



The mission of Kansas Wesleyan University is to promote and integrate
academic excellence,
spiritual development,
personal well-being,
and **social** responsibility.

Division of Nursing Education and Health Sciences

Department of Nursing Education

The mission of the Kansas Wesleyan University Department of Nursing Education baccalaureate program is to prepare students as professional nurse generalists by incorporating the areas of biopsychosocial, behavioral, and spiritual development into the delivery of nursing education so that students may provide client-centered care, pursue graduate studies and continue lifelong learning.

NURSING STUDENT HANDBOOK

Bachelor of Science in Nursing Program

2016-2017

Approved 05-11-16

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Revised sections approved 12-20-16

DISCLAIMER

The policies and procedures stated in this handbook apply to all students admitted and active in the KWU nursing program. The contents of this handbook may be subject to change throughout the program. Faculty reserve the right to change policies when needed. If changes are made to the contents of this Nursing 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 the Kansas Wesleyan University Student Handbooks and Academic Catalog, class schedules, KWU website, and any other pertinent KWU resources. Should contradictory information be found between a particular course syllabus and this handbook, please notify the course faculty. Course syllabi have the most current course requirements and will be followed, should the syllabus differ from this handbook.

University student policies are found in the KWU Academic Catalog and the KWU Student Handbook, found online at www.kwu.edu. If there are any discrepancies or differences in policies or procedures that are contained in the university catalog with those contained in the Nursing Student Handbook, the Nursing Education section of the university catalog will be followed.

This Nursing 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.

Nursing students who fail to adhere to the policies and procedures as outlined in this handbook may earn a failing grade in each nursing course in which he or she is enrolled during the semester that the violation occurred. The violation may also result in dismissal from the program and ineligibility for readmission.

NON-DISCRIMINATION

It is the policy of Kansas Wesleyan University to provide all students with access to the benefits of services in admission, registration, counseling, and instruction. In order to receive the needed assistance, an individual with a diagnosed disability must inform the university of the disability through official documentation. For information on assistance with physical accessibility to facilities contact the Vice President for Finance and Administration (785-833-4346). For information on assistance with learning in the classroom, contact the Director of the Student Success Center (785-833-4398).

Kansas Wesleyan University does not discriminate on the basis of gender, handicap, age, race, color, religion, sexual orientation/preference, national or ethnic origin, nor veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its educational programs and activities, as specified by federal laws and regulations. Kansas Wesleyan University's Equal Opportunity Officer, who coordinates compliance with these various laws and regulations, is the Vice President for Finance and Administration.

KWU complies with non-discriminatory regulations. Inquiries concerning this policy may be directed to the Provost.

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NURSING FACULTY AND STAFF DIRECTORY

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Refer to individual course syllabi for adjunct faculty contact information.

STAFF	OFFICE	PHONE NUMBER	EMAIL
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NURSING EDUCATION MISSION AND PHILOSOPHY

MISSION

The mission of the Kansas Wesleyan University Department of Nursing Education baccalaureate program is to prepare students as professional nurse generalists by incorporating the areas of biopsychosocial, behavioral, and spiritual development into the delivery of nursing education so that students may provide client-centered care, pursue graduate studies and continue lifelong learning.

NDO Approved 10-19-15

PHILOSOPHY

The philosophy of the 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, foster a sense of social responsibility and service, 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, governmental and safety 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 safe 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, therapeutic skills, and leadership-management principles 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 client-centered care and evaluate the care provided.

Education

Education is the process whereby individuals acquire knowledge, skills, and 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 KWU 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 for quality improvement of nursing care. Additionally, baccalaureate nursing education prepares nurses to serve as leaders; to collaborate as team members 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 nursing graduate is expected to participate in professional nursing activities at local, state, national, and global levels. Graduates will incorporate the influences of consumer demands and health care trends for quality improvement in nursing and health care delivery.

BUILDING ON A LEGACY

The nursing program at Kansas Wesleyan University was established in January 1988 as a result of discussions between Asbury Hospital and Kansas Wesleyan University. The KWU Department of Nursing Education initiated an Associate Degree in Nursing in 1989, followed by a Bachelor of Science in Nursing (BSN) Degree completion program in 1990. 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). Both programs were approved by the Kansas State Board of Nursing and obtained accreditation by the National League for Nursing in 1991. By June 2004, the last Accelerated RN to BSN group graduated. A generic BSN degree program was approved by the National League for Nursing Accrediting Commission (NLNAC) in 2004. The Class of 2007 was the first cohort to graduate from the generic BSN degree program. In 2015, KWU voluntarily let its accreditation lapse with the Accreditation Commission for Education in Nursing (ACEN; formerly part of the NLNAC), and was approved as a new applicant pursuing initial accreditation by the Commission on Collegiate Nursing Education (CCNE). The February 2016 CCNE site visit for accreditation was a positive experience. However, the nursing program was not granted programmatic accreditation due to low NCLEX-RN pass rates in recent years. While we can't change the past, we can affect the future, and the DNE is confident that the new curriculum and exam preparation initiatives will effect pass rates in the future, giving us the opportunity to move forward with programmatic accreditation.

KWU continues to provide a BSN program for generic and transfer students and an RN-BSN program for articulation students who are licensed RN's wanting to pursue a BSN degree. All full-time nursing faculty members at KWU hold advanced nursing degrees.

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

Nursing students are 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 available in the Enrollment and Financial Services Office.

Accreditation and Approval of the KWU Nursing Program

The Kansas Wesleyan University Bachelor of Science in Nursing Degree is on conditional approval 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) and also supported by the university's accreditation, which was reaffirmed in 2007 by The Higher Learning Commission of the North Central Association of Colleges and Schools (30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504, www.ncahigherlearningcommission.org. Telephone: (800) 621-7440 or (312) 263-0456).

Sunflower Health Network: Salina Regional Health Center and KWU

The Salina community and region continue to benefit from an agreement between KWU and Salina Regional Health Center (SRHC). 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.

KWU currently provides significant scholarship support for its students. Under the agreement, KWU 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 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 SRHC.

Students who complete the BSN degree program are expected to work at SRHC 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 SRHC or a Sunflower Health Network participating facility equaling 25 percent of the scholarship aid received.

More information about the Sunflower Health Network is available at www.sunflowerhealthnetwork.com.

PROGRAM OUTCOMES

Program Outcomes include:

- a) Student Learning Outcomes
- b) Faculty Outcomes, and
- c) Program Benchmarks.

Student Learning Outcomes in the Bachelor of Science in Nursing (BSN) Program for which students are prepared to meet are listed below.

STUDENT LEARNING OUTCOMES
1. Integrate knowledge and theoretical concepts from diverse disciplines into nursing practice decisions.
2. Utilize the nursing process in the delivery of multicultural, client-centered care, providing therapeutic nursing interventions with individuals, families, and communities who live in a society of multicultural settings.
3. Practice nursing care using safety, ethical, legal, and professional nursing standards.
4. Communicate effectively with the interdisciplinary team through teamwork and collaboration in maintaining continuity of care.
5. Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making information for quality improvement in the clinical setting.
6. Utilize research evidence as a basis for providing and making decisions about quality of care and nursing practice.
7. Exhibit leadership and management principles in assessing, planning, providing, directing, controlling, and evaluating health care.
8. Function as a professional nurse through self-evaluation as life-long learners who reflect critical thinking skills in nursing practice.
9. Promote and support optimal biopsychosocial spiritual health of individuals, families, and communities in society.
10. Analyze the role of the professional nurse in relation to trends in health care and consumer demands.

NDO Committee Approved 12-11-15; reviewed 12-20-16

FACULTY OUTCOMES

Faculty Outcomes focus on specific areas designated in the KWU Faculty Handbook guidelines. The faculty outcomes include a) teaching effectiveness, b) service, and c) scholarship. The Department of Nursing Education's Faculty Handbook defines the measureable outcomes for each of these areas.

NDO Committee Approved 12-20-16

PROGRAM BENCHMARKS

1. Seventy percent (70%) or higher of each admission class will graduate from the nursing program within five (5) years (10 semesters) of admission to the baccalaureate nursing program.
2. Eighty percent (80%) or higher of graduates will pass the NCLEX-RN exam using one (1) of the three (3) calculation methods described by CCNE Standards (Amended 2013).
3. Seventy percent (70%) or higher of responding nursing graduates will be employed within 12 months after graduation.

NDO Committee Approved 12-11-15; reviewed 12-20-16

STUDENT CONTACT INFORMATION

Each student is responsible to ensure the 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 Department of Nursing Education.

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, rules and regulations governing nursing prior to entering a nursing program, while enrolled and at the time of applying for licensure.

KANSAS NURSE PRACTICE ACT STATUTES & ADMINISTRATIVE REGULATIONS

Go to the Kansas State Board of Nursing website (<http://www.ksbn.org/npa/npa.htm>).

STANDARDS OF PRACTICE

All clinical courses utilize the *American Nurses Association Scope and Standards of Practice*. Students are encouraged to purchase a copy of this document. A copy is also available in KWU's Memorial Library.

ADMISSION POLICY FOR GENERIC AND TRANSFER STUDENTS

Please refer to the KWU Academic Catalog for the Nursing Education Admission Policy.

2016-2017 RECOMMENDED COURSE SEQUENCE (DEGREE BLUEPRINT)

FALL Semester I		SPRING Semester II	
ENGL 120 Introductory English Composition (foundational course)	3	ENGL 121 Intermediate English Composition (foundational course)	3
Liberal Studies Recommendation: SCTH 130 Public Speaking	3	SOCI 131 General Sociology or SOCI 108 Cultural Anthropology	3
CHEM 120 Concepts in Chemistry or CHEM 123 General Chemistry I (Liberal Studies—Natural World Stewardship)	4	Elective Recommendation: SPES 180 Medical Terminology	3
INTD 105 Wesleyan Experience (foundational course only for first-time freshmen)	2	Liberal Studies Recommendation: BIOL 110 General Biology (Natural World Stewardship)	4
INTD 115 Wesleyan Heritage (foundational course for students new to KWU)	1	Liberal Studies Choice	3
PSYC 101 The World of You: An Introduction to Psychology (Liberal Studies—Personal Awareness)	3		
Total Semester Credit Hours	16	Total Semester Credit Hours	16
FALL Semester III		SPRING Semester IV	
BIOL 221 Anatomy and Physiology I	3	BIOL 222 Anatomy and Physiology II	3
BSHS 210 Statistics (Quantitative Reasoning course) Pre-requisite: MATH 120 or CLEP Test	3	REPH 111 Ethics	3
SPES 175 Nutrition	3	BIOL 226 Microbiology	4
Liberal Studies Choice	3	EDUC 244 Developmental Psychology	3
Liberal Studies Choice	3	Liberal Studies Choice	3
Elective	1		
Total Semester Credit Hours	16	Total Semester Credit Hours	16
FALL Semester V		SPRING Semester VI	
NURS 250 Introduction to Professional Nursing	3	NURS 308 Adult Health	4
NURS 260 Information Management	2	NURS 312 Childbearing, Families, Women’s Health	3
NURS 304 Nursing Interventions	3	NURS 318 Pharmacology	2
NURS 306 Clinical I: Interventions	3	NURS 376 Clinical II: Adult Health/Childbearing	5
NURS 375 Pathophysiology	3	NURS 378 Gerontological Nursing	2
NURS 380 Assessment in Nursing	3		
Total Semester Credit Hours	17	Total Semester Credit Hours	16
FALL Semester VII		SPRING Semester VIII	
NURS 401 Community & Transcultural Health Care	4	NURS 403 Psychiatric Mental Health in Nursing	3
NURS 402 Children’s Health Care	3	NURS 428 Critical Care Nursing	3
NURS 406 Clinical III: Community/ Transcultural/Children’s Health	5	NURS 451 Leadership & Issues in Nursing	4
NURS 414 Evidence-Based Practice	2	NURS 478 Clinical IV: Mental Health & Critical Care	2
		NURS 479 Clinical V: Leadership Practicum & Capstone	3
Total Semester Credit Hours	14	Total Semester Credit Hours	15

TEXTBOOKS

It is **essential** that students purchase the books and required materials listed for nursing courses. Book expenses during the first semester will be greater than in subsequent semesters. Books purchased for nursing courses will serve as excellent references for subsequent nursing courses and should be retained for continued use during the program and after graduation. Purchase the exact edition of textbooks required in the course syllabus.

GOVERNANCE, KWU STUDENT PARTICIPATION, DNE COMMITTEES

The faculty of KWU 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 Department of Nursing Education has adopted Rules and Regulations to assure the smooth operation of the 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, but do not have voting privileges. Students are to report back to their classes about items of interest and about decisions affecting them. Student representatives are excluded from discussions concerning other students.

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

Curriculum Committee

One student representative and one alternate from the junior year, the senior year, and the RN-BSN Program.

Nursing Department Organization (NDO)

One student representative and one alternate from the junior year, the senior year, and the RN-BSN Program.

Admission and Progression Committee (A&P)

One student representative and 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. Nursing and pre-nursing students are encouraged to participate as their schedules permit.

BACKGROUND CHECKS OR QUERIES

Learning in clinical settings is an important aspect of the nursing program at Kansas Wesleyan University. Many health care facilities require information about students engaged in clinical learning opportunities, including, but not limited to: verification of name; address and social security number; personal health information; drug and alcohol testing; criminal background checks; verification of education; listing on any registered sex offender lists; listing on the U.S. Office of Inspector General's Excluded Individual's list; and listing on the U.S. General Services Administration's Excluded Parties List; and/or Kansas Bureau of Investigation (KBI) background checks and/or Federal Bureau of Investigation (FBI) background checks; and Department on Aging and Disability Services (DOADS).

While the Department of Nursing Education (DNE) may assist students in obtaining and gathering information required by a health care facility, the student is responsible for any cost of obtaining such information. The information required to permit a student to participate in a clinical setting is determined by the respective health care facility. Any student who does not consent to required disclosure or background checks, or does not meet the clinical settings' eligibility requirements, may not be allowed to enter clinical settings. If a student is unable to fulfill the clinical experiences required by his/her program of study, the student may be unable to graduate.

All new and current DNE students must complete the background and/or criminal history check by the DNE designated date. Students will not be allowed to participate in activities involving a practicum setting until the background and/or criminal history check is completed.

Should the background check disclose any information not in compliance with the KSBN legal requirements for licensure, the result may be non-acceptance to the KWU Nursing Program. *Please refer to the Nursing Education section of the Academic Catalog.*

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).

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 Director, or designee, for the Department of Nursing Education (DNE) will compile all students' health and documentation requirements of the following, either through a vendor selected for this purpose, or by collecting the documents directly from each student:

Medical History Form
Physical Exam Form

Measles Immunity
Mumps Immunity

Tetanus, Diphtheria & Pertussis (Tdap)
Tuberculosis Screening (every year)
Hepatitis B Vaccine (3 series)

Rubella Immunity
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 DNE office will notify students and the appropriate nursing faculty member of those students who have not submitted all health and documentation requirements. The DNE office will indicate the expiration dates of immunizations and Basic Life Support (BLS) Certification for the semester. Additionally, students will be reminded throughout the semester of impending expiration dates.

1. Those students notified by the DNE office or faculty member will need to submit necessary health and documentation requirements to the nursing office (or the selected vendor) prior to returning to clinicals. The DNE office 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.

Basic Life Support (BLS) Certification:

The Department of Nursing Education accepts the American Heart Association and the American Red Cross Adult, Child, and Infant BLS Certification for Healthcare Providers.

1. All students enrolled in the Department of Nursing Education are required to demonstrate current Adult, Child, and Infant BLS for Healthcare Providers certification from either the American Heart Association or the American Red Cross before beginning clinical courses. It is important that the student's BLS card has the words "for Healthcare Providers" in the title of the course.
2. It is the student's responsibility to attend a BLS certification or re-certification course outside scheduled class time.
3. If needed, one American Heart Association Adult, Child, and Infant BLS for Healthcare Providers class will be taught during the fall semester by KWU 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 BLS certification to the Department of Nursing Education (or the vendor selected for this purpose).
5. A student will not be permitted to enter the clinical area until a photocopy of current BLS certification is on file in the Nursing Education Office. **NO EXCEPTIONS!**
6. Clinical days missed because of an expired BLS certification or lack of proof of current BLS certification will be counted as a clinical absence requiring a mandatory clinical make up assignment.

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 Standards of Performance Form (annually)
- Salina Regional Health Center Safety Test (annually)
- Salina Regional Health Center HIPAA Test (annually)
- Salina Regional Health Center Confidentiality Statement (annually)

STUDENT HEALTH CONDITIONS

Campus Health Service

KWU does not have a campus health service. If a student needs medical treatment, the Office of Student Development 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.

Absences Due to Illness or Injury

Student participating in classroom, laboratory, and clinical rotations are presumed healthy. However, in the event a student is absent because of illness or injury, the student must notify the appropriate faculty member and other individuals or agencies as specified in the course syllabus. The faculty member and/or the DNE Director reserve(s) the right to prohibit a student from participating in a classroom, laboratory, or clinical experience if the student's health and/or safety may be at risk or may jeopardize the health and/or safety of other individuals.

If a student is absent because of musculoskeletal problems, surgery or a communicable disease, the student must notify the appropriate faculty member. A student experiencing any of these health categories may be required to present a written release from the student's physician, APRN or PA. The need for a written release will be determined by the appropriate faculty member, in consultation with the DNE Director, if appropriate.

If a written doctor's release is required, it must be presented to the appropriate faculty member prior to returning to the classroom, laboratory, or practicum experience. The release should state which activities, if any, are limited. The faculty member will forward the completed written release to the DNE Director.

Please refer the Attendance, Exams & Assignments Policy.

Pregnancy

Students who are pregnant, or become pregnant, are to provide a release from a health care provider (physician, PA, or APRN) to the course faculty and the Director of the nursing program in order to attend clinical activities. If there are any activity limitations, these must be specified. A release from a health care provider for the student to return to clinical activities is also required following delivery.

Communicable Diseases

Any student experiencing a communicable illness must notify the appropriate faculty member who will determine the feasibility of a student's participation. 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 (CDC, 2011) in classroom, laboratory, or clinical experience if the student has a communicable illness, including, but not limited to the following:

- Streptococcal infections of the throat
- Herpes Simplex
- Dysentery, confirmed organism or diarrhea accompanied by abdominal cramping and fever
- Infectious Meningitis
- Varicella
- Impetigo
- Measles
- Herpes Zoster
- Rubella
- Mumps
- Pertussis
- Staphylococcal infections
- Infectious hepatitis
- Tuberculosis
- Vomiting
- Fever of 100 degrees or above

Any injury incurred during a clinical course will be immediately reported to the clinical faculty and the DNE Director. After consulting with the clinical faculty or the Director, it is the student's responsibility to seek appropriate treatment. In emergency situations, it is the student's responsibility to seek immediate treatment. Students must comply with the clinical agency's policies/protocols of reporting and treating injuries occurring during the clinical practicum. Incident forms should be completed according to the clinical agency's policies/protocols. Fees and subsequent fees and subsequent costs resulting from injury, exposure, or physical occurrence incurred by a student while participating in a clinical experience are the responsibility of the student and may or may not be covered by the student's health insurance plan.

All missed clinical days must be made up according to guidelines in each course syllabus. Students may return to clinical when a written doctor's release has been submitted to the Department of Nursing Education.

Please refer to the Attendance, Exams & Assignments Policy.

FUNCTIONAL ABILITIES

If you have a documented disability that may prevent you from meeting the functional abilities stated below, you are encouraged to contact KWU's Disability Services Coordinator for assistance with accommodations. It is your responsibility to voluntarily and confidentially disclose information regarding the nature and extent of a disability and to provide documentation of the disability. The university cannot assume responsibility for providing accommodations or services to students who have not identified themselves as having a qualifying disability.

Please note that program requirements will not be waived, but accommodations may be made to assist you to meet requirements. Please refer to the KWU Academic Catalog under Disability Services for further information.

Minimum Qualifications Necessary to Perform Essential Functions of a Nurse Generalist:

Physical Requirements: The ability and stamina to stand for long periods of time and work at a fast pace. The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing. The ability to position and move patients manually and by stretcher or wheelchair. The ability to intermittently sit, stand, walk, reach, twist and bend. Both hands are used for power grip, speed, and precision work. Use of both hands and both feet is required.

Data Conception: The ability to gather, collate, or classify information about data, people, or things. Reporting and /or carrying out a prescribed action in relation to the information are frequently involved.

Visual Acuity: The ability to differentiate colors and shades of color, clarity of vision at 20 inches or less, ability to judge distances and spatial relationships so as to see objects where and as they actually are, and ability to see in dimly lit areas.

Manual Dexterity/Motor Coordination: The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects. The ability to use body members to start, stop, control, and adjust the progress of equipment. Operating equipment involves setting up and adjusting the equipment or material as the work progresses. Controlling involves observing gauges, dials, meters, etc., and turning switches and other devices. Must have good eye/hand/foot coordination.

Reasoning Development: The ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in verbal, mathematical, or diagrammatic form. Deal with several abstract and concrete variables.

Form/Spatial Ability: The ability to inspect dimensions of items and to visually interpret information and data. The ability to estimate sizes, distances, and quantities.

Mental Acuity: The ability to concentrate on a task over a period of time without being distracted. The ability to remember information such as words, numbers, pictures, and procedures. The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

Physical Communication: The ability to speak and hear (to express or exchange ideas by means of the spoken word), to impart oral information to patients or to the public, and to convey detailed spoken instructions to other workers loudly, accurately, or quickly.

Language Development: The ability to read and understand complex information from scientific and/or technical textbooks, journals, papers, etc. Requires the ability to communicate the same types of complex information and data through speech and in writing using proper format, punctuation, spelling, grammar and using all parts of speech.

Numerical Ability: The ability to determine time, weight, and to perform practical applications of fractions, percentages, ratios and proportions as well as basic addition, subtraction, multiplication, and division operations.

Personal Temperament: The ability to deal effectively with stress produced by staff/student interactions and patient interactions that may be of critical or emergency situations.

Natural Rubber Latex Tolerance: The ability to work in an environment where NRL items are commonly used for patient care without demonstrating severe contact or respiratory allergic reactions.

Test of English as a Foreign Language (TOEFL) Internet-Based Test (IBT)

For “**English Not as First Language**” or international students, see university requirements in the current KWU Academic Catalog under English Proficiency Requirement.

When English is not considered the applicant’s primary language, the applicant must take the Test of English as a Foreign Language (TOEFL) Internet-Based Test (iBT); and the minimum score must be attained in each area as listed below. Scores must be submitted with the application to the nursing program.

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>

NURSING STUDENT HEALTH REQUIREMENTS CHECKLIST

Students new to the KWU nursing program must complete and submit the following forms to the Nursing Education office (or the vendor selected for collection of these documents). *These forms are included in the junior orientation packet.*

1. Medical History Form
2. Medical Release Form
3. Physical Examination – to be provided by a licensed healthcare provider within the past year.

Students must provide documentation of the following immunization requirements:

4. Tetanus, Diphtheria & Pertussis (TDaP) booster within the last 10 years.
5. 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.
6. Hepatitis B Vaccine: Series of three vaccinations obtained anytime in the student’s history.

7. 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: Two MMR'S after first birthday.

8. Varicella (Chickenpox) Immunity:

- a. The student will be considered immune if:
 - i. A statement of positive history of chickenpox is obtained **OR**
 - ii. If the student is unsure of their history, a physician or relative is able to verify that the student has 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. If the student prefers to be vaccinated, the vaccine is given in two doses, one month apart. While waiting for the results of the titer, any exposure to Chickenpox must be promptly reported to the course faculty and

Infection Control at the clinical site. The student will be excluded from clinical experiences for at least 10 days following exposure.

10. Influenza Vaccine: The vaccine will be given to students by the Salina Regional Health Center immunization nurse in October.

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 Development.

However, for the nursing program, evidence of personal health insurance must be provided by the student to the Nursing Education office prior to starting the nursing program, and will be verified at the beginning of each fall semester.

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.

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 Department of Nursing Education. The DNE student conduct policies are based on the American Nurses Association, Code of Ethics for Nurse (ANA, 2015). Nursing students in the DNE will be expected to adhere to the ANA Code of Ethics for Nurses. A copy of the ANA Code of Ethics for Nurses is available to students in the campus library. 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 the 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's Code of Ethics for Nurses

The Code of Ethics for Nurses (the Code) establishes the ethical standard for the profession and provides a guide for nurses to use in ethical analysis and decision-making. The Code is foundational to nursing theory, practice and praxis in its expression of values, virtues, and obligations that shape, guide and inform nursing as a profession. Individuals who become nurses, as well as the professional organizations that represent them, are expected not only to adhere to the values, moral norms, and ideals of the profession, but also to ***embrace them as a part of what it means to be a nurse.***

The provisions stated below are broad and non-contextual statements of the obligations of nurses. For the interpretive statements of each provision, which provide additional, more specific, guidance in the application of this obligation to current nursing practice, a copy of *The Code of Ethics for Nurses with Interpretive Statements (2015, ANA)* is available in the Nursing Education office and in the campus's Memorial Library.

Provisions of the Code of Ethics for Nurses:

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

The Code of Ethics for Nurses with Interpretive Statements (2015, American Nurses Association)

Standards of Professionalism

Students are expected to meet the following requirements on campus and in the clinical setting at all times. If students are unclear how a policy may be applied, they should consult with a faculty member. Students who demonstrate violations of the requirements may be assigned a failing grade and may be dismissed from the program and ineligible for readmission.

1. Students must conduct themselves honestly and with integrity regarding course and clinical activities.
2. Behaviors which threaten the public's health, welfare, and/or safety will constitute grounds for immediate dismissal from the nursing program.
3. Failure to prepare for classroom or clinical experiences is addressed in the course syllabi. Failure to hand in written classroom or clinical assignments on time is addressed in the course syllabi.
4. Students must maintain the confidentiality of privileged information and adhere to HIPAA regulations.
5. Students must observe the dress code stated within this handbook.
6. Inappropriate and/or disruptive behavior will result in disciplinary action. Inappropriate or disruptive behavior includes, but is not limited to, hostile or confrontational communication; distracting or attention-seeking behavior; behavior which is disrespectful, threatening or abusive to others; destruction, theft (including examinations) or mutilation of college property; and any illegal activity or behavior that results in discipline. Inappropriate verbal/nonverbal behavior patterns include, but are not limited to, dishonesty, inappropriate facial expressions, inappropriate touching, behavior which aims to threaten or intimidate a client/student/team member/instructor/preceptor, and leaving the

clinical site without notifying the instructor. Upon the occurrence of the described behavior(s) disciplinary action will be implemented, and possible dismissal from the nursing program may occur.

7. Nursing examinations or testing materials, both hard copy and electronic, are the property of the Nursing Department. Removing or accessing testing materials from external sources, classrooms, labs, or the computer is considered “theft”. Students who remove nursing exams or exam answers from the classrooms, labs or computers will face disciplinary actions under the academic honesty and professional ethics policies. Other disciplinary actions may also apply.

Academic Integrity and Honesty

Academic integrity and honesty are central components of a student's education, and the ethical conduct maintained in an academic context eventually will be taken into a student's professional career.

Academic honesty involves taking responsibility for your own education, completing all work required of you on your own, and contributing thoughtfully and fully to any group work assigned or sanctioned by your instructors. (These examples are not meant to be all inclusive, but are presented for guidance in defining acts of academic dishonesty which, if they are found to have occurred, required academic action by the faculty in whose course they occurred.) In more straightforward terms, academic honesty means not cheating on tests and not plagiarizing. Violations will be dealt with according to the “Rules While Taking an Exam” located in this handbook, and the Academic Dishonesty policy located in the KWU Academic Catalog, which includes dismissal from the university. *Refer to the Grievance Procedure located in this handbook.*

Classroom Civility

Classroom civility is essential to the learning atmosphere. Value is placed on each student and instructor of the classroom with regard to respect and the difference in learning styles. All members of the classroom will be expected to conduct themselves in a manner that facilitates this learning.

Respect for the Learning Environment

A safe and respectful learning environment is an essential condition to achieving the maximum level of student achievement. Students show respect by being prepared and attending class on time, paying attention, contributing to discussions, adapting to the surrounding environment and teaching methods, and striving for their best performance. Faculty show respect by their timeliness and preparedness, taking students seriously, valuing their goals and aspirations, and providing honest feedback. Mutual respect and consideration will provide a productive, positive and successful learning environment.

CLINICAL PROBATION AND PROGRAM DISMISSAL

Process for Determining Clinical Probation or Program Dismissal

1. **Problem Identified:** Unsatisfactory performance (a Clinical Evaluation Tool score equal to or less than 80.0%) shall be identified by the Nursing Education staff or faculty. The problem may be academic, personal, attitudinal, emotional or financial.
2. **Verbal Warning:** A student conference shall be held with the student and the faculty member involved. During this conference, problems shall be identified and recommendations made to the student. This constitutes a verbal warning.
3. **Documentation:** After the conference, a written summary of the conference shall be prepared by the faculty member and a copy given to the student.
4. **If the Problem Continues:** If the problem continues, a joint conference shall be scheduled with the student, the nursing staff, and/or other appropriate individuals (i.e., counselor, support staff, financial aid officer).

5. **Documentation:** A written summary of the student conference will be issued and signed by all involved – student, program nursing director, and faculty for identified academic and/or clinical problems.
6. **Consequence:** If the terms of the agreement are not met, the student shall be dismissed from the program. Dismissal from the clinical area shall occur at any time when clinical practice is determined to be unsafe or unsatisfactory by the course or clinical instructor.

DRESS CODE GUIDELINES

Students are expected to be clean, neat, and professional in their appearance and behavior. These guidelines are intended to ensure that students present a good impression as they represent KWU and to identify them as a student in the BSN program of the KWU Department of Nursing Education. For clinical activities at sites other than the hospital setting, dress codes are provided in the course syllabi.

1. During clinical experiences, or while in the role of nursing student in the community (i.e. when visiting the hospital to research a clinical assignment), men and women will wear a dark purple uniform consisting of scrub pants (drawstring or elastic waist) and a tunic-style scrub top. 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. Pants must not drag on the floor.
 - A purple warm up jacket with the KWU insignia and the student's name tag or purple uniform required when researching clinical assignment. Shorts, miniskirts, jeans, or sweats are not acceptable.
 - Athletic or uniform shoes that are sturdy, comfortable, and predominately white or black. Any variations must be approved by faculty. No clogs or sandals. Must have an enclosed toe and heel.
 - Uniforms must be the identical style and color approved by the Nursing Department Organization Committee. The KWU seal will be embroidered on the right at [Salina Embroidery in Salina, Kansas](#).
 - A white or black knit shirt with three-quarter or full length sleeves may be worn under the school scrub top. Full length sleeves must be pushed up on arm when doing care. (A white or black short sleeved t-shirt may be worn under the 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.)
 - White or black socks.
2. All nursing students must wear a dark purple polo shirt, with the KWU insignia and their name tag, with black or khaki pants, while representing KWU at various events such as health fairs and fund raisers.
3. No necklaces may be worn during clinicals. 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. Only spacers are allowed for nose piercings. Tongue jewelry must be removed.
4. Tattoos must be covered.

5. Sweaters, coats, or jackets are not to be worn during clinical experiences because of the possibility of cross contamination and/or loss of identification as a student nurse. Students may wear a purple scrub jacket with the KWU name tag.
6. Long hair should be off the collar or tied back away from the face. Headbands are to be a solid color in either purple, black or white.
7. 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.
8. Perfume, cologne, or scented lotions are not allowed.
9. Fingernails are to be trimmed short. No fingernail polish. Artificial nails are not permitted.
10. No gum chewing.
11. 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. Students may not use tobacco or smoke in any form while in uniform, KWU dress, or at any time they are representing KWU as a nursing student. Result of this action, student may be dismissed from the clinical rotation and/or the KWU Nursing Program.
12. Rings/watches must be removed prior to scrubbing; only watches are to be worn in the nursery, labor and delivery, or mother-baby unit.
13. All BSN students must order their student ID badge they received from the Student Development Office.
14. KWU will be responsible for issuing the Salina Regional Health Center (SRHC) Secure Access/Elevator badges to the students and tracking the badges.
 - Any student leaving the program will immediately surrender the SRHC Security Badge.
 - Lost or stolen SRHC Security 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 \$10 from the student to whom it was issued. At that time, the student will be responsible for paying the cost of the missing SRHC Security Badge.
 - Students and faculty will not allow hospital visitors and guests access to secure areas with these badges.
15. KWU nametags, SRHC Security Badges and uniform components that would identify a student with KWU **must not** be worn during activities not associated with being a KWU nursing student.

If these guidelines are not followed, the student may be sent home at the discretion of the faculty member and receive an unexcused absence. Clinical days must be made up.

SOCIAL MEDIA GUIDELINES AND PROFESSIONAL BOUNDARIES

The DNE adopts the National Council State Boards of Nursing (NCSB) Standards for Social Media Guidelines and Professional Boundaries. All nursing students in the DNE will adhere to these guidelines. Students will receive a copy of the Social Media Guidelines and Professional Boundaries at the beginning of each semester.

The KWU Department of Nursing supports the use of technology inside and outside the classroom. This support includes the use of social media communication formats such as Facebook, Twitter and any new technology to be developed. This support comes with the expectation that students in the Nursing Program will uphold the ethical standards of their profession: American Nurses Association Code of Ethics and the KWU Student Code of Conduct.

Federal Regulations regarding privacy such as Health Insurance Portability and Accountability Act (HIPAA) and Family Education Rights and Privacy Act (FERPA) apply to all personal and academic communication. Students will be required to sign confidentiality forms as required by clinical facilities.

Student use of photography and/or recording devices is prohibited in all classrooms, clinical, laboratory, and clinical sites. Unless approved by instructor ahead of time.

It is the expectation that students have read and understand the Nursing Student handbook, KWU Student Handbook and federal regulations related to privacy (HIPAA and FERPA). Noncompliance with this policy will result in disciplinary action which may include failure of a course, probation or dismissal from the nursing program.

STANDARD PRECAUTIONS AND EXPOSURE TO INFECTIOUS DISEASES

Serious Infectious Disease

Nursing students, with the support and guidance of their clinical instructor or preceptor, may have an opportunity to care for clients with an infectious disease. Students are expected to help manage care of these clients. When considering the care of clients diagnosed with serious infectious disease, we recognize that students have varying degrees of skills, both psychomotor and cognitive. We also recognize that faulty technique when caring for these clients could prove harmful or even fatal to the student.

Graduate health care workers (i.e. the preceptors who will supervise you) are expected to have the skills and knowledge necessary to provide safe and compassionate care for all clients, regardless of diagnosis. Consideration will be given to the client's complexity of care, agency policy, and the student's knowledge and dexterity level. A student who refuses to care for infected clients will be counseled to determine the reason for refusal and regarding the failure to meet the requirements of the profession of nursing. Students who have serious reservations about caring for clients with infectious disease should reconsider their career choice.

Standard Precautions - Centers for Disease Control (CDC)

(www.cdc.gov., May 2014)

Standard precautions are based on the principle that all blood, body fluids, secretions, excretions, except sweat, non-intact skin, and mucous membranes may contain transmissible infectious agents. Standard Precautions include a group of infection prevention practices that apply to all clients, regardless of suspected or confirmed infection status, in any setting in which healthcare is delivered. They include:

hand hygiene; use of gloves, gown, mask, eye protection, or face shield, depending on the anticipated exposure; and safe injection practices. Check the policies and procedures at each clinical agency.

Bloodborne Infectious Diseases (HIV/AIDS, Hepatitis B, Hepatitis C) and Needle Stick Injury Guidelines

The KWU DNE will follow the Bloodborne Pathogen Exposure Guidelines for clinical agencies as established by the Centers for Disease Control (CDC). The infection control nurse or designee at each clinical agency will serve as the resource person in interpretation and implementation of these guidelines. In the event that a student is exposed to bloodborne pathogens or a needle stick, the following will be observed:

1. It is the responsibility of the student to notify the faculty as soon as a needle stick has occurred. The faculty will then report the incident to the designated clinical agency representative.
2. If you experience a needle stick or sharps injury or were exposed to the blood or other body fluids of a patient during the course of your clinical rotation immediately follow these steps:
 - a. Wash needle sticks and cuts with soap and water
 - b. Flush splashes to the nose, mouth, or skin with water
 - c. Irrigate eyes with clean water, saline, or sterile irrigates
 - d. Immediately seek medical treatment
3. The faculty and clinical agency representative will:
 - a. Determine if the student was injured with a clean or contaminated needle. Puncture wounds from clean needles do not require special care.
 - b. Fill out the clinical facility's report for needle stick injury.
 - c. Follow the clinical facility's policy for an incidental needle stick injury.
 - d. If no policy exists, and the injury is from a contaminated needle, the following steps will be followed:
 - i. 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.
 - ii. The student is responsible for all expenses incurred for injuries during clinical, observational, or other learning experiences.
 - iii. If the patient refuses to have the blood work drawn, continue with the protocol for the student.
 - iv. If the student refuses to have the blood work drawn, have he/she must sign a release of responsibility.
 - v. 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 as per clinical agency and CDC guidelines.

Please refer to the Communicable Diseases section of this handbook.

ATTENDANCE, EXAMS AND ASSIGNMENT POLICY

Students must own a laptop computer with the specifications outline in the KWU Student Handbook. Students must bring their laptop, fully charged, to all class periods. Exams will be given online.

Theory (didactic) Courses:

1. Students are expected to attend all theory class sessions.
2. If a student misses more than twenty percent of the total didactic hours of the course per semester he/she will not be allowed to continue with the course.
3. Students are responsible for obtaining missed lecture notes, handouts, and assignments.
4. All assignments are required to earn a complete grade in the course. Any assignment not completed will result in an incomplete grade for the course. Accepted late assignments will receive a 10% grade deduction per day up to three days. Assignments will not be accepted after three calendar days of the course instructor's designated due date/time and will result in a zero for that assignment.
5. Students will not be allowed to enter the room once an exam is in progress.
6. All exams are taken online, timed, proctored and expected to be taken during scheduled class time.
Courses offered online will have exams completed online but proctored on campus.
7. All exam grades will be posted within 72 hours after administration of the tests.
8. Make-up exams are to be completed within 72 hours of the scheduled exam date/time. Students must schedule the make-up exam with the course instructor. If the appointment for retake is missed, a score of zero will be entered into the grade book for that exam.
9. No early exams will be given. Nursing students who have obligations in other KWU programs (i.e. athletics, theatre, choir) must present their schedule for activities (i.e. practice, games, performances) and make arrangements for testing with the instructors by the end of the first week of classes each semester. Make-up exams will be given on a date determined by the faculty and if the student does not take the exam on the arranged date, a 10% penalty will be applied to the exam grade. If the second rescheduled exam date is missed, a score of zero will be entered into the grade book for that test.
10. Nursing students who do not take an exam on the scheduled day, for any reason other than those indicated in #9 above, will be assessed a 10% penalty applied to the exam grade. There are no extenuating circumstances. *Please refer to the Absences Due to Illness or Injury section in this handbook.*

Clinical Courses:

1. If a student misses a clinical day, including simulation labs, they will be required to make up the clinical day as scheduled per the instructor.
2. Failure to make up clinical days will result in a failing grade for the clinical course.
3. It is the student's responsibility to notify the clinical faculty member of an impending absence at least one hour before clinical.
4. If a student misses more than 20% of the total clinical hours required in a clinical course per semester, a failing grade for the entire course will be entered into the grade book.
5. All assignments are required to earn a complete grade in the course. Any assignment not completed will result in an incomplete grade for the course. Accepted late assignments will receive a 10% grade deduction per day up to three days. Assignments will not be accepted after three calendar days of the course instructor's designated due date/time and will result in a zero for that assignment.

6. Excused Absences: Nursing students who have obligations in other KWU programs (i.e. athletics, theatre, choir) must present their schedule for activities (i.e. practice, games, performances) to the instructors and arrange for potential conflicts in the clinical rotation schedule by the end of the first week of classes each semester. See #4 in this Clinical Courses section.
7. Unexcused Absences: Absences due to reasons other than those in #6 above, will be unexcused. The opportunity for clinical make-up is not guaranteed. See #4 of this Clinical Courses section.
8. The clinical faculty member is to be notified if a student expects to be tardy. If a student is more than 15 minutes late to a scheduled clinical experience, the student will be dismissed from the clinical site and a make-up clinical day will be required.
9. Exceptions to this policy should to be submitted to, and approved by, the faculty of the Department of Nursing Education.

Rules While Taking an Exam:

Each course syllabus will list the schedule and information for testing and evaluation. When taking a test, the rules are as follows:

- Students will not be allowed to enter the room once an exam is in progress.
- Students may not have anything on their desks except a pencil while testing. No caps, hoodies, food or drinks will be allowed in the exam room. Paper necessary for calculating problems may be obtained from and returned to the instructor prior to leaving the testing room. Calculators will be provided.
- All student possessions must be placed at the front of the classroom. All cell phones and other electronic devices must be turned off and secured with student's belongings. Should a student need his/her phone available for an emergent situation, the phone may be left with the proctor in the front of the room. The phone should be set to vibrate so as to cause limited disruption in the examination room.
- Students are to allow as much space as possible between themselves and other students in the room
- No talking or signals between students are permitted.
- Students may not consult dictionaries or other sources of information (e.g. internet) without the permission of the instructor.
- Students are not allowed to leave the room once the exam has begun. If a student does leave, they will not be allowed to come back into the classroom until everyone has finished the exam.
- Violation of the Academic Integrity and Honesty Policy will not be tolerated.
- Violation of instructor's directive for computer testing will not be tolerated.
- A student's violation of the above rules may result in the student receiving a zero score for the test.

GRADING SCALE

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:

Grade	Points
A+	98-100
A	95-97
A-	92-94
B+	90-91
B	86-89
B-	84-85
C+	80-83
C	76-79
C-	74-75
D+	72-73
D	68-71
D-	65-67
F	≤ 64

Grade scores will not be rounded.

For clinical courses, grades of S/U (Satisfactory/Unsatisfactory) are earned. Satisfactory is equivalent to C+ and above.

CLINICAL EVALUATION TOOL RUBRIC

The Clinical Evaluation Tool (CET) consists of essential competencies with specific performance criteria. The competencies are drawn from course and program objectives for the BSN program at Kansas Wesleyan University, *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008), and *Quality and Safety Education in Nursing* (Cronenwett et al., 2007). The performance criteria for each competency includes cognitive, affective, and psychomotor domains of learning, and provide a complete evaluation of an individual student's clinical performance. The use of the Clinical Evaluation Tool makes it possible to see your development over time as you progress through the specific course, as well as through the nursing curriculum. It also provides standard measures for student, course, and program evaluation.

The standardized Clinical Evaluation Tool is used in each clinical course. A midterm and final evaluation is completed and shared with the student at the midterm and conclusion of the rotation.

Instructions: Students evaluate themselves on each of the criterion by selecting a rating and then recording comments to support that rating. Faculty rate students on each of the competencies using the designated rating scale. Faculty include comments related to each competency. To determine the overall rating score, faculty add all the assigned criteria ratings. The total scores for overall performance are written at the end of CET. A student who does not earn a satisfactory score or better will be placed on clinical probation. *Please refer to the Clinical Probation and Program Dismissal section of this handbook.*

ASSESSMENT REQUIREMENTS 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 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 or SAT Exam

Freshman Year: English Placement Exam may be required for some students

Associate Degree Graduating Students: Assessment Exit Survey

Senior Year: Senior Departmental Exam; Assessment Exit Survey

Alumni: 1st, 5th, 10th Year Surveys

Departmental Assessment

Nursing Education requirements include:

Prior to Entry: Test of Essential Academic Skills (TEAS)

Senior Year:

- ATI Comprehensive Predictor (Senior Departmental Exam)
- Department of Nursing Education Exit Survey

Student nurses will be expected to take the Comprehensive Assessment Technology Institute (ATI) Computer Adaptive Test 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 Content Mastery Assessment Technology Institute (ATI) Computer Adaptive Test(s) for assessment of readiness for the NCLEX-RN exam throughout the nursing program.

One-Year and Five-Year Post-Graduation Surveys

A survey will be sent to graduates and employers at one-year and five-year intervals after students have graduated with the BSN. These surveys contain questions related to the program benchmarks, 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 Department of Nursing Education is able to use this information for ongoing assessment of the nursing program.

ASSESSMENT TECHNOLOGIES INSTITUTE® (ATI)

Assessment Technologies Institute® (ATI) offers an assessment driven review program designed to enhance student NCLEX-RN success. Nursing students will be required to complete this comprehensive assessment and review program in preparation for registered nurse licensure. Students will receive curricular materials each semester and complete normative examinations in specific courses. Fourth semester nursing students are required to complete a comprehensive predictor assessment and intensive NCLEX-RN virtual review.

STUDENT SUCCESS CONFERENCES

All students will meet with course faculty at designated times throughout the semester, as stated in the course syllabi, to review course success. These Student Success Conferences are designed to encourage the student's best performance regardless of scores earned during the nursing program.

NOTIFICATION AND CLOSURE FOR STUDENTS WHO FAIL A NURSING COURSE

When a student receives a final grade less than an 80% in a nursing course, the course faculty will notify the student of the course failure. Formal notification by letter will be sent to the student from the Director of the Department of Nursing Education.

Students who wish to appeal the grade received on an assignment should first discuss the grade with the faculty member. If, after such discussion, the student still believes that the grade is incorrect, the student may initiate a grade appeal by following the Grievance Procedures in this handbook.

Any DNE student who believes she/he has been dealt with unfairly concerning academic progress (e.g., course grades, course materials, academic misconduct or absences) has access to an academic appeal. *Please refer to the Grievance Procedures section in this handbook.* DNE students, faculty and staff have access to appeal policies specified in the KWU Academic Catalog.

GRIEVANCE PROCEDURES

Chain of command is a principle of a formal organization, which establishes effective coordination, accountability and efficiency in organizational operation. If you experience a problem, contact your course instructor or clinical instructor for clarification.

1. If you feel resolution did not occur with your course instructor or clinical instructor, make an appointment to visit with the DNE Director. A meeting will be conducted with you, as well as with the course instructor or clinical instructor, to seek compromise or clarity.
2. If you feel no resolution was obtained, the following procedures may be used.

The Kansas Wesleyan University 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, which can be found at www.nсна.org/Publications/BillofRights.

Grievance Committee

The Grievance Committee shall be composed of two students and 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 Director of the 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 KWU 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.

The Bill of Rights and Responsibilities for Students of Nursing, National Student Nurses' Association, Inc., 2006 (last revision).

STUDENT COMMUNICATIONS AND NOTIFICATION OF CHANGES

TO KWU AND/OR DNE POLICY

Students are responsible for accessing official KWU communications via their **KWU email address** and the MyKWU LMS website. If you do not have a KWU email address, contact Jay Krob at jayk@kwu.edu or 785-833-4440 to get one set up as soon as possible.

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.

If major changes develop concerning the Nursing Education program, the Director of Nursing Education, KWU Provost and KWU Marketing Director discuss all available facts and actions to determine the

appropriate wording and method for communicating program changes to interested parties, which includes current students. Appropriate staff will be assigned to be available to answer questions from students and all interested parties. The contact information of the assigned staff will be included when communicating with students and interested parties.

If not being used for academic purposes, personal communication devices are to be turned off and kept in the student's bag/backpack, or in the front of the room, during classes and clinicals. This includes, but is not limited to cell phones (texting, conversations, photographing), computers (e.g., notebooks, laptops, readers, and tablets), cameras (photographing), and Personal Digital Assistants (PDAs). Additionally, please refer to KWU cell phone etiquette in the KWU Student Handbook.

NURSING SKILLS LABORATORY AND COMPUTER USAGE

1. No food or drink is to be prepared or consumed in the lab.
 2. No tobacco products are allowed in the building or on campus.
 3. Please keep the nursing skills laboratory neat and clean. Put away items that have been used and keep beds made.
 4. Priority of computer usage is given to students working on class assignments.
 5. To keep our computers running effectively, all user files will be deleted from the hard drive periodically. Please save your files. The Department of Nursing Education is not responsible for your data files.
 6. The 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.
 7. Children are not allowed in the skills laboratory.
 8. You will be held responsible for any damage you cause to the laboratory equipment or computers.
 9. 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 Department of Nursing Education or the Director of Information Systems.
 10. These computer systems have only licensed and legal software. Any illegal software programs on the hard drives will be deleted.
 11. Students should refer to the KWU Academic Catalog and the KWU Student Handbook for policies regarding computer usage on campus.
 12. 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 Executive Vice President/Provost for further action.**

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 KWU **must not** be worn during employment in a health care agency or during activities not associated with being a KWU nursing student.

ALCOHOL AND DRUG POLICY

Substance abuse is a patterned use of a drug in which the user consumes the substance in amounts or with methods which are harmful to themselves or others, and is a form of substance-related disorder.

In keeping with the responsibility of the nursing profession for protecting the public from harm while providing nursing care, clinical agencies, and/or the Department of Nursing Education may ask nursing students to submit to drug screenings. At the discretion of the faculty or nursing administration, students will be required to have a drug screening “for cause” while in the nursing program. Students will pay all fees for such screenings.

Refusal to allow mandatory or requested drug testing will result in immediate program dismissal and potential university disciplinary actions. If drug screening is required, the student will be dismissed from a didactic class or the clinical setting for the day and will receive an unexcused absence. Positive results will be grounds for immediate dismissal from the nursing program. The student’s emergency contact person will be called to drive the student home. A student dismissed from the nursing program for substance abuse will have no appeal for readmission to the program.

The student must not be mentally impaired and must be able to function optimally in the clinical setting in any case. A student using any medication which impairs cognitive or functional abilities, even if prescribed by a physician, will not be permitted to participate in clinical experiences.

PRECEPTOR GUIDELINES FOR BSN DEGREE PROGRAM

Definition:

“Preceptor” means a professional registered nurse licensed in the State of Kansas who is not employed by the KWU nursing program but who provides clinical supervision for nursing students in nursing courses taken during the nursing education program. For more detail please see the preceptor guidelines located in the Kansas State Nurse Practice Act 60-2-103 (a)(2A)(2B) found as an excerpt in Appendix A.

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.

Selection Criteria for Preceptors:

1. Must meet KSBN preceptor guidelines specified in Kansas State Nurse Practice Act 60-2-103 (a)(2A)(2B).
2. Must be licensed as a registered professional nurse in the state in which the nurse is currently practicing nursing.
3. Must agree to orient and participate as a preceptor for nursing students.
4. Should be a positive role model both as a practitioner and as a member of the nursing profession.
5. Should have prior experience in directing new graduate nurses or nursing student learning experiences. Should also have prior experience in providing feedback of new graduate or student nurse’s clinical performance.

Selection Process:

Potential preceptors may volunteer or may be nominated by faculty members or clinical supervisors (clinical coordinators/directors).

Preceptor Orientation:

1. Complete the “Required Preceptor Information and Agreement” form and return it to the Nursing Education office. An electronic file of the form may serve as a signed hard-copy.
2. Complete the orientation for preceptors either with a KWU nursing faculty member or online, if provided in an online format by your employer (i.e. HealthStream).
3. Sign the “Preceptor Orientation Verification Form” and provide it to your KWU supervising nursing faculty member. A scanned, emailed copy will serve as the original. A printed copy of the record of online completion may serve in place of the verification form. Proof of completion is required by KWU Nursing Education for regulatory purposes.

Role/Expectations of the Faculty Member (Course Coordinator):

1. Assists with the selection of eligible preceptors per course.
2. Provides an orientation to the course objectives and desired learning experiences to the preceptor.

Role/Expectations of the Faculty Member:

1. Provides reminders of 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.
8. Provides communication with each preceptor in order to effectively mentor, monitor, and evaluate his/her effectiveness.

Role/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.
6. Works with student and course faculty in directing the experiences for the student.
7. Reports any concerns regarding errors or quality of care promptly to the student and course faculty.
8. Completes the course documentation validating the student 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, legally, and ethically.
4. Participates in self-evaluation using specified objectives and criteria.
5. Strengthens time management and organizational skills.

6. May contribute to the improvement of nursing care at the site through projects, teaching, staff development programs, or other means.

NDO approved 10.13.14; Revised 08.19.15

PROTOCOL FOR GRADUATION FROM THE NURSING PROGRAM

Potential graduates will be notified by campus administration regarding additional graduation requirements and procedures.

	Activities	When	Responsible Person(s)
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 Director, Department of Nursing Education.

PINNING CEREMONY POLICY

Each graduating class will make the decision whether to have a pinning ceremony and the location and type of pinning ceremony to be planned. The ceremony may be a routine event or a very meaningful and thoughtful event, based on the desires of the graduating students. Option A: The ceremony can be entirely the responsibility of the graduating class. Option B: The ceremony can be planned and carried out with the assistance of the DNE.

OPTION A: Here is the protocol for a pinning ceremony which is planned and paid for entirely by the graduating students:

- Students must order and pay for their own nursing pin.
- Students will have complete decision-making responsibility for planning and executing the ceremony. The faculty and staff of the DNE will not set any restrictions or conditions regarding the ceremony.
- The name and logo of KWU or the DNE cannot be used or referred to as the facilitator or sponsor of the ceremony without previous written permission.
- Materials, supplies, decorations and equipment owned by KWU and/or the DNE may not be used without previous written permission, upon consideration of reimbursement of any costs.
- Faculty and staff who are requested by the students to participate in any aspect of the pinning ceremony will do so of their own will, on their own time and at their own expense (if any).
- If the students would like to use any of the campus facilities or services, arrangements must be made through the process described on the KWU website titled Reserve a Campus Space at <http://www.kwu.edu/about-kwu/reserve-a-campus-space>. Any fees incurred will be the responsibility of the students, either through fund raising efforts or personal funds.

OPTION B: Here is the protocol for a pinning ceremony planned by the DNE Student Activities Committee and held at KWU:

- Students must order and pay for their own nursing pin.
- Only students who have met requirements for graduation may participate in the pinning ceremony.
- The pinning ceremony will be scheduled at the end of the spring semester to coincide with the university's graduation commencement ceremony.
- Plans will be made with oversight by DNE Student Activities Committee, which includes the faculty chair of the committee and designated student representatives.
- The DNE will use a pre-determined budgeted amount to pay for supplies, decorations, facilities and services, requested by the Student Activities Committee and at the discretion and approval of the Director.
- The President and Executive Vice President/Provost of KWU will be asked to present a brief welcome speech.
- The Director of the DNE will give a speech during the ceremony.
- If the class would like to hear from a special speaker, the class must choose a senior class officer or a member of the current nursing faculty.
- If a class officer presents a speech, it must be approved in advance by the DNE Director, or designee.
- Graduating students will wear clean and pressed scrubs of the same color, either entirely purple or entirely white, with white shoes.
- During the ceremony, students will have the nursing pin placed on their uniform. Students will have the opportunity to acknowledge their friends and families for the support given during the student's educational career.
- If Option B is chosen, the following chart will be used to help with planning the ceremony.

PLANNING FOR PINNING CEREMONY

Activities	When	Who's Responsible
Plan the Pinning Ceremony	February through May	Student Activities Committee (SAC) with input and assistance from the graduating students.
Refer to previous pinning programs to add to the list below as needed.	February	Student Activities Committee
1) Reserve space for pinning ceremony and reception	Fall semester	DNE Administration
2) Choose musicians as follows:		
a) Prelude/Postlude	March	Senior Class President, with SAC Chair approval
b) Music/songs during ceremony	March	Graduating students, with SAC Chair approval
3) Ask President and Executive Vice President / Provost of KWU to present a brief welcome speech.	February/March	DNE Administration

4) Select and request keynote speaker, if any NOTE: The Director of DNE will give a speech as well.	February/March	Graduating students, with SAC Chair approval
5) Arrange for Benediction	February/March	DNE Administration
6) Arrange for floral bouquet for the platform	March/April	DNE Administration
7) Physical Area Arrangements, as follows:	February/March	DNE Administration
a) Seating arrangements for graduates, faculty and dignitaries		
b) Podiums		
c) Tables/Stand		
d) Lighting		
e) Microphones		
f) Videotaping/Pictures	April	Each graduating student gives their statement of gratitude and their mission statement to the class president, who then give it to the SAC Chair.
g) Graduates provide statements of dedication or gratitude		
h) Place pins on ribbon lanyard	April	DNE Administration
i) Display the Wall of Inspiration posters		
8) Establish order of Pinning Ceremony Program and send to Marketing Director	March	Senior Year Class President, SAC Chair and the DNE office staff.
9) Inform director of campus live-streaming productions		DNE Administration
10) Volunteers from Junior class sought to assist with Pinning Ceremony and serve as ushers.	April	List of Junior class volunteers finalized by SAC Chair
11) Send out invitations for Pinning and Graduation to:	Early April	DNE Administration
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	Day before pinning ceremony	Graduating students, DNE Director and faculty, DNE Administrative Assistant, KWU academic dignitaries.

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