduating student
k) Place pins on display board	May	Administrative Assistant for Division/Department of Nursing Education
9) Establish layout of Pinning Ceremony Program	March/April	Senior Year Class President, Chair of the Student Activities Committee and the Administrative Assistant for the Division/Department of Nursing Education
a) Program layout established	April's SAC meeting	Chair of Student Activities Committee and Graduating Students

Activities	When	Who's Responsible
b) Program on computer and printed in the Division/Department of Nursing Education Office	May	Administrative Assistant for the Division/Department of Nursing Education with final approval from Chair of Student Activities Committee.
10) Volunteers from Junior class sought by teaching faculty to assist with Pinning Ceremony (programs handed out at ceremony by Junior class volunteers)	April	List of Junior class volunteers finalized by Chair of Student Activities Committee
11) Send out administrative/agency invitations for Pinning and Graduation	April	Administrative Assistant for Division/Department of Nursing Education
a) KWU administration		
b) KWU faculty		
c) KWU non-graduating nursing students		
d) Agencies		
e) Scholarship donors		
f) Special individuals		
12) Attend Pinning Ceremony practice	April/May	Graduating students, DNE Chair/Director, faculty and Administrative Assistant

PINNING RECEPTION

Activities	When	Who's Responsible
1) Decide on food/drink to be served	March	Student Activities Committee
a) Approach SRHC to determine potential donation toward ceremony	March	Chair of Student Activities Committee
b) Determine supply/food needs. Make arrangements through KWU for the event (event planning form for room and set-up). Arrange food with KWU catering (Chartwell's)	March/April	Student Activities Committee DNE Chair/Director and Administrative Assistant
c) Determine number of graduates and their families/friends planning to attend	April	Student Activities Committee
d) Notify KWU catering (Chartwell's) of the number attending	March/April	Chair of Student Activities Committee
e) Request junior class volunteers to setting up/serving/cleaning up	April	Chair of Student Activities Committee
f) Prepare/serve/clean up following Pinning Reception	Day of Reception	Student Activities Committee and junior class students.