



WKU
School *of* Nursing

**Bachelor of Science in Nursing (BSN)
Student Handbook
2018-2019**

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ATTENTION: All WKU nursing students are required to read and follow School of Nursing Policies, which are posted in the separate School of Nursing Student Handbook on the nursing website. The following student handbook policies apply only to students enrolled in the BSN Program.

BACCALAURATE PROGRAM CURRICULUM FRAMEWORK

Baccalaureate (BSN) Education

The faculty believe there are diverse pathways toward the achievement of the BSN degree. The BSN faculty are committed to preparing students at the pre-licensure level. The purposes of the Baccalaureate Program in nursing are to:

1. Prepare professional nurses who are generalists, and
2. Provide the knowledge base for graduate study in nursing

The BSN curriculum is based on the philosophical beliefs of the faculty. The curriculum integrates knowledge from the biological, behavioral, and physical and social sciences and liberal arts to provide a foundation for professional nursing practice. Learning experiences occur in a variety of health care settings and progress from basic to complex activities to achieve program outcomes.

Organizing Framework

The BSN program curricula content upholds the nursing profession's standards of practice. These standards are based on The Essentials of Baccalaureate Education for Professional Nursing Practice of the American Association of Colleges of Nursing (AACN, 2008), Code of Ethics for Nurses with Interpretation Statements (American Nurses Association [ANA], 2015), Nursing: Scope and Standards of Practice (3rd Edition, American Nurses Association [ANA], 2015), Guide to Nursing's Social Policy Statement (American Nurses Association [ANA], 2015), and Quality and Safety Education for Nurses (QSEN), (American Association of Colleges of Nursing [AACN], 2011).

Brief History of the BSN Program at WKU

In 1988, the faculty of the Department of Nursing identified the need to develop and implement a traditional BSN program. The traditional BSN program admitted 40 students once a year. However, due to the high level of student demand for the program, the program began admitting 40 students each semester in Spring 2006. In Fall 2012, due to continued high demand for BSN prepared nurses, the program received approval to double in size and admit 80 students each semester. The BSN program relocated from the main campus to the new WKU Health Sciences Complex in Fall 2013. Starting in Fall 2017, the program will expand to admit 120 students each semester to meet the growing demand for BSN graduates.

BSN Program – Program Outcomes

1. Apply knowledge from the behavioral, biological, physical and social sciences, and the liberal arts to provide holistic patient-centered care.
2. Use the nursing process and quality improvement to provide professional nursing care to promote the health and wellness of culturally diverse patients across the lifespan in a variety of settings.
3. Demonstrate leadership in the practice of professional nursing.
4. Use critical thinking skills in professional nursing practice.
5. Use inter-and intraprofessional communications and collaborative skills in professional nursing practice.
6. Demonstrate the role of teacher in professional nursing practice.
7. Integrate informatics skills in the selection of evidence-based interventions in professional nursing practice.
8. Adhere to the nursing code of ethics and standards of professional nursing practice.
9. Function as a safe and accountable member of the nursing profession.

Revised & Approved 9/20/2013 – BSN Prelicensure Committee

Accreditation

The Baccalaureate Program at the WKU School of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE):

CCNE (aacn.nche.edu/accreditation)
One Dupont Circle N.W.
Suite 530
Washington, DC 20036-1120



WKU School of Nursing
Guaranteed Nursing Admission (GNA) Application

Guaranteed Nursing Admission (GNA) to the WKU Bachelor of Science in Nursing (BSN) program is available to first-time, full-time freshmen **with an ACT composite score of 23 or above**. Students may apply during their first two semesters at WKU. Transfer students are not eligible for a GNA.

Prior to completing the GNA application you must first apply for admission to WKU, submit your ACT scores to WKU and obtain a WKU ID number. See <http://www.wku.edu/atwku/admissions.php> for details.

If a student is awarded a GNA, he/she must maintain the following in order to be granted guaranteed admission to the WKU BSN program*:

- **Maintain a 3.0 overall GPA while in the pre-nursing program.**
- **Obtain a grade of “B” or above in the following courses: CHEM 109, BIO 131, BIO 231, BIO 207/ 208, NURS 102.**
- **Maintain full-time status**

**All general education courses and nursing pre-requisite courses must be completed prior to entering the BSN program. GNA recipients must also submit a School of Nursing application and HESI entrance exam scores by the application deadline.*

If the GNA student is not able to enroll in the BSN program during the fall or the spring semester on or before their third year, the student will forfeit their GNA status, but may still apply to the WKU BSN program and become part of the regular applicant pool.

Please complete the information below and submit this form to BSN Admissions: nursing@wku.edu

Last Name: _____ First Name: _____

Student WKU 800 Number: _____ High School Graduation Date _____

Phone: _____

WKU email: _____

ACT Composite Score: _____ *must score 23 or above to be eligible*

Have you received dual credit? (Yes/No) _____

Anticipated date you will start classes at WKU as a freshman (i.e. Fall 2018) _____

Anticipated start date in the BSN program (i.e. Fall 2020) _____

Today's Date _____

Notification of the GNA application status will be sent to you via your WKU email address, so please remember to check your WKU email.

Curriculum

Required Sequence of Courses for BSN Students

1. The program consists of eight semesters of coursework. Clinical hours are scheduled to meet clinical agency needs. Therefore, to avoid scheduling issues, students are required to complete all non-nursing courses prior to entry into the nursing program. Students must progress in sequence once admitted to the program. Part-time progression is currently not available in the BSN program.
2. Admission to the nursing program is limited and based on selection of the most qualified applicants who meet all admission requirements. The program can be completed in 4 years if the student completes all prerequisite courses, is admitted to the nursing program in the junior year and successfully completes all nursing courses in sequence.
3. Applicants seeking admission to the baccalaureate-nursing program must:
 - Gain admission to Western Kentucky University
 - Complete all designated prerequisite courses
 - Attain cumulative grade point average of 2.75 or above for college level courses
 - Attain a minimum grade of C in all required courses: BIOL 131, 231, 207 and 208, CHEM 109, MATH 115/116, INTRO STATS, HMD 211, PSY/PSYS 220, NURS 102 and NURS 324 (effective Fall 18).
4. Complete a two course Anatomy and Physiology sequence *at the same institution* no more than 5 years prior to application to the nursing program. Students who have obtained a minimum grade of C in the Anatomy and Physiology sequence more than 5 years prior to application to the nursing program must either retake the courses or demonstrate current competency by passing a challenge exam prior to application to the nursing program.
5. Submit application to the School of Nursing (SON) by the deadline. See SON website for detailed admission requirements, forms and deadlines.
6. Students may be asked to participate in a preadmission interview and/or testing.
7. Meet health requirements and core technical standards for nurses.

Recommended Sequence of Courses for Pre-Nursing Students

(Major Code 586P – Seeking Admission)

1st Semester Prerequisites	Hours	2nd Semester Prerequisites	Hours
ENG 100 (Intro to College Writing)	3	ENG 200 (Intro Literature)	3
CHEM 109 (Chem/Health Science)	4	BIOL 131 (Anatomy & Phys I)	4
HIST 101 or 102 (World History I or II)	3	NURS 102 (Intro to Prof Nursing)	3
MATH 115 or 116 (College Algebra)	3	COMM 145 (Fund Speaking/Com)	3
BIOL 207/208 (Gen Microbiology/Lab)	3/1	Foreign Language* or Elective**	3
Total Hours	17	Total Hours	16

3rd Semester Prerequisites	Hours	4th Semester Prerequisites	Hours
ENG 300 (Writing in the Disciplines)	3	PSY/PSYS 220 (Developmental Psych)	3
BIOL 231 (Anatomy & Phys II)	4	NURS 324 (Pathophysiology)	3
HMD 211 (Human Nutrition)	3	Social and Cultural Connection Course	3
INTRO STATS (MATH 183, ECON 206, SWRK 344, SOCL 300, PH 383 or PSY/PSYS 313)	3	Local to Global Connection Course	3
Elective if needed**	3	Arts and Humanities Exploration Course	3
Total Hours	13-16	Total Hours	15

*WKU Colonnade requirement: Foreign Language Proficiency. Must show language proficiency at Novice-High level before completing 60 hours.

WKU BSN PROGRAM	HOURS
**Pre-Nursing coursework must equal	63
BSN Curriculum	57
WKU Graduation Requirement for the BSN Degree	120

Upper Division Nursing Course Sequence (Officially Admitted)

1st Semester Nursing	Hours	2nd Semester Nursing	Hours
*NURS 337 (Health Promo)	3	NURS 329 (Pharm. I)	2
NURS 335 (Assessment)	3	NURS 341 (Med-Surg I)	3
NURS 336 (Assessment Lab)	1	NURS 342 (MS I Clinical)	3
NURS 333 (Fundamentals)	3	NURS 343 (Mental Health)	3
NURS 334 (Fund. Clinical)	2	NURS 344 (Mental Health Clinical)	1
		*NURS 413 (Evidence Based Practice)	3
Total Hours	12	Total Hours	15
3rd Semester Nursing	Hours	4th Semester Nursing	Hours
NURS 429 (Pharm II)	2	NURS 403 (Prof Issues/Leadership)	4
NURS 432 (Med-Surg II)	3	NURS 421 (Complex Nursing)	3
NURS 433 (MS II Clinical)	3	NURS 422 (Senior Practicum)	4
NURS 444 (OB-Peds)	4	NURS 448 (Community Health)	3
NURS 445 (OB-Peds Clinical)	2	NURS 449 (Com Health Clinical)	2
Total Hours	14	Total Hours	16

- *N337 will be taught in both the first and second semester in Fall 18; then only offered in the first semester beginning Spring 19. N413 will be taught in both the second and third semesters in Spring 19; then only offered in the second semester beginning Fall 19.
- A grade of C or better is required in all nursing courses.
- Students must pass both the class and clinical portion of each linked clinical nursing course simultaneously in order to progress in the program. If one part is not passed, both parts must be repeated. Failure of both parts of a linked course will count as *one* course failure.
- Clinical courses may require students to go to the hospital the evening before their actual clinical day.
- NURS 422 consists of 120 hours of clinical over a bi-term in the final semester of the program.
- Total clinical contact hours in the program: ~700
- Pre-Nursing credit hours = 63; BSN curriculum credit hours = 57

BSN Grading Policies

Grading Scale (based on percent of available POINTS in each class)

A= 91-100%

B= 84-90%

C= 77-83%

D= 69-76%

F= < 69%

Students are evaluated on the number of points obtained within a given course. The points are changed to a letter grade based on the number of points obtained within the class (see class syllabi for details). Didactic and clinical courses for a topic area (e.g. Fundamentals of Nursing) must be taken concurrently. Students must successfully pass the didactic and clinical portions of the course or both must be repeated.

Please note: Students must achieve at least a 77% average of all objective exams within the course (unit exams and final exam) **before** points from other course requirements (e.g. papers and projects) will be included in the final grade.

No Rounding Policy: Final course average will be recorded as a whole number, and will not be rounded up or down. For example, a student who earns the final course average of 76.99 will be assigned a letter grade of D.

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

Policy for Academic Renewal and Application to the BSN Nursing Program

The BSN program will accept applications of students who have been dismissed for academic reasons from a nursing program once academic renewal has been granted. The student cannot be enrolled in university courses for a 2-year period following dismissal from a program according to the WKU academic renewal policy.

Students who complete a baccalaureate degree in another field after dismissal from a nursing program (for academic reasons) may apply or reapply to the BSN program without undergoing academic renewal or an additional waiting period.

Students who are accepted under these policies must repeat the entire BSN (upper division nursing) curriculum.

Policy for Completion of the BSN Curriculum

Students admitted to the BSN program must complete the nursing curriculum within 4 years of the admission date. In order for the student to be certified to take the NCLEX-RN, the entire BSN program of study must be completed. A student unable to meet this criteria will be dismissed from the program.

Promotion and Retention Policies

- A. Students must achieve a grade of C or higher in all classroom nursing courses, and achieve a minimum grade of *Pass* in all lab/clinical nursing courses.
- B. Linked course (courses with a classroom and a lab/clinical component) must be successfully completed simultaneously.
- C. Students must successfully complete each pre-requisite nursing course prior to progressing to the next level of nursing courses.
- D. In accordance with University policy, students may opt to withdraw from a course, or change from credit to audit on or before the University deadline. Refer to University policies at this website: <https://www.wku.edu/registrar/withdrawal.php>. Students planning to withdraw from a nursing course before or after the withdraw deadline established by the University are expected to schedule a meeting with the course coordinator and program coordinator for further instruction.
 - 1. Students may opt to withdraw from both class and lab/clinical (linked course); however, a student may not withdraw from a class and continue in the linked lab/clinical.
 - 2. Students may opt to change from credit to audit; however, audit is permitted for class only. The linked lab/clinical component must subsequently change to a W.
- E. Withdrawing from one component of a linked nursing course *after* the University withdraw date.
 - 1. A student who fails the lab/clinical component, but is progressing satisfactorily in the classroom may opt to withdraw from the classroom component and obtain a grade of W.
 - 2. Likewise, a student who fails the classroom component of a linked course but is progressing satisfactorily in the lab/clinical may opt to withdraw from the lab/clinical component and obtain a grade of W.
- F. In the event of one nursing course failure, a student may repeat the failed course one time.
 - 1. To repeat the failed course, a student must contact the BSN program coordinator via WKU email within five (5) days of the conclusion of the semester.
 - 2. The email must include the student's detailed action plan for academic success. The BSN program coordinator and the Academic Standards committee will review the student's request. Requests will be considered for the next semester the course is scheduled to be offered, and is contingent upon space available.
- G. Students seeking readmission subsequent to withdrawal must apply for readmission to the Academic Standards committee by February 1 (for fall admission) or by September 1 (for spring admission). Readmission is contingent upon space availability.

- H. Returning students who are out of sequence with his/her original admission cohort (due to withdrawal or repeating a course).
1. Students may enroll in selected non-clinical nursing courses and/or nursing elective courses with permission of course faculty.
 2. Returning students out of sequence may be required to officially audit select courses as recommended by the Academic Standards committee with faculty input. Students who audit must follow the same attendance and other policies as students enrolled in the program for credit.
 3. Progression each semester is contingent upon space available.
- I. In the event of a second nursing course failure, the student will be dismissed from the nursing program.

BSN Testing Policies

Exams will be administered via hard copy or online. Testing format delivery may change at faculty discretion.

- A. Students must wear his/her student ID badge to enter the testing site.
- B. Students who have questions about a unit exam answer should submit the question in writing, citing text pages or class notes, to the faculty within one week of the test return date.
- C. Faculty recommend that students who score less than 77% on any exam or who at any time in the semester drop below a 77% average make an appointment with faculty for an academic conference. Students should review the gradebook on Blackboard frequently.

Testing Guidelines

- A. Students should go to the restroom before the test begins as restroom breaks will be given during testing only in cases of emergency.
- B. Faculty may assign or reassign seating at any time before or during an exam. Faculty in the testing room/centers will monitor the students during exams. Students may not remove screen protectors from computers.
- C. No books, notes, bags, extraneous clothing (including hats, sunglasses, large coats or jackets), cell phones (placed on silent), and other type of technical device (such as a Fitbit or Apple Watch) are permitted at the student seat during testing.
- D. No food is allowed at the student's desk during testing. Gum, hard candy and cough drops are permissible as long as the use of these items are not distracting to others.
- E. Students should not leave their seat if they have a question. They may raise their hand for the instructor. Students may ask questions during the exam; however, the faculty reserves the right to decline to directly respond to a student question.

- F. Any student who exhibits behaviors consistent with academic dishonesty may receive a grade of zero.
- G. Scrap paper must be turned in with student name at the end of the exam.
- H. Exam questions are not to be reproduced in any form.

11/18/16 BSN Program Committee

Student Absence from Examinations/Tests

Students are responsible for notifying their instructor prior to the scheduled test time if they are unable to take a scheduled unit test or final examination. A student absent from an examination or test must provide justification for the absence in order to take a make-up test. See specific course syllabi for make-up test criteria.

Faculty members responsible for the course will jointly decide if the justification is acceptable. A student absent from an examination or test who cannot provide satisfactory justification may take a make-up test, but the score will be reduced by 10% of the total possible exam points. Individual courses may have additional deductions. Make-up examinations may consist of different test items or essay questions.

BSN Program Final Grade Posting

Final Grades and Time of Posting

To avoid possible disruptions of students who have finals scheduled for later during finals week, no exam grades, clinical skills performance results or other grades will be made available to students during finals week. All final exam grades and results of skills checkoffs will be held in confidence by faculty until all students have had the opportunity to complete all final exams and testing. Grades will be posted on TopNet by faculty between 8am-noon on Monday after finals week. Graduating students are exempt from this policy.

Meeting with the Faculty, Program Coordinator or Director of the School of Nursing

While any student can make an appointment to meet with the course faculty, the Program Coordinator or the Director of the School of Nursing about their grades and the grading process, this does not constitute a grade appeal and will not result in a change of grade after the final grade has been reviewed by the faculty member and posted on TopNet.

ADA Accommodation Statement and Accommodations

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from the Student Accessibility Resource Center.

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

If an instructor believes a requested accommodation will change the fundamental nature or essential curricular components of the course or program, this will be conveyed to the student and the Student Accessibility Resource Center (SARC). This is particularly true where an academic program is designed to prepare students for a profession in which licensure or accreditation requirements must be met, and the requested accommodation will require or result in an unacceptable deviation from the established norm.

Laboratory Rules

- A schedule of times when the laboratory rooms are available for practice is posted on the lab door. The equipment in the lab cannot be checked out overnight. If you need additional equipment, please check with the Lab Coordinator.
- Lab Materials are not to be removed from the School of Nursing without permission of an instructor.

Classroom Rules for Face-to-Face Classes

- **Attendance:** Students are expected to be present, punctual, and attentive for the classroom period.
- **Tardiness:** Students are expected to arrive prior to the start of class, to avoid disrupting the classroom. Students who arrive after class begins may be asked to wait until break to enter the classroom.
- **Class Preparation:** Students are expected to read the assignments before coming to class and are responsible for information presented.
- **Food and Beverages:** Beverages brought into the classrooms should be covered with a lid. Any spills will be the responsibility of the student to clean up.

- **Cell Phones:** Turn off or place phones on vibrate mode while in the classroom.
- **Laptop Computers:** Computers may only be used in the classroom for note taking and/or other activities related to the course.
- **Other Possible Distractions:** Family, friends and pets are not permitted to attend class.
- **Audio Recording:** Students may audio record nursing classroom content. The purpose of audio recording in the classroom is to enhance student learning. In order to preserve patient confidentiality, recorded content is restricted to nursing student use only and may not be shared with others, nor published on social media outlets. Violation of confidentiality will result in a professional misconduct violation or dismissal from the nursing program. Faculty reserve the right to prohibit audio recording if it becomes distracting or disruptive. This policy does not apply to guest speakers, as we must first seek permission to audio record their presentations.
- **The faculty reserve the right to ask any student to halt behaviors that are viewed as disruptive and will ask the student to leave the classroom if the behavior continues (see the professional conduct statement).**

Classroom and Clinical Attendance

Classroom: Nursing is a pre-professional program of study and students are expected to be punctual and attentive in the classroom. When absences constitute greater than 20% of total semester class hours, the faculty will dismiss the student from the class and record a grade of “F” on TopNet. The faculty may consider extenuating circumstances after a student provides documentation of the event that led to the absences.

Clinical/Simulation/Lab experience is essential for student fulfillment of program and course objectives. Unexcused absences and tardiness will affect the course grade and/or continuation in the program. Tardiness may result in the student not being admitted to the clinical/sim/laboratory, which may be counted as an absence. Admittance to the clinical sim/laboratory in the event of tardiness for extenuating circumstances will be at the discretion of the clinical faculty. All clinical absences require make-up work assigned by the course faculty.

Excused Absence: Students must notify their course faculty using the preferred method of contact as stated in the course syllabus **PRIOR** to the beginning of clinical, simulation, or lab for an absence to be considered excused. A student illness or injury is an example of an event that may be considered an excused absence. Faculty may request documentation for more than one absence.

Unexcused Absence: When a student fails to notify the course faculty of the absence prior to the beginning of clinical, simulation, or lab, the absence will be regarded as a “no call, no show” situation and result in an unexcused absence. A student with one unexcused absence in a clinical, simulation, or lab will receive a clinical warning and earn zero points for any make-up assignments. This student must also attend a follow-up meeting with the course coordinator.

Students with two unexcused clinical, simulation, or lab absences will be dismissed from the course and a grade of “F” recorded in TopNet. If extenuating circumstances prevent the student from communicating the absence, the student may petition the course faculty for a waiver of this policy. Students who seek this waiver are required to provide documentation of the nature of this serious event and their fitness to return to clinical.

Extenuating circumstances are unforeseen accidents, deaths in the immediate family or personal illness which requires you to be absent from class or clinical. Vacations, weddings, routine medical and/or dental appointments, studying for an exam, child care issues, job interviews, and working at your job are not considered extenuating circumstances as these are not unforeseen events. The presence of extenuating circumstances does not guarantee that the student will be exempted from the attendance policy.

Based on clinical agency and/or clinical faculty availability; clinical experiences may include evenings, nights, Saturday and/or Sunday clinical assignments.

Clinical orientation and wrap up days may be held on alternate days and times due to facility availability. In addition, orientation may be held the week before classes officially begin.

BSN Committee approval date 11/17/2017

Delegation of Clinical Learning Activities to Nursing Staff

Purpose and Scope

In order to protect patient safety and to comply with clinical agency requirements and Kentucky Board of Nursing recommendations the following policy will apply to all students who are accepted into any WKU School of Nursing Program.

Policy

Faculty teaching in the clinical setting are ultimately responsible for student learning activities. Faculty who send students to distant units or off site locations to perform advanced nursing skills are responsible for delegating oversight of students to appropriately qualified staff members.

Definitions

Basic Nursing Skills: When a student nurse is assigned to a hospital unit or to a community site away from the clinical instructor, the student may perform basic nursing skills at the request of the clinical agency. For example, students may perform vital signs, assist with patient hygiene, feeding and patient positioning. Students at the distant location may engage in basic nursing skills if the staff on the unit allow the student to do so. Participating in basic skills does not require a signed learning agreement form.

Advanced Nursing Skills: Student nurses assigned to distant clinical sites or units (such as surgery,

endoscopy, emergency room, community health sites and other sites where a nursing faculty member is not immediately available) may not perform advanced nursing skills (invasive procedures or medication administration) UNLESS there is an experienced Registered Nurse who is willing and able to oversee the student.

Appropriately Qualified Staff Member: For the purpose of this policy, an appropriately qualified staff member will be a Registered Nurse with at least 2 years of experience in the clinical area who agrees to assist the student with the learning activity.

Procedure

1. Clinical faculty members will make arrangements in advance for students to be present at distant units or community sites.
2. Clinical faculty members will communicate with staff members concerning student's learning needs and abilities.
3. Participation in medication administration or invasive procedures at the distant location requires a **Learning Agreement Form for Advanced Nursing Skills**. Clinical faculty will distribute learning agreement forms to students as needed. The form is also available from the SON website.
4. Students will be responsible obtaining signatures from the staff nurse who observes the student performance at the distant site. Students are also responsible for returning the signed agreement to the clinical faculty.
5. Faculty will return the forms to the program office staff, who will scan and file the forms by course and semester on the shared drive.

Learning Agreement Form for Advanced Nursing Skills

WKU nursing students assigned to your unit may perform basic nursing skills (vital signs, assist with patient hygiene, feeding and patient positioning) if the staff on the unit allow the student to do so. Basic Nursing Skills do not require a signed learning agreement form.

Advanced (Invasive and Medication) Nursing Skills

Student nurses assigned to distant clinical sites or units (such as surgery, endoscopy, emergency room, community health sites and other sites where a nursing faculty member is not immediately available) may not perform invasive skills nor administer medications UNLESS there is an experienced Registered Nurse who is willing and able to oversee the student. For this policy an appropriately qualified staff member will be a registered nurse with at least 2 years experience in the clinical area who agrees to assist the student with the learning activity.

To be completed by Student

Student Name _____

Level _____

(i.e. ASN 3rd semester, or BSN 2nd semester, etc.)

Date _____

To be completed by Unit Nurse

Agreement for Advanced Nursing Skills:

I will review the student skills checklist for the skill in question.

I have at least two (2) years of experience in this clinical area, or two (2) years of experience as a Registered Nurse.

I will be present with the student during the skill and assist them as needed

Signature and Title _____

Clinical Area _____

Skills performed _____

Comments:

Disciplinary Action for Professional Misconduct

Students in the BSN program are expected to follow the NSNA Code of Ethics and all policies outlined in the WKU SON Student Handbook. Expectations for appropriate student conduct are discussed in the Policies for Student Behavior section of the student handbook. If a faculty member and the Program Coordinator considers a student's behavior to be in violation of these policies, a written Professional Conduct Violation will be issued. Copies of violations will be provided to the student, Program Coordinator, and placed in the student's file. Students in the BSN program will be required to meet with the Program Coordinator and SON Director if they receive more than one Professional Conduct Violation.

A student who receives three (3) Professional Conduct Violations will be dismissed from the nursing program. However, a student may be immediately dismissed with or without previous conduct warnings for behavior that endangers patients, staff, faculty or peers; performing actions outside of the nursing student scope of practice, use of drugs/alcohol during class/clinical and/or violation of state/federal laws.

Academic Dishonesty

WKU nursing students are expected to demonstrate a high standard of academic honesty in all aspects of their work and college life. Without intellectual integrity there cannot be genuine learning. Academic dishonesty represents a direct attack on this integrity. In taking tests and examinations, completing homework, laboratory and clinical work, writing papers and using information technology, students are expected to demonstrate honesty. Cheating, plagiarism, or other forms of academic dishonesty will lead to a failing grade on the assignment and/or failing grade in the course. In addition, faculty will notify the Dean of Students of the violation per WKU's Academic Misconduct Policy and follow the procedures outlined: <https://wku.edu/studentconduct/process-for-academic-dishonesty.php>. Repeat occurrences of this type of behavior can result in dismissal from the program.

Course content, study notes, study guides and other course-related materials may not be altered, shared and reproduced on social media or in any manner without the written consent of the faculty.

BSN Portfolio Requirement

All BSN students are required to submit a portfolio before graduation. The portfolio is a requirement for the Nursing Leadership course.

BSN Senior Portfolio Content

Course Number	Portfolio Requirement
NURS 422	Policy Paper
NURS 403	Self-Narrative of SON Program Objectives
NURS 403	Philosophy of Nursing statement, Cover letter and Resume
NURS 432	3 rd Semester Group Project
NURS 448	Legislative letter

Revised and approved 9/20/2013-BSN Prelicensure Committee

Health Education Systems Inc. (HESI)

The BSN Program utilizes HESI products (exams, case studies, practice tests) throughout the curriculum to promote student success on the NCLEX-RN. The exams include the Fundamentals (1st semester), Psych (2nd semester), Med-Surg & OB/Peds (3rd semester), and Exit exams (4th semester). A HESI NCLEX review is provided during the last semester of the nursing program.

Letter of Recommendation Guidelines

A. PURPOSE

To provide students with guidelines for requesting a letter of recommendation from a faculty member.

Please note: Faculty will gladly write letters of recommendation; however, the established criteria must be met, or your request may be declined. *Students should ask a faculty member with whom they have developed a positive rapport, who can attest to their academic and clinical (i.e. simulation, laboratory, hospital) abilities/skills).*

B. CRITERIA

1. A letter of recommendation should be requested a minimum of two weeks (preferably 4 weeks) in advance of the deadline. The student must be in good standing in the program, which includes (but is not limited to):
 - a) Academic performance at or above 77%.
 - b) Demonstration of professional conduct.
2. You should provide the following information with your request:
 - a) Resume including recent KANS activities, professional meetings attended, certifications, awards, honors, achievements, service work, current overall GPA, previous employment, and up to date contact information.
 - b) Cover letter and/or academic/professional goal statement.
 - c) Description of the job or scholarship for which you are applying.

- Include the deadline and mode of submission required.

C. FACULTY-STUDENT CONTACT

1. Please ask for letters of recommendation in person or via a polite, professionally written email. Please allow 72 hours for a response. If the faculty member has not responded within 72 hours, it is appropriate to send a follow-up email.
2. Faculty love to receive communication from students after a letter is written, so please let him/her know the results of the job or scholarship opportunity.

Faculty reserve the right to decline requests for writing letters of recommendation at their discretion.

Program Approval/Licensure

The Baccalaureate Program at the WKU School of Nursing is approved by the Kentucky Board of Nursing (KBN):

KBN (www.kbn.ky.gov)
312 Whittington Parkway
Suite 300
Louisville, KY 40222

Applying for licensure is discussed in NURS 403. Policies and procedures related to licensure vary from state to state. Students should review the webpage of the Board of Nursing in the state they wish to be licensed for specific information.

KRS 314.031 (4) requires that all misdemeanor and felony convictions occurring in Kentucky or any other state, regardless of when they occurred, must be reported to the KBN. For more information, refer to the KBN brochure “Mandatory Reporting of Criminal Convictions” which is available on the KBN website: <http://www.kbn.ky.gov/> or you may call KBN at 502-429-3300.

Student Membership in Nursing Organizations

To transition from the student role into a member of the nursing profession and to develop the leadership role within the community, students in the second semester are encouraged to begin active membership in WKU's local chapter of the **Kentucky Association of Nursing Students (KANS)** and membership in the National Student Nurses Association (NSNA).

Students in the 1st semester are required to participate in one (1) **KANS meeting** each semester, and students in the 2nd and 3rd semester are required to participate in one (1) **KANS event** per semester. The faculty will monitor participation and demonstration of professional accountability and leadership through summative clinical evaluations: NURS 336 (final check-off), NURS 342 and NURS 433. Students should document their KANS activities in the University SEAT Record.

(Approved April 28, 2017)

In addition to KANS, the **Minority Nursing Student Organization (MNSO)** provides an opportunity for networking and mentoring for students from different cultural backgrounds, ethnic and racial groups that are historically underrepresented in the nursing community. The organization is open to all pre-nursing and nursing students at WKU.

Students in their last year of the program, who rank in the upper 35% of their class will be invited to join the local chapter, **Kappa Delta of Sigma Theta Tau International (STTI)**. This organization is recognized as the Honor Society of Nursing and serves to advance knowledge, promote learning, and foster service through nursing scholarship and leadership.

National Student Nurses' Association, Inc.
Code of Academic and Clinical Conduct

PREAMBLE

Students of nursing have a responsibility to actively promote the highest level of moral and ethical principles and to embody the academic theory and clinical skills needed to continuously provide evidence-based nursing care given the resources available. Grounded in excellence, altruism and integrity, the clinical setting presents unique challenges and responsibilities while caring for people in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an agreement to uphold the trust that society has placed in us while practicing as nursing students. The statements of the Code provide guidance for nursing students in the personal development of an ethical foundation for nursing practice. These moral and ethical principles are not limited to the academic or clinical environment and have relevance for the holistic professional development of all students studying to become Registered Nurses.

CODE OF ACADEMIC AND CLINICAL CONDUCT

As students who are involved in the clinical and academic environments, we believe that ethical principles, in adherence with the NSNA Core Values, are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all patients.
2. Diligently maintain patient confidentiality in all respects, regardless of method or medium of communication.
3. Take appropriate action to ensure the safety of patients, self, and others.
4. Provide care for the patient in a timely, compassionate, professional, and culturally sensitive and competent manner.
5. Are truthful, timely and accurate in all communications related to patient care.
6. Accept responsibility for our decisions and actions.
7. Promote excellence and leadership in nursing by encouraging lifelong learning, continuing education, and professional development.
8. Treat others with respect and promote an inclusive environment that values the diversity, rights, cultural practices and spiritual beliefs of all patients and fellow healthcare professionals.
9. Collaborate with academic faculty and clinical staff to ensure the highest quality of patient care and student education.
10. Use every opportunity to improve faculty and clinical staff understanding of the nursing student's learning needs.
11. Encourage mentorship among nursing students, faculty, clinical staff, and interprofessional peers.
12. Refrain from performing skills or procedures without adequate preparation, and seek supervision and assistance when necessary.
13. Refrain from any deliberate action or omission in academic or clinical settings that create unnecessary risk of injury to the patient, self, or others.
14. Assist the clinical nurse or preceptor in ensuring that adequate informed consent is obtained from patients for research participation, for certain treatments, or for invasive procedures.
15. Abstain from the use of any legal or illegal substances in academic and clinical settings that could impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairment related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

First adopted by the 2001 House of Delegates, Nashville, TN. Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX.

Communication Via the List Serve

The list serve provides a mechanism for students and faculty to communicate as a group. All students must subscribe to the list serve by accessing the following website:

<http://lists.wku.edu/mailman/listinfo/bsngeneric>

BSN Dress Code

- **ID Badge:** The official WKU School of Nursing ID badge is required in clinical/laboratory settings at all times. The badge is to be worn on the front upper torso.
- **Scrubs:** Scrubs are to be worn when in a student role and only in the clinical, laboratory, or classroom settings. Red scrub top with red or black scrub pants/skirt. Any garment worn under the scrub top must be solid white, red, or black in color. Pant length should stop at the top of the shoe; skirts must fall at or below the knee. The uniform must be clean and the appropriate size.
- **Shoes:** Solid white or black leather/leather like with enclosed heel and toe. White or black socks/hosiery should coordinate with the shoe color and extend above the ankle.
- **Nails:** Nails must be clean and no longer than ¼ inch beyond tip of finger. No polish or artificial nails.
- **Hair:** Pulled back from face; any hair color that cannot grow naturally is not permitted. Hair accessories must be neutral in color.
- **Head coverings** that are worn for religious beliefs must permit the use of a stethoscope and must not interfere with asepsis. When wearing the nursing polo or scrubs in the clinical, laboratory or classroom setting the head covering should be solid white, red or black in color.
- **Beards/mustaches:** Must be trimmed to ½ inch in length.
- **Tattoos/piercings:** Tattoos and piercings may not be visible in certain clinical settings.
- **Jewelry:** One pair of small earrings in each lower earlobe, plain band ring, and wristwatch with a second hand.
- **Makeup/perfume:** Makeup in natural tones, no extreme colors. No perfume, body spray or smell of smoke is permitted in the clinical setting.
- **Chewing gum** is not permitted in the lab/clinical areas.
- **Personal Hygiene** must be maintained.

Lab Coats/Dress Code for Obtaining Assignments

A white lab coat may be worn with scrubs. When students wear lab coats for agency visits or when obtaining assignments at the hospital, women must wear professional dress including modest blouse/skirts, dresses, or dress slacks, and closed toe shoes. Males may wear casual slacks and shirts and closed toe shoes. WKU SON ID badge must be visible on the lab coat.

Estimated Costs of the BSN Program

WKU Tuition/student fees plus \$400 nursing program fee/semester
MCHC Parking Permit \$130/year
School of Nursing ID Badge-\$10 (Replacement \$10)
Textbooks-range from \$800-1,000/semester
HESI Products-\$50-150/semester
Scrubs-\$30-50/varies
Shoes-\$50-\$100/varies
Malpractice insurance-\$65/year
CPR/First Aid-\$80/two years
Background Check-\$100/upon admission

Equipment Requirements: Required prior to entering clinical setting:

Bandage Scissors
Stethoscope with bell and diaphragm functions
Sphygmomanometer (blood pressure cuff)
Penlight
Watch with second hand
Small pocket calculator
Pocket hand sanitizer
Black ink pen
Gait belt

Health Requirements (cost will vary depending on insurance or provider)

Physical
Drug Screen
Immunizations
TB Skin Test
Flu Vaccine
Personal Health Insurance

Clinical Travel

The student is responsible for providing his/her own transportation and auto insurance for all class and clinical experiences.

Student Employment

- The School of Nursing is responsible for student performance only while in course required laboratory and/or clinical experiences under guidance of WKU faculty members.
- Nursing students who are employed in a clinical role of any type must adhere to the regulations of the Kentucky Board of Nursing or other State Board of Nursing.
- Student employees are the responsibility of the employer.
- Nursing students may not wear school uniform, ID badge, or other school emblem while employed.

BSN Program Awards

Outstanding Student Award - This award recognizes overall excellence as demonstrated by GPA and some or all of the following: Participation in the honors program, professionalism and service.

Helen Turner Award - The Helen Turner Award, established in 1980 by the 7th District Kentucky Nurses' Association, pays tribute to the outstanding qualities of this nurse. Ms. Turner served as a nursing leader in the western part of Kentucky and worked diligently to improve the quality of nursing education and patient care.

The award is presented to a baccalaureate nursing student who meets the following criteria:

1. Active in KANS or KNA.
2. Demonstrated leadership potential.
3. Demonstrated enthusiasm for the student or professional organization.
4. Achieved a grade point average of 3.0 or above.

KANS (Kentucky Association of Nursing Students) Award - The KANS Award is given each year to an outstanding member of KANS. The recipient of the award is a graduating student who has actively participated in KANS activities and demonstrated outstanding leadership abilities.

Spirit of Nursing Award - The Spirit of Nursing Award, developed by the U.S. Army Nurse Corps in cooperation with the NSNA, recognizes an exceptional nursing student who demonstrates a commitment to excellence through community, professional, and academic achievements.

Revised April 2017

Appendix A **Simulation Policy**

Purpose: The purpose of Nursing Simulation within the WKU pre-licensure BSN curriculum is to prepare students to provide safe patient care in an increasingly global society. Simulation is designed to promote application of knowledge and skills, patient safety, and clinical reasoning in a safe learning environment.

Goals:

1. Enhance attainment of program and course outcomes
2. Provide evidenced based learning opportunities
3. Create a safe learning environment
4. Increase collaboration
5. Allow for reflection on simulation experiences
6. Provide performance and participation feedback to students

Simulation

Simulation in nursing education is a teaching strategy used to replicated components of real world scenarios to complement clinical education. High or low fidelity mannequins, task trainers, standardized patients, realistic equipment, and realistic environments can be utilized to create simulation experiences that assist in achieving the course objectives and program outcomes.

Pre-briefing

The purpose of pre-briefing is to prepare the student to achieve the scenario objectives by setting the climate for a safe, productive learning environment.

Debriefing

Debriefing is a vital component of the simulation experience which allows the students opportunity to understand and integrate the scenario objectives. Debriefing provides immediate feedback and reflection on simulation activities to promote clinical reasoning.

Simulation Training and Professional Development

All faculty and staff involved in simulation shall receive an initial orientation and training in the use of simulation and engage in ongoing professional development. (See Appendix B).

Simulation Contract

All students involved in simulation activities are required to review and sign the simulation contract prior to participation. (See Appendix C).

Appendix B
New Faculty Simulation Orientation

Facility

- Skills Lab classrooms
- Observations rooms
- Control room
- Simulation rooms and simulators
 - High fidelity simulators
 - Moderate and low fidelity simulators
 - Task trainers
 - Standardized patients

Simulator	
Check radial, carotid, femoral and dorsalis pedis pulses	
Check pupils with ophthalmoscope above the bed	
Observe the cyanosis light in the oral cavity	
Listen to lung sounds: clear	
Listen to lung sounds: wheezes	
Listen to lung sounds: crackles	
Listen to lung sounds: diminished bases	
Listen to heart tones	
Check blood pressure manually	
Turn simulator on his side and look at his back	
Apply nasal cannula and turn oxygen to 4 liters	
Turn suction on and off	
Simulation Lab	
Explore monitor: set continuous blood pressure every 5 minutes	
Observe a pop-up message on the monitor – blood glucose, cap refill, etc.	
Bedside computer: Log into evolve, open scenario #9, find the history and physical and the MAR	
Use phone on wall to call the control room on speaker phone	
Look at control room	
Look at observation room: adjust volume on the wall	
Explore supply cart near bed: Find a syringe with a needle & alcohol pads	
Explore supply room: Find oxygen tubing & a transparent IV dressing	
Locate Linens: Sheets, blankets, towels, washcloths, extra pillows	

- Protecting the simulators
 - No food or drink in the simulation room
 - No ink pens or markers, newsprint, adhesives or chemical cleaners (soap and water only)
 - Wear gloves when handling the mannequin
- Conserve supplies

Software

- Capabilities of simulation software (changes in patient condition, communication, etc.)
- Simview (control room, use in debriefing, can be used for observation)
- Evolve (scenarios, charts)
- NLN scenarios
- Custom scenarios

Simulation

- Review Simulation Contract
- Review Simulation Policy
- Simulation scenarios should be guided by the learning objectives
- Safe learning environment
 - At WKU, we highly value a safe learning environment in simulation. This involves both physical safety and the psychological safety of the students.
 - Faculty should maintain a positive attitude during simulation.
 - Participants should not be reprimanded or ridiculed for mistakes.
 - Mistakes are expected and valued because of the learning potential they create.
 - Participants should feel free to participate and reflect without fear of shame or humiliation.
 - Whenever possible, faculty should normalize the feelings and actions of the learner or group.
- Suspended disbelief
 - In order to help learners suspend disbelief, simulation faculty and staff should work to make all aspects of the simulation as realistic as possible including integrating information and situations that are believable and creating an environment and mannequin that are as realistic as possible.
 - We recognize that even when realism of the scenario is achieved, students must still make a conscious choice to suspend their disbelief and treat the scenario as if it were an actual clinical situation. Students should be educated in this concept as a part of simulation orientation.
- Lifesavers
 - When unexpected events occur during a simulation, lifesavers may be used to manipulate the simulation in order to direct learners back toward the learning objectives.
 - Lifesavers can come from within the scenario such as the patient asking the learners to repeat information, altering vital signs more drastically, or providing learners with more time.
 - Lifesavers can also come from outside the scenario such as stopping the simulation to clarify or explain the situation. Outside lifesavers should be reserved for situations that threaten the physical or psychological safety of the learner.
- During simulation, learners should be allowed to make decisions on their own whenever possible. Simulation is the learner's opportunity to be the nurse, use and

develop clinical reasoning skills, and learn from their mistakes in a safe environment.

- Confidentiality
 - What happens in simulation stays in simulation

Pre-briefing

- Prior to a simulation experience, learners should have an orientation to simulation concepts and the simulator or mannequin they will be using
- Some courses may have assignments to prepare for simulation
- Information provided in pre-briefing should assist the learners in achieving learning objectives and set their focus on the primary outcome which is learning
- Learners should be given instructions and preparatory information such as limitations of the simulator, safety considerations, roles, objectives, and a SBAR report on the patient
- Expectations of observers should be discussed

Debriefing

- Conducted in a space away from where the simulation was conducted
- Conducted by an educator who has been trained in debriefing and who has observed the entire simulation learning experience
- Establish a safe learning environment (see guidelines in the simulation section)
- Debriefing accomplishes the ultimate goal of simulation through development of clinical reasoning skills
- Begin debriefing by asking participants about their view of the situation they just experienced in order to start the reflective learning process
- Debriefing should not be a lecture
 - Regardless of the debriefing style, the learners should be doing most of the talking
 - Oral questioning is a great way to promote reflection and critical thinking
- Feedback on performance is a part of the debriefing process. This should be handled gently to protect the learners' psychological safety. Whenever possible, learners should be allowed to verbalize their own mistakes.
- Reflection papers are important to solidify the concepts learned in the simulation.

Evaluation

- Of students
 - Formative
 - Summative
- Of Simulation
 - Student evaluations
- Of Faculty
 - Peer reviews

Appendix C
Western Kentucky University
School of Nursing Simulation Lab

FICTION CONTRACT AND CONFIDENTIALITY AGREEMENT

Fiction Contract: The faculty and staff of the Western Kentucky University School of Nursing (SON) have set up simulated situations that are as realistic as we can make them with current technology. Given the simulators' limitations, we are going to do our best to make the simulations seem as real as possible. We acknowledge that students will likely respond differently in the simulated environment than in a real clinical environment. We also acknowledge that the simulators have assessment and technological limitations. Despite these limitations, simulation is a very useful tool for learning. Simulations are more effective and beneficial when participants conduct themselves as if they are in a real clinical situation.

- As a user of the simulation lab, I understand the importance of treating the patient and situation as if it were a real clinical situation. To the extent that I can, I will engage with the simulator and actors as if they are real patients/family members/members of the healthcare team. I understand that the simulation mannequins are to be used with respect and treated as if they were living patients in every sense – legal, moral, or philosophic.

Confidentiality Agreement: As a user of or visitor to the nursing simulation lab, I understand the significance of confidentiality with respect to information concerning patients – real or simulated -- and other users and visitors including, but not limited to, WKU SON students, instructors, and staff. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and all other federal or state laws regarding confidentiality. I agree to adhere to the stipulations stated below, and I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

- I understand that all patient information – real or simulated -- is confidential, even information developed for or as part of a simulation session, and any inappropriate viewing, discussion, or disclosure of this information is a violation of WKU SON policy. **This information is privileged and confidential regardless of format: electronic, written, overheard or observed. I will not discuss information with my classmates who are not involved in my simulation lab exercise.**
- I understand that simulation and debriefing sessions may be videotaped, audio taped or otherwise recorded, and I agree to maintain the confidentiality and security of any and all recordings.
- I understand that images or video/audio recordings of simulation sessions may be used for educational purposes. All recordings will permanently be erased at the end

