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Dear Nursing Student

The Nursing Division would like to personally welcome you to our program. The Nursing Division is currently represented by the following faculty and staff: Mrs. Marian Smith, MSN, RN, Interim Chair Division of Nursing, Assistant Professor of Nursing, Mrs. Emiley W. Button, APRN, RN, Instructor of Nursing, Dr. Martha D. Hawkins, DNP, APRN, RN, Assistant Professor of Nursing, Ms. Elle Adams, MSN, RN, Instructor of Nursing, and Cindy Bretz, Administrative Assistant for the Nursing Division. The faculty and staff are here to provide assistance to all nursing students.

This handbook has been prepared to inform you of important information about the Nursing Program at Lindsey Wilson College.

Additional College policies and information can be obtained through the Lindsey Wilson College Student Handbook and the Lindsey Wilson College Academic Catalog. These are available through the following links [Lindsey Wilson Student Handbook 2011-2012](#) and [Lindsey Wilson College: Academic Catalog](#) or by visiting the Lindsey Wilson College website at [www.lindsey.edu](http://www.lindsey.edu).

It is the student's responsibility to read the Catalog, student handbooks, and official notices; to be informed about grades, credits, and requirements; and to abide by the regulations of the College and the Division of Nursing.

We hope this Handbook will be helpful to you. If you have any suggestions on ways it can be improved, please let us know.

We look forward to getting to know you and wish you success in the nursing program.

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Nursing Program  
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## **Division of Nursing Philosophy**

The program philosophy and conceptual framework flow from Lindsey Wilson's mission and objectives. We believe that preparation for professional nursing is the baccalaureate degree in nursing. Through a liberal and professional education, nurses acquire a foundation for the development of clinical judgment skills, professional values, and value-based behaviors and dispositions. Dispositions such as caring and altruism are viewed as central to the practice of nursing.

The Nursing Program is built upon the philosophical framework and general policies of Lindsey Wilson College. Emphasis is placed upon preparing diverse learners in a caring environment 1) to embrace the Christian values of human dignity and integrity and 2) to become service-oriented leaders and lifelong learners who make evidence-based decisions for the benefit of their clients.

The Nursing Program incorporates the concepts that 1) education is an organized and continuing process of purposeful, guided, and self-directed activities to enhance the development of the individual; 2) learning involves a change in behavior brought about by critical thinking, knowledge, experiences and the identification of learning goals; 3) selection of experiences and evaluation of outcomes should be developed collaboratively by the student and educator. Underlying these concepts is the basic assumption that self-awareness, self-development, and evaluation are best achieved in an open and reciprocal student-educator environment.

## **Nursing Student Learning Outcomes**

Lindsey Wilson nursing students will:

1. Apply evidence-based knowledge from nursing theories and research, and concepts from liberal education, including the humanities and behavioral, mathematical, natural and physical sciences into the practice of professional nursing.
2. Use critical thinking skills in decision-making and effective oral and written communication in the application of the nursing process to individuals, families, groups, and communities.
3. Demonstrate leadership and management skills in the practice of professional nursing.
4. Implement teaching plans appropriate to the developmental and learning needs of diverse clients, groups, and communities.
5. Apply the nursing process to assess internal and external factors influencing patient health.
6. Demonstrate knowledge of professional nursing standards and the American Nurses Association Code of Ethics in the caring practice of professional nursing.
7. Demonstrate a commitment to professional growth and improvement (life-long learning).

## **Division of Nursing Vision**

Lindsey Wilson's Bachelor of Science in Nursing will prepare students to become leaders in providing client-centered, evidence-based healthcare. Healthcare needs in the state and nation are increasing. Nurses play a key role in meeting these healthcare needs. Registered nurses comprise the largest healthcare profession in the United States with more than 2.5 million members of the profession. They provide advice and emotional support to patients and their families.

## Division of Nursing Conceptual Framework

Leadership through service and lifelong learning are core values essential to the discipline of nursing and the holistic perspective inherent in the profession. The interaction of these core values and the concepts of client, nursing, health, and the environment provide the conceptual framework for the curriculum. These values and concepts are reflective of the Essentials of Baccalaureate Nursing (2008) and the ANA Nursing Scope and Standards of Practice (2<sup>nd</sup> Edition 2010), and are defined by the nursing faculty as follows:

- **Client**

Clients include individuals, families, groups and communities. Humans are unique and complex entities, who strive to adapt to inter-twined physical, psychological, socio-cultural, and spiritual needs throughout the life span. Clients are consumers of health care who have the right to self-determination and the coordination of their health and wellness needs. They have the right to safe, satisfying health care that is based upon respect for human dignity and cultural diversity.

- **Environment**

The environment encompasses ever-changing socio-cultural, physical, economic, and political components that influence the development and adaptive functions of human beings as well as the health care delivery system. These environmental components influence the nurse and client as they work collaboratively toward the attainment of health goals.

- **Health**

Health is individually defined and is influenced by cultural and lifestyle experiences within the context of the environment and society as a whole. Health encompasses wellness and is a state of integrated functioning that promotes human dignity within illness and disability. Clients form partnerships with nurses to define their maximum health potential and plan their care to promote autonomy in a transparent context.

- **Nursing**

Professional nursing is a dynamic process in which the nurse addresses human responses to health and illness through the application of scientific knowledge and best practices to maximize the client's health care potential or provide for a peaceful death. Using the nursing process, the nurse delivers client-centered care in a variety of environments. The nurse uses technologically appropriate interventions to serve a diverse population of individuals, families, groups, and communities across the life span. Engaging in the six interrelated roles of provider, advocate, collaborator/coordinator, educator, designer/manager, and researcher, the professional nurse participates in professional nursing practice. The professional nurse values the importance of communication in forming *collaborative* relationships with both clients and various members of the health care team in achieving client goals. In providing therapeutic nursing interventions to achieve mutual goals of the nurse and client, the professional nurse serves as a *provider, coordinator, and designer/manager* of both direct and indirect theory-based, evidence-based care. In these roles, the nurse functions as *patient advocate and educator* for health promotion, risk reduction, and disease prevention. Additionally, the professional nurse serves as a *researcher*, who reads, interprets, and applies research findings, as well as participates in the scientific method as applicable to nursing practice in efforts to enhance the quality of health care. Membership in the profession also involves acquisition of an ethical framework, knowledge of political and regulatory processes defining healthcare delivery, and the commitment to life-long learning for self, other individuals, groups, and communities across all environments.

- **Lifelong Learning**

Lifelong learning is viewed as an organized and continuous process of guided and self-directed activities to enhance the development of individuals to their fullest potential. Lifelong learning is essential for professional development to ensure sound clinical reasoning in an ever-changing health care environment. Life-long learning leads to knowledge of current evidence on best practices in nursing. Active involvement in the learning process regarding new knowledge and skills, as well as contemporary information systems and innovative health care delivery technology prepares the nurse to adapt to present and emergent health care systems. Participation in nursing research allows for testing, refinement, and advancement of knowledge. Research also promotes discovery, development, and transmission of new knowledge for quality improvement. Skill in making evidence-based, client-centered decisions regarding health care is viewed as one of the key outcome for graduates of the program.

- **Leadership through Service**

Leadership through service is also viewed as a critical outcome for the graduate of the nursing program. Graduates embrace the values of active caring, Christian concern and service as they become leaders and lifelong learners. Nurses are viewed first as choosing to serve, and second as providing leadership for the community. The nurse selflessly insures that others' healthcare needs are met. Nurses serve with their hearts (spirituality, respect, active caring, dignity, and integrity), heads (knowledge/evidence-based decisions) and hands (skills/service) in providing client-centered care. By further embracing such values and behaviors as awareness, social justice concern, building trusting relationships, envisioning positive change, empowering others, making commitments to the growth of others, and community building, nurses become leaders in expanding service to meet the greater needs of the world.

## Course of Study for BSN Students

All students seeking to earn a baccalaureate degree from Lindsey Wilson College have to:

- Complete general education requirements intended to enhance communication, critical thinking skills and breadth of knowledge.
- Complete requirements in a major course of study, to gain depth of knowledge.
- Earn a minimum of 128 credit hours.

In a BSN program, students are required to complete study in depth in nursing, which is a challenging and rewarding field. The required general education courses and the requirements in the nursing major are listed in the tables on the following pages.

### BACHELOR OF SCIENCE IN NURSING

#### *Curriculum Check List*

**Student Name:**

**Major:** NURSING

<b>FRESHMAN SEMINAR (REQUIRED FOR NEW FRESHMAN)</b>					
<b>Course</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Term</b>	<b>NA</b>
FYE 1001	Freshman Seminar	1			<input type="checkbox"/>
<b>COMMUNICATION FOUNDATIONS (9 HOURS REQUIRED)</b>					
<b>*An Act English sub-score of 25 or above waives the ENGL 1013 requirement allowing an additional 3 hours of elective credit.</b>					
<b>Course</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Term</b>	<b>NA</b>
ENGL 1013*	Writing Studies I Must be passed with a grade of "C" or above.	3			<input type="checkbox"/>
ENGL 1023	Writing Studies II Must be passed with a grade of "C" or above.	3			
COMM 2103	Public Speaking Must be passed with a grade of "C" or above	3			
<b>NATURAL SCIENCE (16 HOURS REQUIRED)</b>					
<b>*NURSING MUST TAKE BIOL 2614 OR EQUIVALENT AS A PREREQUISITE TO ADMISSION TO NURSING AND ACHIEVE AT LEAST A C.</b>					
<b>*NURSING MUST TAKE CHEM 1104 OR EQUIVALENT AS A PREREQUISITE TO ADMISSION TO NURSING AND ACHIEVE AT LEAST A C.</b>					
<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Term</b>	
<b>BIOLOGICAL SCIENCES</b>					
BIOL 2614*	Anatomy and Physiology I	4		SPRING 2012	
BIOL 3624	Anatomy and Physiology II	4			
BIOL 2004	Clinical Microbiology	4			
<b>PHYSICAL SCIENCES</b>					
CHEM 1104*	Principles of Chemistry	4		FALL 2011	

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**MATHEMATICS (3 HOURS REQUIRED UNLESS MEETING CRITERIA BELOW)**  
**An ACT Mathematics sub-score of 26 or above waives the 3-4 hour Mathematics general education requirement allowing an additional 3 hours of elective credit. Pre-nursing students not achieving a 70% on the Math Proficiency Exam after three attempts are advised to take a Math Course.**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Term</b>	
MATH 1003	Data Models	3			<input type="checkbox"/>
MATH 1113	Functions and Algebra MATH 1013 or College Algebra MATH 1113 Must be passed with a grade of "C" or above. (Accounting, Biology, and Business Administration majors MUST take MATH 1113 or MATH 1013 unless waiver requirements are met.)	3			<input type="checkbox"/>
MATH 1124	Pre-calculus	4			<input type="checkbox"/>
MATH 2153	Finite Mathematics	3			<input type="checkbox"/>
MATH 2315	Analytic Geometry & Calculus	5			<input type="checkbox"/>

**HISTORY OR GEOGRAPHY (3 HOURS REQUIRED)**  
**CHOOSE ONE COURSE FROM THE FOLLOWING LIST.**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Term</b>	
GEOG 1003	World Regional Geography	3			<input type="checkbox"/>
HIST 1033	United States History, 1492-1865	3			<input type="checkbox"/>
HIST 1043	United States History, 1865 to Present	3			<input type="checkbox"/>
HIST 2233	World Civilization I: Prehistory to 1500	3			<input type="checkbox"/>
HIST 2243	World Civilization II: 1500 to Present	3			<input type="checkbox"/>

**HEALTHCARE (6 HOURS REQUIRED)**  
**\*NURSING MUST TAKE HLCA 2013 OR EQUIVALENT AS A PREREQUISITE TO ADMISSION TO NURSING AND ACHIEVE AT LEAST A C.**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Term</b>	
HLCA 2013*	Medical Communications	3		SPRING 2011	
HLCA 4203	Healthcare Administration	3			

**PSYCHOLOGY (6 HOURS REQUIRED)**  
**\*NURSING MUST TAKE PSYC 1003 AND PSYC 3103 OR EQUIVALENT AND ACHIEVE AT LEAST A C.**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Term</b>	
PSYC 1003*	Principles of Psychology	3			
PSYC 3103	Life Span Development	3			

**ECONOMICS OR POLITICAL SCIENCE (3 HOURS REQUIRED)**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Term</b>	
POSC 1003	U.S. Government	3			<input type="checkbox"/>
ECON 2023	Survey of Economic Issues	3			<input type="checkbox"/>
ECON 2033	Microeconomics	3			<input type="checkbox"/>
ECON 2043	Macroeconomics	3			<input type="checkbox"/>

<b>RELIGION (3 HOURS REQUIRED)</b>					
<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Term</b>	
RELI 1003	Christian Beliefs	3			<input type="checkbox"/>
RELI 1013	Old Testament	3			<input type="checkbox"/>
RELI 1023	New Testament	3			<input type="checkbox"/>
RELI 1203	World Religions	3			<input type="checkbox"/>

<b>LITERATURE (3 HOURS REQUIRED)</b>					
<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Term</b>	
ENGL 2003	Great Books	3			<input type="checkbox"/>
ENGL 2203	World Literature	3			<input type="checkbox"/>
ENGL 2103	Literary Interpretation	3			<input type="checkbox"/>

<b>HUMANITIES/FINE ARTS ELECTIVE REQUIREMENT (3 HOURS REQUIRED)</b>					
<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Term</b>	
AMST 1003	American Identity	3			<input type="checkbox"/>
ART 1003	Understanding Visual Art	3			<input type="checkbox"/>
ART 1214	Beginning Studio: Drawing	4			<input type="checkbox"/>
ART 2164	Design and Color	4			<input type="checkbox"/>
ART 2733	Art History I	3			<input type="checkbox"/>
ART 2743	Art History II	3			<input type="checkbox"/>
THEA 1313	Theater I	3			<input type="checkbox"/>
THEA 1323	Theater II (THEA 1313 prerequisite)	3			<input type="checkbox"/>
THEA 1333	Theater III (THEA 1323 prerequisite)	3			<input type="checkbox"/>
HUMN 2503	Culture & Values	3			<input type="checkbox"/>
MUSI 2003	Survey of Musical Masterworks	3			<input type="checkbox"/>
MUSI 2533	History of Music Literature	3			<input type="checkbox"/>
PHIL 1003	Introduction to Philosophy	3			<input type="checkbox"/>

<b>NUTRITION (3 HOURS REQUIRED)</b>					
<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Term</b>	
NUTR 2103	Nutrition	3			

**NURSING COURSES \* (57 HOURS REQUIRED)**

**\*REGISTRATION TO NURSING COURSES REQUIRES ADMISSION TO THE NURSING DIVISION IN THE SOPHOMORE YEAR.**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Term</b>	
NURS 2000	Nursing Success Series	0			
NURS 2002	Introduction to Professional Nursing	2			
NURS 2024	Foundations of Nursing	4			
NURS 2013	Health Assessment across the Lifespan	3			

NURS 3013	Pharmacology	3			
NURS 3105	Adult Health Nursing 1	5			
NURS 3203	Pathophysiology	3			
NURS 3305	Nursing Care of Families and Infants/Newborn	5			
NURS 3355	Nursing Care of Families and Children	5			
NURS 4003	Nursing Research	3			
NURS 4105	Mental Health Nursing	5			
NURS 4155	Community Health Nursing	5			
NURS 4205	Leadership in Nursing	5			
NURS 4307	Adult Health Nursing II	7			
NURS 4402	Capstone: Transition to Professional Nursing	2			

**LIBERAL ARTS ELECTIVE STUDIES IN DEPTH (9 HOURS)**

**Select 9 credit hours from one or two of the following elective choices. Note: Courses must be selected from a program other than the program in which the student majors.**

**Note: Courses previously taken as general education credit will not count in the Liberal Arts Elective Area.**

<b>ELECTIVE CHOICE A (0-9 HOURS)</b> Mathematics (2000-4000 level) <b>or</b> Natural Sciences (2000-4000 level)	<b>Course No./Title</b>	<b>Credits</b>	<b>Grades</b>	<b>Term</b>
<b>ELECTIVE CHOICE B (0-9 HOURS)</b> Social or Behavioral Sciences (COMM, CRJS, GEOG, HIST, POSC, PSYC, SOCI) (3000-4000 level)				
<b>ELECTIVE CHOICE C (0-9 HOURS)</b> Art or Music (1000-4000 level) (ART, MUSI) <i>or</i> Journalism (2000-4000 level) (JOUR) <i>or</i> American Studies, English, Humanities, Religion (3000-4000 level) (AMST ENGL, HUMN, RELI)				

<b>OTHER ELECTIVES (12 HOURS)</b>	<b>Course No./Title</b>	<b>Credits</b>	<b>Grades</b>	<b>Term</b>

REVIEW CATALOG FOR OTHER COURSES THAT MAY FULFILL THESE REQUIREMENTS THAT MAY HAVE BEEN ADDED SINCE THE PRINTING OF THIS CATALOG

<b>TOTAL HOURS REQUIRED</b>	<b>128</b>	Total Hours Achieved	
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**This checklist must be complete with 128 hours to fulfill the requirements of the BSN degree at Lindsey Wilson College.**

2011-2012  
**SAMPLE PLAN OF STUDY**  
**FULL TIME PRE-LICENSURE BSN STUDENT**  
*Freshman Year Pre-Nursing Courses*

<b>FALL</b>	<b>CREDITS</b>	<b>SPRING</b>	<b>CREDITS</b>
CHEM 1104 Principles of Chemistry	4	HLCA 2013 Medical Communication	3
General Education	3	BIOL 2614 A & P I	4
MATH	3	ENGL 1023 Writing Studies II	3
ENGL 1013 Writing Studies I	3	PSYC 1003 Principles of Psychology	3
FYE 1001 Freshman Seminar <sup>1</sup>	1	Music/Art Course	3
Math Proficiency Test <sup>2</sup>			
<b>TOTAL</b>	<b>14</b>	<b>TOTAL</b>	<b>16</b>

*Sophomore Year – Admission to Nursing Program, Begin Nursing Courses*

<b>FALL</b>	<b>CREDITS</b>	<b>SPRING</b>	<b>CREDITS</b>
Nursing Success Series <sup>3</sup>			
BIOL 3624 A & P II	4	BIOL 2004 Clinical Microbiology	4
CIS 1003 OR 2003	3	Religion Course	3
NURS 2002 Intro To Prof Nursing	2	History/Geog	3
NURS 2013 Health Assessment	3	NURS 2024 Foundations Of Nursing	4
COMM 2103 Public Speaking	3	Elective Credit	3
PSYC 3103 Life Span Development	3		
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>17</b>

*Junior Year – Nursing Courses*

<b>FALL</b>	<b>CREDITS</b>	<b>SPRING</b>	<b>CREDITS</b>
Liberal Arts In Depth	3	NURS 3305 Maternal/Newborn/Family-Centered Nursing	5
NURS 3013 Pharmacology	3	NURS 3355 Pediatric/Family-Centered Nursing	5
NURS 3105 Adult Health Nursing I	5	POSC/ECON	3
NURS 3203 Pathophysiology	3	NUTR 2103 Nutrition	3
Literature Course	3		
<b>TOTAL</b>	<b>17</b>	<b>TOTAL</b>	<b>16</b>

*Senior Year – Nursing Courses*

<b>FALL</b>	<b>CREDITS</b>	<b>SPRING</b>	<b>CREDITS</b>
NURS 4003 Nursing Research	3	NURS 4205 Leadership in Nursing	5
NURS 4105 Mental Health Nursing	5	NURS 4307 Adult Health Nursing II	7
NURS 4155 Community Health Nursing	5	NURS 4402 Capstone: Transition to Prof. Nursing <sup>4</sup>	2
HLCA 4203 Health Care Administration	3	Comprehensive Assessment <sup>5</sup>	0
<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>14</b>

<sup>1</sup>Transfer students will not be required to take Freshman Seminar.

<sup>2</sup>Students must demonstrate math proficiency by passing a math proficiency exam (score >70%) upon submitting an application to the nursing program.

<sup>3</sup>Students admitted to the Nursing Program must take the Nursing Success Series. Students transferring to Lindsey Wilson will be required to attend the Nursing Success Series in the Fall Semester. A comprehensive assessment using the HESI A<sub>2</sub> offered during the NSS will identify obstacles to learning that will guide advisement and remediation.

<sup>4</sup>NURS 4402 Capstone must be taken in the final semester before graduation.

<sup>5</sup>Comprehensive Nursing Assessment must be completed prior to graduation.

## Admission Requirements for BSN Program

Students seeking admission to the BSN Program must meet the following requirements:

1. Admission to Lindsey Wilson College by meeting all general requirements of a regular degree seeking student.
2. Successful completion of all first year College general education courses and the pre-nursing courses with a minimum grade of C (2.0) for each course. Preference for admission to the Nursing Program will be given to student who have completed the pre-nursing (first year) curriculum with a 3.00 or higher and who earned a 2.75 or higher in the required science courses.
3. Submission of official transcripts from all previous college courses that the student wishes to be reviewed for transfer credits. Courses must be from regionally accredited institutions of higher education and meet the above admission requirement with a minimum grade of a C for consideration. Certain science courses may be subjected to a five-year rule for receiving credit.
4. Physical, mental, and emotional health that enables a student to participate in and complete the program as described under Performance Standards for Admission and Progression.
5. Submission of the required application to the Division of Nursing by May 1<sup>st</sup> of the freshman year, or the year for which admission is sought.

## Acceptance Requirements

Acceptance is contingent on the following:

1. Documentation of physical and emotional health that is indicative of the applicant's ability to provide safe nursing care to the public: health assessment completed by a licensed provider must be submitted prior to admission to the program, with annual assessment thereafter. Information must include the following:
  - a. Immunization records that include: rubella, measles, polio, diphtheria/tetanus, and chicken pox.
  - b. Physical and mental examination; must include a statement of satisfactory physical and mental health, signed by a licensed health care provider (physician, physician's assistant, or nurse practitioner) no more than six (6) months prior to admission to the nursing program.
  - c. TB test with copy of results. A positive PPD requires documentation of a negative chest x-ray within the past 12 months.
  - d. Hepatitis immunization is required. The students who have Hepatitis B contraindications must submit a written verification or official deferral.

2. Drug screen: Prior to a nursing student's first clinical experience, students must obtain a 11 panel drug screen at a certified laboratory for the following:
  1. Cocaine
  2. Marijuana
  3. Opiates
  4. Amphetamines
  5. Meth-Amphetamines
  6. Phencyclidine
  7. Benzodiazepine
  8. Methadone
  9. Oxycodone
  10. Propoxphene
  11. Adulterants

Validated copies of test results shall be sent to the Chair of the Division of Nursing. Results will be kept confidential in a locked file. If there is a positive screen for any legal drug, the student must present a prescription for the drug. If there is a positive screen for any illegal drug or for a legal drug for which the student does not have a prescription, the student will be referred to the Wellness Center for assistance and be required to obtain a second 11 panel drug screen. If the second screen is positive, the student will not be allowed to continue in the program.

3. Current BLS (Basic Life Support): American Heart Association certification for infants to adults must be submitted.
4. Proof of health insurance: Student may purchase an insurance plan from information provided by the College. Health insurance must be maintained throughout enrollment in the program.
5. Criminal background check: To protect safety of clients, admission is also conditional upon results of a background check from an approved vendor. The clinical agencies used by the LWC Nursing Program have the right to deny a student clinical placement at their facility if the student has been convicted of a felony or misdemeanor. If a clinical agency refuses a student clinical access due to a criminal conviction, the student may be unable to meet the clinical objectives of the nursing course and may be dismissed from the Nursing Program. A student's failure to notify the Nursing Program of any change in his/her criminal record since initial admission will also result in the student's immediate dismissal from the program.

#### **Procedure to obtain Criminal Background Check through the KY Courts System**

- A. Register to become a user at <http://courts.ky.gov/aoc/AOCFastCheck.htm>
- B. They will send you a confirmation email
- C. You will then need to login and request your background check and pay the fee
- D. When the background check is complete they will send you an email.
- E. You will log on to their site and you will be able to view the file.
- F. The pdf can be forwarded to Cindy Bretz at [bretzc@lindsey.edu](mailto:bretzc@lindsey.edu) or if you prefer you can print the file and mail to the Nursing Division Office by US Mail.
- G. All background checks are kept confidential and information will not be released to anyone without your signed, written consent.

6. Liability insurance; malpractice insurance with limits of at least \$1,000,000/\$3,000,000 must be obtained. Proof of liability insurance must be submitted to the Nursing Division Office prior to beginning clinical (2<sup>nd</sup> semester of Nursing Program). Liability insurance can be purchased through <https://www.nso.com/quick-quote/> you will select RN and then click on student. Current annual premium is \$39.63 (subject to change based on county tax surcharge).

### ***Transfer Student Admission***

Students seeking transfer from other programs of study at Lindsey Wilson or other institutions into the Nursing Program must meet all admission requirements of freshman seeking entry to the program. Admission to the major will be contingent upon the availability of space in the program. Each application will be reviewed by the Chair of the Division of Nursing with decisions being made in a timely manner.

Students from another accredited nursing program may submit completed nursing coursework for review by the Division of Nursing Faculty Committee at Lindsey Wilson. A letter from the Chair of the Division of Nursing the student is transferring from must state that the student was in good standing. While the content taught in all nursing programs is essentially the same, the organization of the content varies from school to school. To determine whether the courses at your previous school are aligned with the courses at Lindsey Wilson, the program must have specific information about each class, and the number of clinical hours required each semester/quarter. The information required includes:

- Transcripts (official or unofficial) from all previous colleges or universities attended.
- Syllabi from all nursing courses completed.
- Course outlines from all nursing courses completed with specific content covered.
- List of skills completed in a laboratory setting.
- List of number of hours per week and weeks per semester spent in the clinical setting.

The acceptance of course work is contingent upon theoretical and clinical congruence with the course as offered by Lindsey Wilson's Nursing Program.

*All students wishing to earn the Bachelor of Science Degree in Nursing must earn at least 50 percent of degree requirements at Lindsey Wilson College.*

### ***Competency Assessment of Off Campus Course Acceptance***

The Division of Nursing will consider transfer students into the Division of Nursing on an individual case by case nature. The student will have to have met the pre-requisite requirements and enrollment requirements for consideration. Courses already taken in nursing will be evaluated by the documentation provided on the course including information provided by the registrar, faculty, and administration of the program the student is transferring from.

These documents will be examined and two faculty will make the recommendation that the student be enrolled at the level indicated by the courses completed. Under no circumstances will students be permitted to transfer more than 50% of credits required by Lindsey Wilson College.

The acceptance of course work is contingent upon theoretical and clinical congruence with the course as offered by Lindsey Wilson's Nursing Program.

All students wishing to earn the Bachelor of Science Degree in Nursing must earn at least 50 percent of degree requirements at Lindsey Wilson College.

### ***Performance Standards for Admission***

Applicants must possess the necessary cognitive, physical, emotional, social and communication skills to provide nursing care that is safe for clients, themselves, and other healthcare providers. In a commitment to safe care, enrolled students must meet these performance standards to remain in the program. Where possible, reasonable accommodations will be provided for individuals with identified disabilities to enable them to meet these standards in effort to ensure that students are not denied the benefits of, or excluded from, participation in this program.

The core performance standards for the nursing program are adapted from the Southern Council on Collegiate Education for Nursing (SCCEN) Core Performance Standards (1993) as created in compliance with the Americans with Disabilities Act (ADA). Examples of these standards, although not inclusive of all expected abilities, serve as a point of reference for comparative purposes by potential applicants and enrolled students.

*Critical Thinking:* Critical thinking ability sufficient for clinical judgment. Competent assessment of clients in a timely manner. Correct interpretation of data with appropriate development, implementation, evaluation, and revision of nursing care plans.

*Cognitive Ability:* Ongoing capacity to learn new information/skills to provide safe nursing care in a timely manner. This includes the ability to comprehend measure, calculate, analyze, and evaluate various forms of information.

*Interpersonal Skills:* Culturally-sensitive interpersonal abilities sufficient for appropriate interactions with diverse clients, families, and groups across the life span who are experiencing physical or emotional stress. Establish collaborative relationships with colleagues in providing safe care.

*Communication Skills:* Communication abilities sufficient for verbal, written, and technological interaction with others. Follow instructions per verbal, written, and technological communications. Clearly communicate with other healthcare providers with appropriate documentation of nursing interventions and patient responses. Provide clear and appropriate client teaching.

*Mobility:* Physical abilities sufficient for movement within the client's environment, small or confined work spaces, and treatment areas. Ability to meet the physical demands of providing client care independently or with coworkers, including: lifting, moving, carrying, pushing, supporting clients, equipment and other objects. Standing, bending, walking, and sitting while working directly with clients and coworkers and documenting care.

*Motor Skills:* Gross and fine motor abilities sufficient for providing safe and effective nursing care. Writing or typing to document client care. Perform vital signs, physical assessment, CPR; utilize equipment, and the ability to administer client treatments and medications.

*Tactile Ability:* Tactile ability sufficient for physical assessment. Capable of performing palpation and other functions of physical assessment, as well as those related to therapeutic interventions such as administering medications.

*Vision:* Visual ability sufficient for observation and assessment necessary in nursing care, drawing up and administration of medications; reading charts, graphs, monitors, thermometers; assessment of client skin color, pupil response, and wound healing.

*Hearing:* Auditory ability sufficient for monitoring and assessing health needs, including auscultation of breath sounds, heart sounds, and bowel sounds. Ability to hear alarms, call bells, vocalization for assistance by clients and staff. Auditory ability to effectively communicate with others. Ability to understand audio taped messages or reports.

*Personal Behaviors:* Personal behavior consistent with the Code of Ethics for Nurses with Interpretive Statements. Ongoing documentation of integrity and respect for others, including, clients and coworkers. Displays personal accountability and responsibility. Avoids behaviors inconsistent with professional standards such as chemical dependency, abuse, engaging in or supporting criminal activities.

## Academic Standards for Progression

Students admitted to the Division of Nursing are expected to attain the following standards during their course of study:

1. Maintain cumulative grade point average (GPA) of a C (2.0)
2. Achieve a minimum grade of C (77%) or higher in each nursing course before proceeding to the next sequential nursing course.
3. Achieve a pass (P) grade in the laboratory or clinical component of each nursing course with such a component. A grade of a fail (F) comprises a failure in any lab or clinical component of a course for the entire course.
4. A student who receives a fail (F) in a nursing class may repeat the class. A second failure (F) will lead to possible suspension from the program, based on the circumstances. The Nursing Division will review evidence and determine if the student will be permitted to repeat the course.
5. Only one nursing course, one time, may be repeated during progression in the program.
6. Maintain current CPR certification; TB skin testing (or x-ray); evidence of immunizations, yearly health assessment, health insurance and malpractice insurance throughout enrollment.
7. Adhere to all College, Division of Nursing, and clinical agency policies, procedures and standards.

## Grading Policy

### Grading Scale

100	A	92	B	84	C	76	D
99	A	91	B	83	C	75	D
98	A	90	B	82	C	74	D
97	A	89	B	81	C	73	D
96	A	88	B	80	C	72	D
95	A	87	B	79	C	71	D
94	A	86	B	78	C	70	D
93	A	85	B	77	C	69 and Below	F

(Note: All potential course failures and program dismissals will be addressed through the Division of Nursing and the hearing and appeals process of the College. Any student recommended for course failure or program dismissal may appeal the Nursing faculty decision through the College appeal process outlined in the *Student Handbook*.)

## ***Learning Styles Policy***

Within the Nursing Success Series, the nursing students will be required to take the VARK learning styles inventory. The students will be required to bring a copy of their results to lab to be reviewed by the instructor. The students will be provided with learning style-specific study tip sheets to help improve study skills. The instructors will utilize the information to help guide teaching techniques and individual counseling sessions with students. The web site for the VARK assessment is <http://www.vark-learn.com/english/page.asp?p=questionnaire>

## ***Student Grievance Process***

A student, who wishes to question a grade assignment, or other academic issue, should follow the procedure below:

- a. Whenever possible, the student shall go first to the faculty member who has assigned the disputed grade. Complaints regarding grades must be logged within 14 days of receipt of the disputed grade and will be decided by the faculty member within seven (7) days of receipt.
- b. The student may, within seven (7) days, request in writing review of such decision by the Chair of the Division of Nursing. Upon receipt of such request, the Chair will direct the faculty member and the student to each submit, within 10 days, a written account of the incident, providing specific information as to the nature of the dispute.
- c. Upon receipt of these written accounts, the Chair of the Division of Nursing will meet as soon as possible, within 14 days, with the faculty member and the student in an effort to resolve the dispute and will render his or her decision in writing.
- d. If either the student or the faculty member desires to appeal the decision of the Chair of the Division of Nursing, the student or faculty member may, within seven days by written request to the Chair, request that the matter be reviewed by the Academic Affairs Office. After consultation with the Academic Affairs Council, The Academic Affairs Office will render a decision within 21 days of receipt of the referral from the Chair.

If the disputed grade is assigned at the end of a fall or spring semester and the student and faculty member cannot meet to resolve the issue, the student must contact the faculty member by email within 14 days of receipt of the disputed grade. If the issue cannot be resolved by email within the time limit, steps b, c, and d of the appeal may extend into the beginning of the semester immediately following receipt of the disputed grade by following the timeline above.

## ***Undergraduate Program Suspension***

A student shall be suspended from the undergraduate nursing program when the student:

- Earns less than a semester GPA of 2.0 in courses required by the Nursing Division either at the end of the first probationary period or in any subsequent semester, OR
- For a second time fails to earn a grade of “C” (2.0) in a course required in the Nursing Division with a NURS prefix, OR
- Fails to earn a grade of “C” (2.0) in any two courses required in the Nursing Division with a NURS prefix

## ***Removal from Suspension***

After the period of regular College suspension rules, a student may be reinstated into the Nursing Division when the student meets the requirements for admission.

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## ***Appeals of Academic Actions***

If the student wishes to appeal one of the above academic actions, the student must address concerns in writing to the Chair of the Division of Nursing.

## ***Readmission Policy Following Withdrawal***

As a former Lindsey Wilson student in good standing, the student is eligible for readmission. Readmission requests to the College and the Division of Nursing must meet College application deadlines.

## ***Division of Nursing Readmission***

Students may request readmission to the Nursing Division by completing an application for readmission. Readmission to the Division of Nursing following an interruption of the student's program is not automatic. At the time a student requests readmission to Lindsey Wilson College, the student must also address a request to the Chair, Division of Nursing. Applications are evaluated by the Chair of the Division of Nursing and the Nursing Faculty Committee to determine re-entry acceptance. Acceptance is also contingent upon availability of space in the program at the time of the request. College policy affecting readmission is as follows:

- If a student remains withdrawn from the nursing program for more than two semesters the student will be expected to meet any new admission and graduation requirements of the College occurring since the student's withdrawal date.
- If a student withdraws, but plans to return before this two-semester time lapse the student may be readmitted provided:
  - Student is in good standing.
  - Student has reapplied prior to appropriate application deadline dates.
  - Student has requested readmission, by letter, to the chair and provided the chair has approved the readmission.
  - The Division can accommodate the student's current class needs.

## ***Withdrawal***

While enrolled in the Division of Nursing, a student may need to interrupt the program for various reasons. If the student leaves the College during any term, the student must withdraw officially; otherwise, all grades for the semester will be recorded as "F".

## ***Temporary Leave***

Student should submit a request for a leave of absence, for pregnancy or other reasons, in writing to the Division of Nursing. Leave of absence requests will be reviewed on an individual basis but will require that the student:

- Meet the current grade point average admission criteria, (3.0 on all college work attempted).
- Be considered in good standing with the College.
- Be considered in good standing with the Division of Nursing.

## ***Attendance to Class and Excused Absences by Students***

### ***Class Attendance and Student Success***

At Lindsey Wilson College, students are responsible for regular class attendance, in-class participation, and completion of assignments. Specific expectations concerning attendance and class performance in each course are stated in the course syllabus. The nursing division policy regarding student absence is:

#### ***Class Attendance/Absence***

It is expected that all students will attend all classes and all clinical and be on time without exception. Students who must miss class or clinical must notify the faculty at least 24 hours prior to the absence for the absence to be excused. In the event of an emergency, the student should notify the faculty as soon as possible. Students not contacting the faculty or not showing up for class or clinical will be considered unexcused. Students with one or more unexcused absences will be considered for dismissal from the program for lack of accountability. Being chronically late (3 or more times in a semester) is also grounds for dismissal. Special circumstances that require the student to miss clinical (death in the family, serious illness or accident) should be discussed with the professor and arrangements made for a make-up of assignment or clinical. In the event of a missed clinical, the student may be required to pay for an additional clinical day with their faculty. An incomplete will be issued until the clinical day is completed.

When a pattern of excessive absence or other unsatisfactory performance occurs, the instructor will take one of more of the following actions:

1. Request the student make special arrangements to improve his or her performance (e.g., meeting with a tutor);
2. Notify the Academic Affairs Office, the students parent(s)/legal guardian, or both of students unsatisfactory performance;
3. Place the student on attendance probation, whereby an additional unexcused absence would result in a grade of F for the course;
4. Enter the student in the Early Warning System (EWS), a system in which the students instructor, academic adviser, and a member of the EWS team work together to help the student to make appropriate academic choices.

### ***Authorized Student Activities and Class Absence***

A student's principal responsibility is to the academic program. However, the living-learning nature of campus life may impose additional and sometimes conflicting expectations and demands on the individual. Participation in student government, choral activities and athletic events are examples of authorized activities that may create conflicts for the student. The College policy concerning absence from class includes the following:

- Absences for scheduled, authorized obligations (e.g., athletic events, choir tours, field trips in other classes, etc.) are not counted as class absences;
- Student must notify their instructors prior to the absence for the absence to be considered excused or within 24 hours if an emergency;
- Students are responsible for completion of missed class work due to an authorized absence within a reasonable (defined by instructor) length of time;
- By the end of the first week of classes, coaches are expected to communicate directly and clearly with instructors as to schedules and rosters of students involved, including subsequent follow-up as changes

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occur. Sponsors, directors, and teachers responsible for other activities should notify faculties as far in advance as possible; and

- Faculty are encouraged to remind students that participation in extracurricular activities (intercollegiate athletics in particular) places additional demands and responsibilities on them and therefore, requires that any additional absences be kept to a minimum.
- A student with two or more unexcused absence may be assigned an F for an assignment or in the course.

### ***Final Examinations***

All classes are required to have final examinations or other culminating final activities during a specified final exam time at the end of each term. Any student with more than three examinations scheduled in one day may request rescheduling of one examination at the discretion of the VP for Academic Affairs or Associate Dean.

Students will not be permitted to take early finals unless extenuating circumstances exist. Extenuating circumstance means illness, a verified family emergency or participation in officially sponsored travel in support of an event arranged by the College. All requests for early finals must be made in person to the VP for Academic Affairs or Associate Dean.

## ***HESI Exam and Remediation Policy***

### ***Student Assessment***

The Division of Nursing will use assessment instruments provided by a national company. The use of these assessment instruments will allow the Chair of the Division of Nursing and program faculty to analyze each student's exam results and to identify areas of strengths and weaknesses that need further study prior to taking the licensure exam. The results will also allow for potential areas of concentration within the final clinical practicum experience. Students must take these competency exams to be eligible for graduation. Implementation of this program should help promote student success during the program and improve their performance on the NCLEX.

The use of a national company assessment instrument will also allow the program to benchmark its success and determine areas for improvement by comparison against national norms. The Nursing Division is currently using HESI for assessment exams. Tracking student outcomes will also assist the program with accreditation issues.

The Division of Nursing will give the HESI entrance exam during the second week of the NURS2000 Nursing Success Series. HESI Exams will be completed at the end of each semester upon completion of the following Nursing Courses. NURS2024 Foundations of Nursing, NURS3013 Pharmacology, NURS3305 Maternal/Newborn/Family-Centered Nursing, NURS3355 Pediatric/Family Centered Nursing, NURS4105 Mental Health Nursing, NURS4155 Community Health Nursing. The HESI exit exam will be taken after NCLEX review offered during the capstone experience.

### ***Remediation Policy***

Students who score an 850 or less on the Hesi Exams will be notified that they need to remediate the results of the test and complete additional assignments to be issued a passing grade. The students that need to remediate will be issued an incomplete on their final grade until this task is completed.

## **ACCESSING THE HESI EXAMINATION**

### ***Student Instructions for Hesi Testing***

Students will need to go to Internet Explorer click on Favorites  
Click on HESI – iNet or you can go to <https://www.hesiinet.com>

## Division of Nursing Testing Policy

Testing candidates should read all of the following policy information. If there are any questions, please contact the Division of Nursing.

- Students are not allowed to discuss tests with other students or to record information about the test for sharing with other students without written consent from the instructor.
- All tests are assumed closed book and closed notes unless otherwise specified by the instructor in the syllabus. If this is not specifically addressed in your syllabus, students will not be allowed to use any aids while testing.
- If aids are allowed, any papers, including scrap paper and worksheets, used by the student while taking a test will be collected along with the test and given to the instructor.
- In accordance with LWC's Code of Conduct with regard to academic integrity, the Testing Center staff will report any student suspected of violating the Code of Conduct to the student's instructor along with any evidence of suspected academic dishonesty. This could include the proctored video recording of the examination and/or observations by staff, faculty and students.
- Only people actively taking a test are permitted in the Testing Centers. Other people (age 16 and older) accompanying the test taker may wait outside the Testing Centers. Children may not be left unattended.
- Students will not be permitted to stop the test and return later to complete it. In the event of an emergency, the student should notify the Testing Center staff to terminate the test with prejudice.
- Tobacco products, food, drink, and chewing gum are not allowed in the Testing Centers.
- Electronic devices such as cell phones and pagers must be turned off and put away before entering the Testing Centers. Use of an electronic device during an examination will be considered a violation of academic integrity.

If it is determined that you have used unauthorized materials at your desk or that you are looking at a test other than your own, your test will not be graded. An "Irregularities Form" will be completed and a copy sent to you at the address on file, your instructor, the Division Chair and the Vice President of Academic Affairs. It is up to your instructor and the policies of the Nursing division to conclude the outcome of violations to academic integrity during testing.

Do you understand these policies? If yes, \_\_\_\_\_

Sign here

## ***Taking A Test***

Click on the course in which you will be taking the test. A tab titled “Tests” appears on their recordings lists screen, in the upper right hand corner. By clicking on this tab, you will have the option to “Start a new test”.

The next box that appears is the testing policy that your instructor has created. Students will need to read and accept. If no testing policy has been published, a blank, white box will appear. Students will still need to select “Accept” to continue

The Tegrity Recorder will appear. Select the camera you are using, as well as the audio device, if needed. Select “Next”.

Students are then asked to take a photo of themselves, so that the professor can be assured that the person who is taking the test is who they say they are.

Select “Start”. Recording will begin. You may now navigate to your test through the Secure Angel Browser. When finished submit the test and press the “Stop” button in the Tegrity toolbar. Selecting “No” will allow you to continue the recording. Selecting “Yes” will prompt Tegrity to automatically close and upload video recording.

Students will be able to monitor the status of their test’s automatic upload.

## ***Online Testing Policy***

Reservations are available on a first come, first serve basis.

Computers will be turned on and ready for testing 15 minutes prior to the scheduled start time for the exam.

Testing candidates should read all of the following policy information. If there are any questions, please contact the Division of Nursing.

- Students are not allowed to discuss tests with other students or to record information about the test for sharing with other students without written consent from the instructor.
- All tests are assumed closed book and closed notes unless otherwise specified by the instructor in the syllabus. If this is not specifically addressed in your syllabus, students will not be allowed to use any aids while testing.
- If aids are allowed, any papers, including scrap paper and worksheets, used by the student while taking a test will be collected along with the test and given to the instructor.
- In accordance with LWC's Code of Conduct with regard to academic integrity, the Testing Center staff will report any student suspected of violating the Code of Conduct to the student's instructor along with any evidence of suspected academic dishonesty. This could include the proctored video recording of the examination and/or observations by staff, faculty and students.
- Students must sign into the Angel system using their LWC ID number and present a valid picture ID (student ID/driver's license) before a test can be administered.

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- Only people actively taking a test are permitted in the Testing Centers. Other people (age 16 and older) accompanying the test taker may wait outside the Testing Centers. Children may not be left unattended.
- Students will not be permitted to stop the test and return later to complete it. In the event of an emergency, the student should notify the Testing Center staff to terminate the test with prejudice.
- Tobacco products, food, drink, and chewing gum are not allowed in the Testing Centers.
- Electronic devices such as cell phones and pagers must be turned off and put away before entering the Testing Centers. Use of an electronic device during an examination will be considered a violation of academic integrity.

If it is determined that you have used unauthorized materials at your desk or that you are looking at a test other than your own, your test will not be graded. An “Irregularities Form” will be completed and a copy sent to you at the address on file, your instructor, the Division Chair and the Vice President of Academic Affairs. It is up to your instructor and the policies of the Nursing division to conclude the outcome of violations to academic integrity during online testing. Do you understand these policies? If yes, click accept.

### ***Test Review Policy***

Students will not copy, email, print or share any exam questions or answers for their own use or with any other students.

Students agree that they will only access test reviews online through angel and agree not to capture any form of the exam or rationales.

## Clinical policies

### *Grading*

The clinical component is graded on a Pass/Fail basis. Evaluation of the student's competency is based on the student's ongoing ability to meet the clinical performance objectives. **A Pass in clinical is required to be able to successfully complete the overall course.** While faculty is looking for growth throughout the semester, students must demonstrate minimal competency with each lab/clinical experience. **A student will be removed from a clinical experience for unsafe clinical practice, as determined by clinical faculty, and may be dismissed from the program.**

(Note: All potential course failures and program dismissals will be addressed through the Division of Nursing and the hearing and appeals process of the College. Any student recommended for course failure or program dismissal may appeal the Nursing faculty decision through the College appeal process outlined in the *Student Handbook*.)

### *Successful completion*

Successful completion of the clinical portion of the program will consist of:

1. Process recording
2. Group teaching project
3. Satisfactory completion of clinical self-evaluations

### *Clinical Portfolio*

The clinical portfolio is a record of students' lab/clinical progress during the semester. The following weekly entries should be in the clinical portfolio:

1. Self-reflections of clinical experiences through journaling.
2. Blackboard/Angel community discussion boards. (HIPAA compliance applies to all discussion boards)
3. Process recording
4. Psycho-education group project plan
5. Other assigned written work

### *Clinical Self-Evaluation*

Students will complete a self-assessment of perceived level of performance in clinical practicum and related learning activities. The achievement of the clinical performance objectives is evaluated at mid-term and end of semester by the student and clinical instructor. Guidelines for use of the *Clinical Performance Evaluation* are included in the syllabus for the practicum.

### *Clinical Experiences*

Adherence to Division of Nursing and health care agency policies for these experiences is imperative. Scheduling of clinical experiences may involve schedule adjustments by the clinical instructor in order to meet needs of the agency and assure clinical competencies are met. Students will receive advance notice when a schedule change is required.

### ***Time to Report for Clinical Experience***

All students are expected to be on time or early to assigned clinical unit/agency. The student is required to be ready for report a few minutes before the start of each shift. The clinical instructor will inform students of specific times to arrive at the assigned clinical unit/agency. Reporting off is specific to each clinical unit/agency; the clinical instructor will also discuss this process.

### ***Preparation for Clinical Experience***

#### ***Pre-Conference Preparation***

A pre-conference will be held each inpatient clinical day. The pre-conference is a forum that provides an excellent opportunity to apply theory to practice as well as a time for sharing information with peers to enhance the learning experience for all. Students can expect to be questioned by the clinical instructor regarding any necessary pre-clinical preparation.

#### ***Post-Conference***

A post-conference will be held each inpatient clinical day. The post-conference is a time for knowledge sharing and for reflection on the clinical experience. Discussions may include assigned patients, problems encountered by students and patients, and the ongoing learning process. The clinical instructor will provide specific details to students.

#### ***Clinical Attendance***

Clinical courses require each student to attend all clinical hours. Should a student have a situation which precludes her/him from attending or being on time for a clinical experience, it is the student's responsibility to contact the clinical instructor **prior** to the beginning of the scheduled experience. Absences will be dealt with on a case by case basis. Should a student need to trade a clinical class with another student it is the responsibility of the students to notify the instructor in writing in advance.

#### ***Transportation to Clinical Facilities for Student Experiences***

To meet the changing emphasis in health education, some courses will require clinical experiences off campus in community facilities located within the town, as well as outside the Columbia area. Our faculty negotiates clinical facilities for student experiences. Students are expected to provide their own transportation.

#### ***Ethical Behavior***

All student nurses are expected to follow a code of ethics. Even though student nurses are not yet registered nurses, they are still looked upon by their health care colleagues and patients as representatives of the nursing profession. Students should review their copies of the *ANA Code for Nurses with Interpretive Statements* and follow the Code in all professional practice activities. (See Appendix C for ANA Code for Nurses with Interpretive statements.)

#### ***Confidentiality Statement***

Client confidentiality must be maintained at all times. No discussion regarding clients is acceptable outside classroom or clinical setting. Any direct or indirect reference to a client during clinical or classroom discussion, will be only in the form of the client's initials. Client records are not to be photocopied under ANY circumstances. Students may not remove any part of a medical record from the clinical setting. **Any breach in confidentiality will result in failure of the course.** Both faculty and students will complete an annual HIPPA compliance on-line module. Students will begin completing the module in the spring of their sophomore year just prior to beginning clinical rotations. The record of compliance for faculty will be kept in their faculty file

on the secured network drive. The record of compliance for students will be kept in their student file on the secured network drive.

### ***Injuries in Clinical***

If a student is injured or exposed to a contagious disease while in the clinical area, the following steps are to be taken:

1. Faculty member must advise the student to report the incident according to the clinical agency policy and to the School Nurse in person within 24 hours. The faculty's advice is to be recorded in the student's file.
2. Upon reporting the incident to the School Nurse, the Student Injury and Illness Report Form will be completed by the student (the form can be found by clicking [here](#).) and any treatment which might be needed will be performed. The Clinical Faculty will notify the Division Chair of the student's injury or exposure that occurred in the clinical area.
3. Students injured or exposed to a contagious disease during the capstone experience time will follow the hospital's procedures for injury reporting.

## Compliance

### ***Universal Precautions and Bloodborne Pathogens***

Compliance with Blood borne Pathogens Standard: LWC shall provide training to faculty and students in Bloodborne pathogens and universal precautions prior to assigning a faculty member and/or student to participate in a clinical. LWC shall retain documentation that shall be available to the clinical agencies upon request that each participating faculty member and/or student has received the Hepatitis B vaccine or has proof of immunity.

Training is provided through an approved vendor and login information is provided to each student admitted to the Nursing Program. Documentation is stored in the student record data base maintained by the Nursing Division.

### ***OSHA [Occupational Health and Safety Administration] Policy***

Nursing faculty and students may be exposed to blood and other body fluids of patients/clients during clinical experiences. In an effort to avoid transmission of infectious diseases, LWC requires that all faculty and students receive instruction in bloodborne pathogens and the use of universal precautions before the first clinical experience requiring direct patient/client contact and annually thereafter. Universal precautions must be followed at all times and failure to adhere to this policy may result in failure of the course and dismissal from LWC.

Nursing faculty and students participate in an orientation to the clinical facilities that includes review of safety procedures and policies and procedures. Students and faculty are expected to learn while practicing according to the facility or college policies and procedures.

## ***Blood borne Pathogens Exposure Policy***

Faculty and students of the Division of Nursing at Lindsey Wilson College must seek appropriate treatment, follow-up and counseling after exposure to blood or body fluids.

### ***Definition of an Exposure:***

- A needle or other puncture wound from a source contaminated with body fluids.
  - Direct contact of non-intact skin (open lesion, chapped, or abraded skin) with large
  - Amounts of blood or prolonged contact with blood.
  - Mucous membrane contact from a known source of blood or body fluids (a splash in the eye, mouth, or any other mucous membrane lining.)
1. In the event that a student or faculty member is exposed to a blood borne pathogen during a scheduled clinical experience the agency's exposure policy should be followed. The student/faculty will:
    - a. Notify the appropriate agency representative.
    - b. Initiate immediate treatment by:
      - i. Cleaning the wound/skin area with soap and water.
      - ii. Flushing mucous membranes with tap water or saline.
    - iii. Serious injuries requiring suturing or physician intervention should be promptly evaluated according to agency's direction or according to insurance requirement of the faculty/student.
    - c. Faculty will report the exposure to the appropriate supervisors and assist the student in completing any required agency documentation.
    - d. The exposed individual is responsible for any costs related to testing and treatment of self and testing of the source.
  2. In the event that a student or faculty member is exposed to a blood borne pathogen during a scheduled clinical experience while NOT in a traditional clinical setting (i.e. community based experiences such as school health or community screening) the following procedure should be followed:
    - a. Provide immediate first aid treatment as described above.
    - b. Instruct the student or the faculty to proceed to the closest emergency facility to initiate post-exposure screening, treatment and counseling.
    - c. The faculty/student is encouraged to seek post-exposure treatment within 2 hours of the exposure. If travel distance does not allow, the follow-up should be completed as soon as possible.
    - d. The exposed individual is responsible for costs related to testing and treatment of self and testing of the source.
  3. Following the exposure, the nursing faculty should complete the Exposure to Body Substance [Form](#) and submit it to the division chair for review or follow-up.

While it is an individual decision whether to comply with the recommended post-exposure screening, treatment, counseling, or follow-up, the student/faculty should be encourage to accept available resources.

## ***HIPAA Compliance***

Federal privacy legislation requires that all healthcare members be trained on the policies and procedures related to protecting the privacy and security of protected health information. This includes employees, volunteers, students and any others who have access to patients' personal health information. HIPAA compliance instruction will be provided by the Division of Nursing, and record of compliance will be kept in each student's files.

Information obtained by students through their activities and experiences in nursing clinical/laboratory/classroom settings related to patients/clients, personnel, and facilities are considered confidential. Such matters are discussed for the purposes of learning in nursing conferences and classes only. They may not be discussed in other settings. Distribution and availability of information from the clinical setting noted in settings determined inappropriate to the standard of confidentiality and privacy, will result in possible disciplinary action and/or expulsion from the program if the event involves a student.

LWC policy prohibits the recording of any personally identifiable client information in any format. This includes written information, photocopies, audio or digital recordings, video, or pictures of clients or client records. Papers related to clinical/laboratory experiences will not identify any person, agency, or agency personnel by name. Student papers may contain the student and clinical instructor names only. Web sites that contain online personal journaling with reflections, comments, and/or hyperlinks provided by the writer have legal implications about HIPAA, even if they are password protected or shared with a limited audience. Sharing protected health care related information (including pictures) obtained during classroom, laboratory, or clinical experiences or from patients/clients in this or any other manner is a violation of federal regulations and as such may result in dismissal from the program.

Both faculty and students will complete an annual HIPAA compliance on-line module. Students will begin completing the module in the spring of their sophomore year just prior to beginning clinical rotations. The record of compliance for students will be kept in their student files in the nursing office.

## ***Intimate Partner Violence (IPV), Child or Elder Abuse***

The Division of Nursing at Lindsey Wilson College is aware of and dutifully accepts our responsibility as mandatory reporters of IPV, child and/or elder abuse. If at any point during the course of the program, an instructor or a student suspects IPV child or elder abuse the proper authorities will be contacted as per the law. If the student needs assistance with making the appropriate report, the instructor will provide the assistance. If at any time an instructor suspects that a student may be a victim of IPV, the instructor will make the appropriate report; but will also speak privately with the student and encourage safety/protective and counseling services.

## ***CPR Requirement***

Faculty and students who will have contact with patients will be required to show proof of current CPR certification and maintain that certification throughout the course of their program/employment. Should their CPR certification lapse, they will need to attend a CPR course within 30 days to continue to enter the clinical environment. The faculty and students may attend courses at the wellness center or access a program outside the college. It is the responsibility of the faculty to assure their compliance with annual requirements and those of their students.

## Student Immunization and TB Skin Testing

Students are required to show documentation of vaccination or immunity to measles, mumps, rubella, Hepatitis B, and Varicella. Additionally, evidence of an annual negative TB skin test will be required. If the student TB skin test positive, he or she will provide proof of completion of adequate prophylaxis and a negative chest x-ray. The TB skin test positive student will submit a TB symptom survey annually. The form can be found by clicking [here](#). The student will submit the new symptom survey during fall orientation. If the survey is positive for TB symptoms, the student must have a chest x-ray before returning to the clinical environment. Finally, all students will be required to receive a flu vaccine every year unless able to provide documentation of confirmed egg allergy or serious reaction to the vaccine.

Recommendations for Vaccinations of Adults (2011)

VACCINE ▼	AGE GROUP ►	19–26 years	27–49 years	50–59 years	60–64 years	≥65 years
Influenza <sup>1,*</sup>		1 dose annually				
Tetanus, diphtheria, pertussis (Td/Tdap) <sup>2,*</sup>		Substitute 1-time dose of Tdap for Td booster; then boost with Td every 10 years				
Varicella <sup>3,*</sup>		2 doses				
Human papillomavirus (HPV) <sup>4,*</sup>		3 doses (females)				
Zoster <sup>5</sup>					1 dose	
Measles, mumps, rubella (MMR) <sup>6,*</sup>		1 or 2 doses		1 dose		
Pneumococcal (polysaccharide) <sup>7,8</sup>		1 or 2 doses				1 dose
Meningococcal <sup>9,*</sup>		1 or more doses				
Hepatitis A <sup>10,*</sup>		2 doses				
Hepatitis B <sup>11,*</sup>		3 doses				

\* Covered by the Vaccine Injury Compensation Program



For all persons in this category who meet the age requirements and who lack evidence of immunity (e.g., lack documentation of vaccination or have no evidence of previous infection)



Recommended if some other risk factor is present (e.g., based on medical, occupational, lifestyle, or other indications)



No recommendation

## ***Policy Regarding the Chemically Impaired Nursing Student***

Substance abuse is a major issue on college campuses. In the college setting, nursing students involved in clinical activities must uphold the standards of the nursing profession to ensure safe, effective, and supportive client care. Because an impaired nursing student may have altered judgment and skills, appropriate management of abuse and addiction is critical for nursing education and practice. Lindsey Wilson College and the Division of Nursing are committed to providing a quality education for students admitted to the Division of Nursing Program. In order to protect the integrity of the program and the nursing profession and to safeguard the welfare of nursing students and patients receiving treatment from students, this policy addresses drug and alcohol testing of nursing students involved in clinical activities based on reasonable suspicion of drug or alcohol use.

It is the policy of Lindsey Wilson College to comply with federal and state laws and regulations dealing with the usage and detection of drugs and alcohol. This policy is subject to change at the sole discretion of the College and is meant to supplement other relevant College policies, including but not limited to, the Alcohol- and Drug-Free Campus and Workplace Policy.

### ***Procedure***

Students should be aware that faculty are obligated to follow a strict policy in dealing with students suspected of alcohol or drug use. If suspicion of alcohol or drug usage in the clinical setting exists, the division chair should be notified to validate the basis for reasonable suspicion testing. The following steps will then be taken:

- 1) Remove the student from the Clinical Activity;
- 2) Confront the student in a private setting and in the presence of a witness, if possible;
- 3) Discuss the suspicious behavior with the student and allow the student to explain;
- 4) Decide whether reasonable suspicion exists for drug and/or alcohol testing;
- 5) If reasonable suspicion does exist, have the student present to employee health or to the emergency department to perform drug and/or alcohol testing.

If a student is asked to submit to a drug or alcohol test in accordance with this Policy, the involved faculty member will immediately notify the Division Chair and the Dean of Students. The faculty member will also make a written report to the Dean of Students within two working days of the event describing the student's conduct, names of witnesses, and a summary of the events that led to a reasonable suspicion drug or alcohol test. The Dean of Students will notify the Academic Affairs for appropriate action.

### ***Consequences of Drug Testing***

#### ***1. Refusal to Test***

If a student fails to produce the requested sample at the date and time designated, the student will be allowed 30 minutes to reconsider the decision and the Dean of Students shall be contacted immediately. Students who refuse to take the test after the 30 minute waiting period will be treated as if the test result was positive.

#### ***2. Negative Test Result***

If the drug or alcohol test is negative, no action will be taken, and the student will be allowed to participate in all Clinical Activities. The student will be allowed to makeup any missed Clinical Activities.

#### ***3. Positive Test Result, Other Violations, and Self-Admission***

If a drug or alcohol test is positive, if a student violates this Policy in any other manner, or if the student admits a drug or alcohol problem, the Dean of Students will initiate a written notice to the student and the Vice President for Academic Affairs of the requirement that a hearing on the matter be scheduled. This

hearing will be scheduled by the Academic Affairs Office and will occur within ten days, if possible, of the incident. The Hearing will include the relevant faculty member(s), the Dean of Students, the Vice President for Academic Affairs and/or the Associate Dean of the Faculty, a student representative elected from the student body (collectively the “Panel”), a representative from the Office of the Dean of Students, and the student. At this meeting, the student will be allowed to give an explanation for his or her conduct. The parties will discuss available drug or alcohol counseling and academic consequences. This Panel will execute the Program sanctions. At a minimum, students who violate this policy will receive a zero for the missed Clinical Activity when the student was removed for testing and undergo a professional evaluation. The student will be required to sign a Student Agreement to undergo a professional evaluation by Counseling and Psychological Services (CAPS) or by a mutually agreed upon independent counselor to determine drug dependency or alcoholism and a treatment plan at the student’s expense. If the student refuses to sign the Agreement, the student will be allowed ten business days to reconsider and a second meeting will be held with the student and the Panel. If the student still refuses to sign the Agreement, the student will be subject to any action deemed appropriate by the Panel, including but not limited to being dismissed from the program. During treatment, the student will receive a semester grade of I (incomplete) or W (withdraw) for missed Clinical Activities and clinical courses depending on the amount of course work completed, the amount of time remaining in the semester, the ability of the student to complete the course requirements, and the estimated length of treatment. Within five working days following each hearing, the Vice President for Academic Affairs will notify the student, in writing, of the decision of the panel. The student may also be subject to discipline pursuant to the policies stated in the Lindsey Wilson Student Handbook.

4. The student will not be allowed to participate in Clinical Activities until the student fulfills all terms of the Agreement and submits a written request for reinstatement in Clinical Activities to the Division Chair of the Nursing Division. The Panel will decide whether the student may resume participation in the Program. The student must provide evidence indicating the student’s ability to return to the Program as directed by the faculty committee. The Panel may request a written recommendation from CAPS or a rehabilitation counselor that the student is able to return to the Program. In addition, the student must test negative for drugs and/or alcohol. Upon approval of reinstatement by the Panel, the student may resume participation in Clinical Activities.
5. A second positive drug or alcohol test or violation of this Policy will result in a hearing to determine whether the student should be dismissed from the Program and may also subject the student to discipline in accordance with the policies found in the Lindsey Wilson Student Handbook. *Adapted from Purdue University’s Student Handbook.*

### ***Confidentiality of Alcohol or Drug Testing***

The College will take reasonable measures to ensure individual privacy under this Policy including, without limitation, keeping all drug and alcohol test results confidential to the extent possible. Drug or alcohol test results will be released in accordance with applicable federal and state laws and regulations.

## **Conduct Policies**

### ***Conduct***

Lindsey Wilson students are expected to conduct themselves in a manner consistent with the ideals of the College community. Enrollment at Lindsey Wilson is regarded as a privilege which may be withdrawn from anyone who does not respect the standards of the College or the rights of others. Rules and regulations which govern the lives and conduct of Lindsey Wilson students are stated in the Student Handbook. Each student is issued a handbook and is responsible for behaving appropriately as a campus citizen.

### ***Drug-Free Environment***

Lindsey Wilson College is committed to providing a healthy and safe environment for its students. The College is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Standards of conduct relating to the unlawful possession, use, dispensing, distribution or manufacture of alcohol or illicit drugs are available for review in the office of the Vice President for Administration & Finance. These standards of conduct will be applicable while on Lindsey Wilson College property, and elsewhere while on College business, and/or while attending College-sponsored activities.

### ***Discrimination and Harassment***

Lindsey Wilson College prohibits all discrimination on the basis of sex, race, ethnic origin, sexual orientation, color, creed, religion, age, or political belief. Sexual harassment is an explicit violation of Regulations and should be reported.

### ***Division of Nursing Events***

Periodically, the Division of Nursing will have special events, both formal and informal. These are designed to promote the profession of nursing, Lindsey Wilson College and the Division of Nursing. The Division Chair reserves the right to require mandatory attendance of both faculty/staff and students as appropriate to the event.

### ***Building Use***

The Division of Nursing has dedicated classrooms and a skills laboratory that can also be used for additional classroom space. All classrooms are maintained under lock and key when not in use. The computer lab is available during Nursing Division business hours.

### ***Removing Equipment from the Premises***

No laboratory equipment or supplies shall be removed from the premises. The Nursing Lab will remain locked when not in use. The Division Chair, the Administrative Assistant and the Nursing Faculty are the only persons who shall have keys to the lab. Upon leaving the employ of LWC, the keys will be returned.

## Department Records

The official records that document admission, course enrollment and grades, drops and graduation are maintained in the Registrar's Office for all students.

The nursing program will maintain unofficial records of students currently enrolled in the program to verify that students are fulfilling legal documentation requirements by the Kentucky Board of Nursing and Division of Nursing progression criteria. This documentation may be electronic, paper or archived microfiche.

Faculty will maintain the unofficial files of currently enrolled students and of those who drop or graduate in the Nursing Office Suite for no more than 5 years, after which they will be destroyed or deleted. These unofficial files are maintained on a secure password protected site, accessible only to nursing faculty and staff.

Other records that are maintained in the Nursing Administrative Assistant's office or which are available at a secure online site include:

1. Admission, drop and graduation data.
2. Faculty recruitment data.
3. Faculty evaluation records.
4. Administrative records, including reports for external agencies and the like.
5. Current program of study, including program mission, philosophy and goals, and course outlines.
6. Agreements with affiliate agencies.
7. Master plan of evaluation, the most recent data, and resulting decisions.

Information in these records will be continually updated and maintained in a confidential manner.

### *Maintenance and Retrieval of Records of Nursing Students*

The College uses Banner as the platform for managing student records, including grades, transcripts, and degree audits. The faculty have access to the information from their office computers. Faculty maintains paper advising files in their offices to supplement the information available in banner. The Nursing Program's Administrative Assistant will manage records related to licensure and will compile and transmit all the information needed for reports to the Board of Nursing and other agencies. Electronic records are maintained on a secure password protected site, accessible only to nursing faculty and staff.

### *Access to Records*

Students may inspect all records pertaining to them which are maintained by the College. The only exceptions to this access are those records exempted under FERPA.

- Directory information, as listed in this publication, is public unless the student requests in writing to the Registrar that all or part of such information not be published;
- Name, local and home address, telephone numbers, and date of birth;
- Dates of attendance, major field of study, and degrees and awards received; and
- Participation in recognized activities, organizations, and sports (including weight and height or membership on athletic teams).

Access to any other information, except by persons authorized by the student, is strictly limited in accordance with FERPA regulations.

## Reporting Breach of Academic Responsibilities

**Academic integrity** is essential to the existence of an academic community. Every student is responsible for fostering a culture of academic honesty, and for maintaining the integrity and academic reputation of Lindsey Wilson College. Maintaining a culture that supports learning and growth requires that each student make a commitment to the fundamental academic values: honesty, integrity, responsibility, trust, respect for self and others, fairness and justice.

To foster commitment to academic integrity, faculty are asked to require each student to place and sign the following Honor Code on tests, exams and other assignments as appropriate: On my honor as a student, I have neither given nor received any unauthorized aid on this assignment/exam.

Violations of the academic integrity policy include cheating, plagiarism or lying about academic matters. Plagiarism is defined as any use of another writer's words, concepts, or sequence of ideas without acknowledging that writer by the use of proper documentation. Not only the direct quotation of another writer's words, but also any paraphrase or summary of another writer's concepts or ideas without documentation is plagiarizing that writer's materials. Academic dishonesty is a profoundly serious offense because it involved an act of fraud that jeopardizes genuine efforts by faculty and students to teach and learn together. It is not tolerated at Lindsey Wilson College.

Students who are determined to have plagiarized an assignment or otherwise cheated in their academic work or examinations may expect an F for the activity in question or an F for the course, at the discretion of the instructor. All incidents of cheating or plagiarism are reported by the instructor to the Academic Affairs Office along with copies of all relevant materials. Each instance of cheating or plagiarism is counted separately. A student who cheats or plagiarizes in two assignments or tests during the same semester will be deemed guilty of two offenses. If the evidence is unclear, or if a second offense occurs, the VP for Academic Affairs or Associate Dean will move the student before the campus Judicial Board for review. Violations will ordinarily result in disciplinary suspension or expulsion from the College, depending on the severity of the violation involved. Note: The College has purchased Turnitin.com, a web product used to detect plagiarized documents. Faculty are encouraged to use this product.

## Simulation and Nursing Lab Honor Code

### *Lindsey Wilson College Simulation Lab Honor Code*

As a nursing student at Lindsey Wilson College, I understand the significance of confidentiality with respect to information concerning simulated patients and my fellow students. I will uphold these requirements of the Health Insurance Portability and Accountability Act (HIPAA) and other laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my faculty or facilitator.

I agree to the following guidelines for my optimal learning experience in the simulation lab:

1. All patient information (real or fictional) is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of the policies on confidentiality with Lindsey Wilson College.
2. This information is privileged and confidential regardless of format: electronic, written, overheard, or observed.
3. The simulation lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner by faculty, students, and colleagues.
4. Video/audio recording may be utilized during the scenario as a tool to be used during debriefing (post scenario discussion). These recordings are confidential and may only be viewed in the LWC Simulation Lab or with the student and/or instructor. The only exception is the recording may be used as a learning tool to illustrate simulation for marketing and public relations.

***Authorization of Consent to Photograph and Video tape Simulation Lab Sessions***

The undersigned, authorizes Lindsey Wilson to photograph or film \_\_\_\_\_  
(Name)

The photographs or film in any format may be used by the Division of Nursing and Lindsey Wilson College for illustrating the nursing program, marketing the nursing program, and public relations. Use is subject to the following limitations if any:

\_\_\_\_\_

The undersign waives any right to compensation and holds Lindsey Wilson College harmless for any claim related to legitimate use of these photographs or other media.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

Course/Semester/Year: \_\_\_\_\_

Students will login to THE STUDENT LOGIN with their evolve user name and password  
You will then enter your test code.

## Professional Appearance while functioning in the Division of Nursing Activities

The image projected by the student is a reflection of his/her personal image as well as the Lindsey Wilson student body and the nursing profession as a whole. Professional appearance in the clinical setting promotes client confidence in skills of the student nurse. If an agency has a specific requirement (i.e., no sweaters) not covered by these guidelines, students must conform to that requirement. **Violations may result in dismissal of student from the clinical setting with an unexcused absence and repeated behavior may place student at risk for failure of clinical portion of course.**

### *Uniform*

1. The student will wear the student nurse uniform as identified by the Division of Nursing. Other attire may be worn as specified by the clinical instructor, especially in pediatric settings. Dress or skirt style uniforms must cover the knees. Pants are to be ankle length.
2. An official Lindsey Wilson badge stating name and status is worn at all times in the clinical setting unless otherwise instructed. Many agencies will require you to wear the agency ID badge as well.
3. An official Lindsey Wilson student patch is to be sewn on the left sleeve of the uniform and lab coat. The student patch is only worn when in the student role.
4. A white sweater or warm-up jacket may be worn as deemed appropriate by the clinical instructor or per agency role.
5. Undergarments are to be worn and should not be visible through the uniform. Dark colored undergarments with designs are not worn with the uniform. Slips are worn with dresses/skirts. Male students must wear a white, round-neck, short-sleeved t-shirt under uniform top.
6. Uniforms need to be clean and wrinkle free at all times.
7. As part of the standard uniform, students need the following equipment: watch with second hand, black ballpoint pens, small notebook, stethoscope\*, blood pressure cuff\*, penlight w/ pupil gauge\*, 5 ft. retractable tape measure\*, bandage scissors\*, and CPR mask\*.

\*items are available in Lindsey Wilson College book store

### *Uniform Patch*

All students must have school patch attached to the left sleeve of their uniform and lab coat. Patches are available at the College Bookstore.

### *Footwear*

White leather or faux leather shoes (nursing) is preferred. Shoes with high tops, high heels, open toes or backs are not permitted in the clinical setting. If running shoes are worn, they must be all white leather with white laces. Plain white socks or hose are to be worn with pants and white hose are to be worn with dresses or skirts. Shoes should be clean at all times. **NO OPEN TOED SHOES.**

### *Lab Coats*

Students will wear a ¾ length white lab coat over street clothes when going to a clinical environment to obtain assignments or in the clinical facility for reasons other than designated clinical rotations. Jeans, shorts, halter tops, sweat pants, tights, miniskirts, low riders, crop tops, clothing with logos, tennis shoes, and sandals are inappropriate clothing for any clinical setting. Lab coats must be clean and wrinkle free at all times.

### *Scrub Clothes*

If a unit requires a student to change into hospital-issued scrub clothes, the scrub clothes should not be worn out of the unit without a lab coat. Lab coats should be buttoned when worn with scrubs.

### ***Jewelry, Cosmetics, Hair and Nails, etc.***

1. Wristwatch with second hand or digital watch marking seconds is required.
2. No jewelry with exception of wedding bands and/or one small pair, plain stud earrings may be worn in the clinical area. No more than two earrings per ear. Hoops or earrings that dangle below the ear lobes may not be worn.
3. Students may not wear jewelry in any visible body piercing (i.e. nose, tongue or eyebrow).
4. Students must cover any visible tattoos when participating in clinical experiences.
5. Make-up should be simple and conservative.
6. Fragrances (lotions, colognes, perfumes) should not be worn in clinical settings. Students may not enter clinical setting smelling of tobacco products.
7. Finger nails need to be short, clean and neatly manicured. No fingernail polish. No acrylic nails.
8. Hair should be clean and neatly groomed. Hair that is shoulder-length or longer must be secured up and off the collar in a manner that is both professional looking and should not interfere with patient care. Highlights and dyes should be natural colors only. Beards, mustaches, and sideburns are kept clean and neatly trimmed.
9. No gum chewing permitted during clinical.

### ***Professional Attire***

Professional attire and lab coat with ID and nametag may be required for alternate site clinical experiences. Some activities and alternate site clinical require a more casual form of attire. The faculty will advise you of when this type of attire is required.

Women: Blouses should be simple, one color, and the neckline sufficiently high so that no cleavage is visible. Casual T-shirts and sweatshirts are not appropriate. Capri length pants and sandals are not appropriate. Shoes and hosiery should be appropriate to the outfit. The official School of Nursing name tag and ID card are required and are to be worn at all times.

Men: Woven dress shirts or knit polo-style shirts (long or short sleeve) may be worn. Shirts should be a single, solid color, and have a collar. Casual T-shirts, rugby-style shirts, and sweatshirts are not appropriate. Trousers should be a single, solid color. Shoes and socks should be appropriate to the outfit. Sandals are not appropriate. The official School of Nursing name tag and ID card are required and are to be worn at all times.

### ***Business Attire***

Some clinical activities or assignments such as presentations may require business attire to project the appropriate professional image. For these occasions, students should wear a conservative dress suit or pants suit of one color or two coordinating colors. Men should wear a conservative dark suit or sports coat and slacks. Dress shirts of one solid color and simple conservative neckties will be worn.

### ***A Final Note***

The uniform and lab coat must be cleaned and pressed at all times. Students arriving to clinical in wrinkled or soiled uniforms/coats or otherwise violating this dress code will be subject to formal disciplinary action including but not limited to dismissal from the clinical site, remediation and possible failure of the clinical course.

The uniform and lab coat may not be worn except during the assigned clinical or for data gathering purposes pertaining to a Nursing Division clinical. For the purpose of data gathering for clinical, the student must wear either the Nursing Division uniform or professional attire. Items listed above as inappropriate for clinical are also inappropriate for data gathering.

## **Electronic Devices and Media Policies**

### ***Cell Phones***

Cell phones and any other electronic devices are not allowed to be turned on during class, lab or clinical unless used specifically to access resources approved by the faculty or clinical instructor. Students are not permitted to capture images or otherwise record any media when in the clinical setting. Students may use the device to contact the instructor or text the instructor, but must leave the patient area and use the device where the interaction cannot be viewed by the patient.

In the event a student is observed using a cell phone or any other electronic device in an unauthorized manner, the student will be asked to leave the classroom or clinical and will receive a zero for that day. Cell phones and any other electronic devices will be turned off and placed on the instructor's desk when any quizzes or exams are given.

### ***Computer and E-mail Resources***

- Computing Account Access
- Computer Labs
- Computer Center
- Computer Purchase

Computer use during classroom time is limited to note taking and accessing sites strictly for the course. In the event a student is observed using a computer during class time for any other purpose the student will be asked to leave the classroom and will receive a zero for that day.

### ***E-mail access***

E-mail is the primary mode of communication between you and the faculty. Faculty members use the e-mail address that is provided to students at the beginning of their program. It is imperative that students check e-mail at least once a week for important announcements, scholarship notices, and special events.

### ***Telephone Messages***

All fulltime faculty and staff have voicemail. If students need to communicate a voice message, they should use voicemail. Messages may be left for faculty or staff with the administrative assistant for the Nursing Program if there is an urgent need or an emergency at (270) 384-7352.

### ***Social Networking***

The accepted social norm has been that there is a Teacher : Student relationship that should be developed and that neither party should cross the line established by the professional relationship. Becoming involved in an inappropriate relationship is considered unethical as well as unprofessional. However, maintaining an appropriate Teacher : Student relationship using social networking can occur if Nursing instructors and their students participate in communications that represent the normal interaction that occurs in a professional relationship. Students and faculty are permitted to interact in a professional manner using social networks like Facebook, etc., as long as the interaction is professional and mutually acceptable. Interacting with social networks established by the college for use within the college and the nursing division are considered acceptable interactions by faculty and students. Students and faculty are not permitted to use social networks to display course or program related materials as these displays may be a violation of student, patient or client privacy.

Further, students need to be aware that publishing information on these sites may be public for anyone to see and could be traced back to them as individuals. Nursing students are preparing for a profession which provides

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services to the public and expects high standards of behavior. Therefore, the student should remember that confidential information related to individuals or agencies must not be disclosed, HIPAA guidelines must be followed at all times. Information concerning clients/clinical rotations must not be posted in any online forum or webpage. Students are legally responsible for anything that may be posted in social media forums.

### ***Other Resources for Nursing Students***

- ***Calculators***  
Only non-programmable calculators are permitted for use in nursing classes.
- ***Taping Lectures***  
Students may tape record a lecture for personal use with the consent of the instructor. Students can access lectures through the Angel Platform using Tegrity.
- ***I-Clickers***  
Students will be using I-Clickers to allow instructors and students to obtain feedback and collect information. This feedback and information will be used to enhance the learning experience.
- ***Borrowing Equipment***  
Students are not allowed to borrow equipment from the Division of Nursing.
- ***Change of Address/Name***  
Students must keep the Division of Nursing and the College Registrar informed of any address or name changes. The Division frequently mails important information to students, so name and address information must be current. A current address should also be on file in the Division of Nursing, Office of Student Services and with the Registrar at all times.

## Student Employment

If students choose to work, they must do so under the regulations of the College. A student employed in a health care facility (versus supervised clinical experience as part of a course requirement) is in **NO** way related to the Division of Nursing during such work periods. Uniforms bearing the Division of Nursing insignia (name pin and student patch) must **NOT** be worn during such work. You may **NOT** perform any acts that you have not been approved to perform by personnel in the agency of employment, nor may you call yourself a nursing student. The Division of Nursing strongly advises students not to attempt to work full time while carrying 6 or more hours, or three different courses.

## Division of Nursing Additional Expenses

In addition to regular College tuition, fees and cost of books, Nursing Division students should anticipate the following additional expenses: The following table shows the approximate expenses nursing students are expected to incur per academic year:

Freshman Year	Estimated Cost (Subject to change)
Books, packets, supplies	\$500
Immunizations (if needed)	\$200
Sophomore Year	Estimated Cost (Subject to change)
Books	\$500
Uniforms (2) sets, shoes and hose	\$175
TB skin test (Mantoux)	\$ 20
Nursing student nametag and patch	\$ 20
Physical examination	\$120
Immunizations or proof of immunity (Hep B, MMR, chicken pox)	\$200
CPR certification (for Health Care Providers)	\$ 30 (every 2 years)
Laptop Computer	\$350 and up
Malpractice/Liability Insurance	\$ 35 (yearly)
Transportation (to and from clinical facilities)	\$150
Watch (second hand)	\$ 40
Criminal history background check	\$ 15
Drug Screen	\$ 50
Nursing equipment stethoscope, blood pressure cuff, penlight w/ pupil gauge, 5 ft. retractable tape measure, bandage scissors, and CPR mask. <small>*price subject to change LWC bookstore</small>	\$ 80*
Junior Year	Estimated Cost (Subject to change)
Uniforms	\$ 50
Books, supplies	\$500
Transportation (to and from clinical facilities)	\$200
TB skin test (Mantoux)	\$ 20
Senior Year	Estimated Cost (Subject to change)
Books, supplies	\$500
Uniform (Public Health)	\$ 50
TB skin test (Mantoux)	\$ 20
Transportation (to and from clinical facilities)	\$200
Cap and Gown	\$100
Baccalaureate Degree Pin (optional and cost varies depending on selection)	\$60-300
Senior pictures	\$40-150
R.N. Licensure Expenses (Kentucky) (other states may vary)	\$150
FBI (fingerprint card) Background check	\$ 20
NCLEX Examination	\$200

## **Graduation Eligibility**

To graduate from Lindsey Wilson, students must meet all general education and major requirements specified in the catalog in effect when they entered the college or all requirements specified by a catalog published in a subsequent year. Students are responsible for being familiar with requirements for the Bachelor of Science degree and for conferring with advisors when selecting your courses. The College will award your degree upon your successful completion of the College and Nursing Division requirements. The curriculum requirements for the Bachelor of Science Nursing are found in the Lindsey Wilson College catalog, as well as descriptions of nursing courses. All financial obligations must be paid prior to commencement ceremonies

To be eligible for graduation, a student must file an application for graduation through the College's Registrar's Office at the beginning of your final term. Payment of a \$55.00 graduation fee is required.

The Kentucky Board of Nursing requires that students report all misdemeanor and/or felony convictions on your licensure application. Some convictions are serious enough that they may prevent your being licensed as a registered nurse. If students have questions about this they may seek assistance with their academic advisor and/or the Director, Division of Nursing.

## **Application for NCLEX**

In order to be a licensed registered nurse, students must apply to the Kentucky Board of Nursing (KBN) for a license, and must pass a licensure examination after completion of the degree.

Information on registration for the NCLEX licensure exam and applying for an RN license is available on the KBN website <http://kbn.ky.gov/>. The process of applying for licensure and the NCLEX exam will be reviewed during the graduation semester. Because requirements and fees for the NCLEX exam and for licensure are updated frequently, students are directed to the KBN website for the most current information. Please be aware that in addition to submitting an application for licensure and an application to take the NCLEX exam, a criminal history and FBI background search is completed on all applicants for licensure in Kentucky. Instructions for obtaining the criminal history and FBI background search are also available on the KBN website.

It is important to be sure that students have their correct name on all records (personal and College). A legal name change document is required if a student's name has legally changed. After graduation, a list of graduates is sent from the Nursing Program to the Kentucky Board of Nursing. KBN issues a provisional license to student and notifies Pearson Vue. Upon receipt of the Ability to Test (ATT) from Pearson Vue, students may schedule their NCLEX exam time.

### ***Students Planning to Take the NCLEX Out of State***

At the beginning of the graduation semester, contact the state board of nursing where they intend to write the exam and request all forms and information necessary to apply for licensure in that state. Fees, forms and deadlines may vary, so it is imperative to contact the respective State Board of Nursing well in advance of graduation.

## Code of Ethics for Nurses

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

## STANDARDS OF PROFESSIONAL PERFORMANCE

Standard I	Quality of Care	The nurse systematically evaluates the quality and effectiveness of nursing practice.
Standard II	Performance Appraisal	The nurse evaluates one's own nursing practice in relation to professional practice standards and relevant statutes and regulations.
Standard III	Education	The nurse acquires and maintains current knowledge in nursing practice.
Standard IV	Collegiality	The nurse interacts with and contributes to the professional development of peers and other health care providers as colleagues.
Standard V	Ethics	The nurse's decisions and actions on behalf of patients are determined in an ethical manner.
Standard VI	Collaboration	The nurse collaborates with the patient, family and other health care providers in providing patient care.
Standard VII	Research	The nurse uses research findings in practice.
Standard VIII	Resource Utilization	The nurse considers factors related to safety, effectiveness, and cost in planning and delivering patient care.

## ANA STANDARDS OF CARE

<u>Standard I</u>	Assessment	The nurse collects patient health data.
<u>Standard II</u>	Diagnosis	The nurse analyzes the assessment data in determining diagnoses.
<u>Standard III</u>	Outcome Identifications	The nurse identifies expected outcomes individualized to the patient.
<u>Standard IV</u>	Planning	The nurse develops a plan of care that prescribes interventions to attain expected outcomes.
<u>Standard V</u>	Implementation	The nurse implements the interventions identified in the plan of care.
<u>Standard VI</u>	Evaluation	The nurse evaluates the patient's progress toward attainment of outcomes.

I acknowledge that I have reviewed the 2011-2012 Nursing Student Handbook during the 2011-2012 academic year. I understand and agree to abide by the regulations set forth in this handbook.

X

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Printed Name

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Date