Lindsey Wilson College

Program of Nursing

BSN Student Handbook

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The (baccalaureate degree program in nursing at Lindsey Wilson College is accredited by the Commission on Collegiate Nursing Education,655 K Street, NW, Suite 750, Washington DC 20001, (202)887-6791.

Review of Policies, Procedures, and Content

All policies, procedures, and content of the 2023-2024 *Lindsey Wilson College (LWC) Program of Nursing Student Handbooks* are reviewed by the Program of Nursing (PON) faculty annually.

Changes in Policies, Procedures, and Program Information

Changes in the PON policy, procedure and program information will be communicated to students by email, in class, or announcements posted on Blackboard. Updates to the *LWC Program of Nursing Student Handbooks* will also be posted on the LWC nursing website.

Website and Published Documents

The PON website reflects current information. Because the site is updated frequently, information on the website supersedes all PON printed materials.
Important Academic Web Pages
LWC Program of Nursing here
LWC College Catalog here

Foundational Documents

The PON faculty members acknowledge, accept, and function within the framework of the vision, mission, and creed of LWC. Additionally, the PON faculty ascribe to the values and concepts reflected in the following professional nursing standards, guidelines, and competencies:

The Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing [AACN], 2008) (Essentials)

https://www.aacnnursing.org/portals/42/publications/baccessentials08.pdf

Guide to the Code of Ethics for Nurses: Interpretation and Application (American Nurses' Association [ANA], 2015).

https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/

Nursing: Scope and Standards of Practice, 4th Edition (American Nurses' Association [ANA], 2021).

https://www.nursingworld.org/practice-policy/scope-of-practice/

Nursing's Social Policy Statement: The Essence of the Profession (American Nurses' Association [ANA], 2015).

https://www.nursingworld.org/practice-policy/nursing-excellence/official-position-statements/

Quality and Safety Education for Nurses (QSEN: Institute of Medicine, 2003).
www.qsen.org

International Nursing Association for Clinical Simulation and Learning (INACSL). (2021). Healthcare Simulation *Standards of Best Practice.*
https://doi.org/10.1016/j.ecns.2021.08.006

Kentucky Board of Nursing (KBN), pursuant to the Kentucky Revised Statutes (KRS) 314.00, approves schools of nursing that meet the standards which are established in the administrative regulations promulgated by the board. The KBN sets standards for the establishment and outcomes of nursing education programs that prepare pre-licensure and advanced practice registered nurses, including clinical learning experiences. The LWC nursing program holds approved status by the KBN, https://kbn.ky.gov/General/Documents/approved-nursing-programs.pdf

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Welcome

Dear BSN Nursing Student:

On behalf of the Lindsey Wilson College (LWC) Program of Nursing (PON) Faculty and Staff, it is with great pleasure and excitement that we welcome LWC nursing students to the 2023-2024 academic year. Whether you are a new student to the nursing program or a returning student, this year promises to be filled with challenging experiences and educational opportunities. We are glad you are a part of the gifted and excellent student body at Lindsey Wilson, and we look forward to facilitating your academic journey in the year ahead.

The nursing curriculum is designed to provide students with the knowledge and skills to become a competent, caring, and compassionate registered nurse. This *LWC BSN Student Handbook (Handbook)* is designed to serve as a guide for nursing students to achieve academic goals at LWC. The *Handbook* contains essential information including policies and procedures, student expectations, program of study details, and student services. Each nursing student is responsible for reading the *Handbook*, understanding the content found therein, and abiding by its policies and procedures. Lack of knowledge of the content of this publication is not an excuse for inappropriate actions. The *Handbook* can be accessed on-line at the LWC PON website.

Please be aware there are other LWC official publications that contain essential student information. These documents include the *Lindsey Wilson 2023-2024 College Catalog here* and the *Lindsey Wilson College 2023-2024 Official Student Handbook here*. Non-Academic Student Grievances policy can be found in the College Student Handbook.

Nursing students have the opportunity to be involved in highly rigorous coursework and clinical experiences. Our students represent Lindsey Wilson College and the nursing profession in the community and health care agencies across our region. Faculty have great expectations that you will be very proud to become a graduate of the LWC nursing program and a member of the professional health-care field.

The LWC BSN Program of Nursing offers the students the opportunity to become members of the Sigma-Theta-Tau (STT) International Honor Society of Nursing. The LWC STT Honors Society is the Alpha Alpha Iota chapter. Those who have a 3.0 GPA or higher, rank in the upper third of the cohort, and have completed one half of the nursing curriculum are eligible.

Please know that we are committed to your success and academic endeavors.

Have a great academic year!

Lindsey Wilson College
Program of Nursing

Faculty and Staff
Program of Nursing Faculty and Staff Directory

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SECTION I GENERAL INFORMATION

Accreditation

Lindsey Wilson College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate's, bachelor's, master's, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Lindsey Wilson College. The College is also accredited by the University Senate of The United Methodist Church.

The Doctor of Philosophy in counselor education & supervision and the Master of Education in counseling & human development are accredited through the Council for the Accreditation of Counseling and Related Educational Programs (CACREP).

The education program at Lindsey Wilson College is accredited by the Council for the Accreditation of Education Preparation (CAEP) and by the Kentucky Education Professional Standards Board (EPSB).

The Bachelor of Arts in business administration is accredited by the International Accreditation for Business Education (IACBE).

The baccalaureate degree program in nursing at Lindsey Wilson College is accredited by the [Commission on Collegiate Nursing Education](#) (CCNE), (655 K Street, NW, Suite 750, Washington DC 20001, 202-887-6791).

The Lindsey Wilson College Program of Nursing is a member of the American Association of Colleges of Nursing (AACN) (655 K Street, NW, Suite 750, Washington DC 20001).

The Lindsey Wilson College School of Professional Counseling's Bachelor of Arts degree program in human services & counseling and Master of Education degree program in counseling & human development have been granted the following authorization/certification from state authorities:

- The Ohio Department of Higher Education has authorized Lindsey Wilson College to offer the programs at Cincinnati Technical & Community College in Cincinnati and at Southern State Community College in Hillsboro.
- The State Council of Higher Education for Virginia (SCHEV) has certified Lindsey Wilson College to operate in Virginia and to offer the programs at Southwest Virginia Community College, Mountain Empire Community College, and Wytheville Community College.
- The West Virginia Higher Education Policy Commission has authorized Lindsey Wilson College to operate in West Virginia at the Southern West Virginia Community & Technical College-Logan Campus.
- Lindsey Wilson College is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. In order to view detailed job placement and completion information on the programs offered by Lindsey Wilson College, please visit <https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/authorized-institutions-and-data.html> and click on the Institutions L-P link.
- The Tennessee Higher Education Commission has authorized Lindsey Wilson College to operate in Tennessee at Volunteer State Community College.

Lindsey Wilson College Policy on Accreditation

Lindsey Wilson College describes itself in identical terms to all recognized accrediting bodies recognized by the U.S. Department of Education with regard to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituencies and must keep each institutional accrediting body apprised of any change in its status with one or another accrediting body. The College will notify the Southern Association of Colleges and Schools Commission on Colleges of any change in its accreditation status by other recognized accrediting bodies.

College Creed

Preamble: We believe there is a basic plan of civilization and the basic plan is that every human being deserves the opportunity to develop to greatest potential in character, personality and productivity.

1. We believe in the love of God as revealed in Jesus Christ.
2. We believe in the value of each individual and that each deserves active caring and Christian concern.
3. We believe in the love, nurture and support of family life as well as the love, nurture and support of the Lindsey Wilson family.
4. We believe that every human contact is a source of mutual personal enrichment and that we are obligated to make it constructive.
5. We believe that every human being can learn and grow.
6. We believe that each of us should make a positive difference in the lives of others.
7. We believe in the power of church-related higher education as a part of a lifelong learning experience.
8. We believe in unqualified integrity in all aspects of our conduct among ourselves and toward others.
9. We believe the influence of Lindsey Wilson College should extend beyond the campus through our service to society.

LWC Mission Statement

The mission of Lindsey Wilson College is to serve the educational needs of students by providing a living-learning environment within an atmosphere of active caring and Christian concern where every student, every day, learns and grows and feels like a real human being.

Institutional Goals

To strive for the highest degree of educational excellence by providing programs based upon the findings of research and sound professional practice.

To create the best possible environment for the individual growth of students through the intentional and cooperative efforts of the entire College community.

To prepare students for life and a career in a rapidly changing world.

To develop intellect, character and self-esteem through value-centered learning experiences.

LWC Program of Nursing Mission Statement

The mission of the Bachelor of Science in Nursing program is to provide quality undergraduate nursing education that prepares students for baccalaureate-generalist professional nursing practice.

LWC Program of Nursing Vision

With the intentional and cooperative efforts of the entire College community, and through excellence in teaching, scholarship, practice, and service, the Lindsey Wilson College pre-licensure BSN program aspires to:

- Be the regional leader in providing an exceptional nursing education,

- Create the best possible environment for the individual growth of students,

- Graduate students that are prepared for life and professional nursing practice in a complex rapidly changing world and health care environment, and

- Advance health at the local, regional, and global arena through scientific evidence and sound professional practice.

LWC Program of Nursing Goals

- Graduates will be qualified for baccalaureate generalist professional nursing practice.

- External and internal communities of interest will be satisfied with the performance of nursing graduates.

LWC BSN Program Philosophy and Guiding Professional Standards
Nursing

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, facilitation of healing, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, communities, and populations (ANA, 2021 *Nursing: Scope and Standards of Practice (4th* ed.)

Health

Health is an experience that is often expressed in terms of wellness and illness and may occur in the presence or absence of disease or injury (ANA, 2021).

Environment

Environment is the surrounding habitat, context, milieu, conditions, and atmosphere in which all living systems participate and interact. It includes both the physical habitat as well as cultural psychological, social, and historical influences. It includes both the external physical space as well as an individual's internal physical, mental, emotional, social, and spiritual experience (ANA & AHNA, 2021).

Healthcare Consumer

The person, client, family, group, community, or population who is the focus of attention and to whom the registered nurse is providing services as sanctioned by the state regulatory bodies (ANA, 2021).

Patient Centered Care

Culturally competent nursing care that identifies, respects, and addresses values, preferences, and expressed needs of patients. Patient-centered care also involves the coordination of continuous care, listening to, communicating with, and educating patients and caregivers regarding health, wellness, and disease management and prevention. Patient-centered care requires the development of a nurse-patient partnership.

Baccalaureate Generalist Nursing Education

In today's complex healthcare environment, baccalaureate generalist nursing education is the minimum level required for entry into professional nursing practice. Through a liberal education base, baccalaureate generalist education provides a forum for contemplating physical, psychological, social, cultural, behavioral, ethical, and spiritual problems within and across the disciplines. Baccalaureate generalist education is foundational to graduate nursing education (AACN 2008).

Baccalaureate Generalist Professional Nursing Practice

The collective professional activities of nurses characterized by the interrelations of human responses, theory application, nursing actions, and outcomes (ANA, 2021). Nursing practice is supported by nursing knowledge, nursing theory, research and liberal education. Nursing practice provides holistic, Christian

caring across the lifespan and provides the human link for the translation of the plan of care between the healthcare system and the patient. Three distinct roles emerge from the nursing discipline:

Provider of Care

As provider of care, the nurse
- practices from a holistic, Christian caring framework;
- provides direct and indirect, multidimensional, quality, cost-effective, safe, evidence-based care to patients (individuals, families, groups, communities, or populations) across changing environments and across the life span
- understands patient values and makes nursing decisions within a professional ethical framework;
- understands and implements advances in science and technology; and,
- serves in partnership with the patient and interprofessional team through advocacy and education to foster health promotion and clinical prevention, and population-based health care. `

Designer, Coordinator, and Manager of care

As a designer, coordinator and manager of care, the nurse
- practices within the complex, evolving healthcare system;
- achieves positive healthcare outcomes by practicing with knowledge, judgment, skills, caring, authority, and accountability to delegate tasks and supervise performance of other health care personnel;
- functions autonomously and interdependently as a member of the interprofessional healthcare team;
- remains accountable for professional practice and image.

Member of the Profession

As a member of the profession, the nurse
- functions as a knowledgeable professional by utilizing a well-delineated and broad knowledge-base for practice;
- executes critical reason, clinical judgment, communication and assessment skills;
- demonstrates a developed and appropriate set of values and ethical framework for decision making
- remains knowledgeable and active in policy processes within healthcare delivery and systems of care.
- Commits to lifelong learning and advocacy for the patient and the profession.

General Education Curriculum

Lindsey Wilson College's general education curriculum provides a foundation for lifelong development of intellectual, social, and spiritual qualities traditionally associated with liberally education persons and necessary for success in 21st century workplaces

The liberal arts – written and verbal communication, mathematics and sciences, behavioral and social sciences, arts and humanities – are central to Lindsey Wilson College's mission of serving students' educational needs. In order to accomplish this aim, the college is committed to the following outcomes:

1. **Communicate Effectively:** Students will demonstrate the ability to formulate clear written and oral arguments, speak articulately, and correspond with others using appropriate means.
2. **Critical Thinking:** Students will exhibit the skills necessary to evaluate information by accessing and collecting pertinent facts, recognizing appropriate hypotheses, identifying relationships, applying scientific principles, evaluating claims, and solving problems by employing suitable strategies.
3. **Cultural Literacy:** Students will acquire the capacity for self-evaluation, demonstrate an awareness of global perspectives and diversity, recognize the values and beliefs of multiple societies, and exhibit a familiarity of the arts.

4. **Breadth and Depth of Knowledge:** Students will have the ability to integrate a wide range of knowledge across multiple academic disciplines and will be prepared for career success with the appropriate skills to grow intellectually through the comprehensive study of an academic discipline.
   a. Completion of the three key areas (1-3 above) in the general education curriculum, and
   b. Completion of a major.

LWC BSN Program Student Learning Outcomes
Upon completion of the pre-licensure BSN program, students will:

1. Utilize written, verbal, nonverbal, and emerging technologies to communicate effectively;
2. Demonstrate clinical reasoning/judgment, critical thinking, and caring to design and deliver safe, evidence-based, spiritually and culturally appropriate, patient-centered care;
3. Integrate theories and concepts from undergraduate liberal arts education into baccalaureate generalist nursing practice;
4. Understand the nature of human values and ethical responsibility;
5. Demonstrate personal, organizational, and systems leadership to improve safe patient care and advance professional nursing practice;
6. Engage in effective interprofessional collaboration to achieve optimal health care outcomes;
7. Utilize information management and technologies to deliver safe, effective patient care;
8. Evaluate professional standards, healthcare policy, finance, and regulatory environments with regards to nursing practice, quality care, and patient safety;
9. Implement clinical prevention and health promotion interventions to provide patient-centered care across the lifespan and across the healthcare continuum; and
10. Embrace lifelong learning and professional development (provider, manager of care, and member of the profession).

SECTION II ACADEMICS AND CURRICULUM

Bachelor of Science in Nursing (BSN) Graduation Requirements

Catalog Requirements
To graduate from Lindsey Wilson College, students must meet all general education and major requirements specified in effect when they enter the college or all requirements specified in a subsequent year. If a student leaves the College for a calendar year or longer, s/he must satisfy all graduation requirements in effect in the catalog year when the student returns or in a subsequent year. Students who obtain a Leave of Absence (up to two semesters for A.P. White Campus in Columbia students and three semesters for community campus and online students) may complete the general education and major requirements with the catalog in place at the time the Leave of Absence was granted.

Credit Hours
All bachelor's degree candidates for graduation must complete 120 credit hours of acceptable academic work with a minimum cumulative grade point average (GPA) of 2.00 on a 4.00 scale. Some programs (education and human services & counseling) require a higher GPA. Required courses in the major and/or minor must be completed with a minimum grade of C unless a school or program specifies a higher grade requirement. Some students, depending upon their major and/or general education choices, may exceed the 120-hour minimum.

In order to earn a second undergraduate degree (i.e., Bachelor of Arts or Bachelor of Science), a minimum of 30 additional credit hours in residence that do not apply to the other degree earned are required.

Only courses at the 1000-level and above meet degree requirements for a bachelor's degree.

As part of the 120 credit hours, bachelor's degree candidates must also complete

1. General education requirements (typically 33-40 credit hours),
2. First-Year Experience Seminar (FYE 1001) **or** waiver (applies only to students enrolled in the A.P. White Campus in Columbia),
3. A minimum of 39 credit hours of courses at the 3000-4000 level,
4. A major that consists of a minimum of 12 credit hours of courses at the 3000 and/or 4000 level within the discipline to develop a depth of knowledge, and
5. Elective hours*

No student may graduate with a bachelor's degree with fewer than 120 total earned hours, therefore elective hours may be necessary.

Residency Requirements for BA/BS/BSN Degrees

In order to earn a bachelor's degree from Lindsey Wilson College, students must successfully complete a minimum of 42 credit hours at the college. At least 50% of the credits required in a major or minor must be earned at the college.

Hours transferred to the College during completion of a degree need prior approval of the Registrar's office. Education methods classes may not be transferred to the college. Programs have the right to require students to complete program assessments prior to graduation.

Financial Information

Please see LWC College Catalog regarding financial information, withdrawal refund policy, and financial assistance (pages 25-26).

BSN Program of Nursing Exit Form

LWC BSN Program of Nursing Exit Form is required to be completed by ANY student exiting the BSN nursing program. Students who do not complete this form will forfeit any future status of good standing from the program of nursing. Additionally, if the form is not completed, the student will not be eligible for re-admission to the BSN program. The form can be accessed here.

Medical Leave Policy

The BSN Program (pre-licensure) does not grant specific medical or other leaves of absences. Students seeking medical or other leaves must follow the policy and procedures outlined in the LWC College Catalog. If a health condition or extenuating circumstance is such that the student is unable to complete the requirements of the nursing program, the student may voluntarily exit from the program.

To re-enter the BSN program, the student must apply for re-enrollment within six months of the last day of the semester from which the withdrawal occurred. In the re-enrollment process, the student will be required to show proof of the extenuating circumstance that resulted in the voluntary withdrawal from the BSN program. Re-enrollment is on a space available basis and all current entrance criteria apply.

Lindsey Wilson College Program of Nursing Course and Pre-Requisite Substitution Policy

The *Program of Nursing Course Substitution Form* MUST be completed in order for any HLCA prerequisite or pre-licensure BSN curriculum course to be considered as a transfer substitution for pre-licensure BSN program requirements. In order for the substitution to be processed through the Registrar's Office, the form must be fully completed. This includes, but is not limited to: course name, course number, catalog description, syllabi, outline of content and skills, electronic link to institution catalog, and other documentation as requested.

Students initiate the form with assistance from their academic advisor.

Acceptance of course work is contingent upon theoretical and clinical congruence with the courses offered by LWC pre-licensure BSN nursing program and the time frame since course work completion. All course substitutions will have final approval of the Director of Nursing and LWC's Registrar's Office.

The Program of Nursing Course Substitution Form can be obtained in Blackboard under the LWC Pre-licensure BSN Student Organization forms section. Once you select Forms, select Nursing Student Advising Forms to locate the form.

Acceptance of prerequisite and program requirement course work outside of NURS and HLCA courses is contingent upon theoretical congruence with the courses offered by the specific LWC program of study and the time frame since course work completion. All course substitutions, outside of NURS and HLCA courses, will have final approval of the appropriate Program Coordinator and LWC's Registrar's Office.

Student Involvement in Program Organizations/Committees/Councils

Sigma Theta Tau
The Iota Iota Alpha Chapter of Sigma Theta Tau, an international nursing honors society, was chartered in the Fall of 2020. The mission of Sigma Theta Tau International is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. Students must have completed ½ of the nursing curriculum, achieve academic excellence by maintaining a 3.0 GPA, rank in the upper 35 percent of the graduating class, and meet the expectation of academic integrity.

BSN Student Council
Each cohort will elect members to serve on the BSN Student Council. This council meets once a month with the Director of Nursing. The council fosters communication so that students may voice their opinions regarding program policies, procedures, and activities. Members are asked to volunteer for program events. If elected members withdraw from the program or wish to not serve on the council, elections may be held to replace the cohort vacancies.

Curriculum Committee
One representative from the junior or senior cohort will be asked to serve on the Curriculum Committee. This representative will provide input to the nursing faculty regarding curriculum effectiveness, possible changes, or improvements needed.

Simulation Lab Committee (SLC)
One representative from the junior or senior cohort will be asked to serve on the Simulation Lab Committee. It is preferred that the student is a lab ambassador. This representative will provide input to the SLC regarding lab needs or improvements.

Lindsey Wilson College Grade Reports

Mid-term Grade Reports
Mid-term grades are submitted electronically at mid-term of each semester according to the deadline issued by the Registrar's Office. Mid-term grades are not part of the student's permanent record. All students ma
y view their mid-term grades online through Banner Web.

Semester End Grade Reports
All final grades are reported to the Registrar's Office at the end of each semester. All students may view their end of semester grade reports online through Banner Web.

Incomplete Grades
A grade of I (Incomplete) is given when circumstances beyond a student's control prevent completion of course requirements. Students receiving incompletes are not eligible for the Dean's and President's Lists. For nursing courses, students must complete the course work prior to enrollment in the next sequential nursing course and according to the college policy. A deadline is mutually agreed upon and **documented** between the student and the instructor. Approval of the instructor, the Academic Unit Chair/Director, and the Academic Affairs Office or the appropriate SPC Regional Academic Director is required before an incomplete grade can be given. If work is not completed within the mutually agreed upon time frame, the Incomplete grade will automatically be changed to an F grade, unless special arrangements for extension have been made by the faculty member and approved by the Academic Affairs Office.

Repeating a Course
Courses in which the student has a final grade of D or F may be repeated for credit. The grade earned the last time the course is repeated becomes the official grade for the course. Please note all nursing prerequisite and program required courses must have at least a grade of "C" or better for admission/progression. * Students must follow the BSN nursing program admission progression policy. If a student has received a D or F in a pre-requisite, program required or nursing designated course, the student will be suspended from the nursing program until the course is repeated with a grade of "C" or better. Please note BSN pre-licensure policies vary from College policies related to repeating courses.

Academic Integrity
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, and/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. Plagiarism also consists of "self-plagiarism," whereby a student uses his/her own work from a previous class and submits this work as new material for a subsequent class.

Academic dishonesty is a profoundly serious offense because it involves 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, a zero 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 at any time in the student's academic career, the Academic Affairs Office will refer the case to the Academic Integrity Committee for review. A second offense typically results in an F in the course, but could result in suspension from the college depending on the severity of the violation. A third offense typically results in suspension from the college but could result in expulsion from the college depending on the severity of the violation. Students who receive an F in a course based on an academic integrity violation may not continue attending the course or have the F removed by virtue of withdrawing. **Note:** The college has access to a web product to detect plagiarized documents. Faculty members are encouraged to use this tool.

Questioning a Grade the Student Academic Complaint Policy
A student, who wishes to question **an assignment grade, or other academic issue**, should follow the procedure below:

1. Whenever possible, the student will first go to the faculty member who has assigned the disputed grade. Complaints regarding grades should be made within seven (7) days of receipt of the disputed grade and, if possible, will be decided by the faculty member within seven (7) days of receipt. If the disputed grade is the final grade for the course, "receipt" is defined by when the final grade is posted online by the Registrar's Office. (Please refer to the next section for appealing a final grade.)
2. Unless there are extenuating circumstances, the student may, within seven (7) days, request in writing a review of such decision by the dean of the school in which the grade was assigned. Upon receipt of such request, that dean will direct the faculty member and the student to each submit, within seven (7) days, if possible, a written account of the incident, providing specific information as to the nature of the dispute.
3. Upon receipt of these written accounts, the dean will meet, if possible, within seven (7) days with the faculty member and the student in an effort to resolve the dispute and will render his or her decision in writing.
4. If either the student or the faculty member desires to appeal the decision of the dean, the student or faculty member may, within seven (7) days by written request to the dean, ask that the matter be reviewed by a Grade Appeals Panel* convened by the Academic Affairs Office.
5. 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 should contact the faculty member by email within seven (7) days of receipt of the disputed grade. If the issue cannot be resolved by email within the time limit, steps 2, 3, and 4 of the appeal may extend into the beginning of the semester immediately following receipt of the disputed grade by following the timeline above.

A student who wishes to question a **final grade** should follow the procedure below:

1. Confer with the faculty member who assigned the disputed grade.
2. If the disputed grade cannot be resolved, a written request for a grade appeal must be submitted to the Academic Affairs Office within ten calendar days of when the grade was issued or before the first day of the semester following the one in which the grade was issued, whichever comes later. The written request must include the specific bases for the appeal.

3. The Academic Affairs Office will convene a Grade Appeals Panel.*

The grade Appeals Panel is comprised of the vice president for Academic Affairs, assistant vice president for Academic Affairs, and the director/dean of the academic program/school that houses the course for which the grade is appealed. If one of the members is the faculty member who issued the grade, an alternate will be appointed. The student and the faculty member may appear separately before the panel to explain their positions. The hearing is non-adversarial. Neither the faculty member nor the student may be accompanied by other individuals to the meeting of the Grade Appeals Panel. The Grade Appeals Panel will notify the student and the faculty member of its decision, if possible, within seven (7) days of the meeting.
NOTE: During winter break or during the summer, timelines may be extended due to participants' unavailability.

Policy for Verification of Student Identify and Protection of Privacy
(Required only in syllabi for online courses)

In compliance with United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315, all credit-bearing courses and programs offered through distance learning methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods must be used:
   a) A secure login and pass code;
   b) Proctored examinations; and/or
   c) Remote proctoring of examinations via technology.
Verification of student identity in distance learning must protect the privacy of student information. Personally identifiable information collected by the college may be used, at the discretion of the institution, as the basis for identity verification. For instance, a student requesting that his/her learning system password be reset may be asked to provide two or more pieces of information for comparison with data on file. It is a violation of College policy for a student to give his or her password to another student. Detailed information on privacy may be located at: https://portal.lindsey.edu/information/privacyPolicy.pdf

Institutional Review Board (IRB) Policies
The Lindsey Wilson College Institutional Review Board (IRB) safeguards the rights and welfare of human participants in research activities. Lindsey Wilson College faculty, staff, and students are subject to the IRB policies. This includes any research for which a research agreement (e.g., MOU) identifies Lindsey Wilson College Institutional Review Board (IRB) as the IRB of record. All student-led human subject research must have a LWC faculty sponsor. All faculty members and students conducting human subject research are required to submit documentation of training on research involving human subjects that has been completed within two years of the onset of the proposed research. Online training can be accessed by contacting the IRB chairperson and requesting access to the LWC IRB Blackboard organization. Once enrolled you will be able to access the LWC human subjects training for student research tab to access required training.

Statement on Disabilities
Lindsey Wilson College accepts students with disabilities and provides reasonable accommodation that will facilitate success. Depending on the nature of the disability, some students may need to take a lighter course load and may need more than four years to graduate. New students needing accommodation should apply to the college as early as possible, usually before May 15 for the fall semester, October 1 for the spring semester, and March 1 for the summer term. Immediately after acceptance, students must identify and document the nature of their disabilities with Mr. Ben Martin, the ADA coordinator. It is the responsibility of the student to provide the ADA coordinator with appropriate materials documenting the disability. Disabilities are typically documented by a recent high school Individualized Education Program

(IEP) and results from testing conducted by a psychologist, psychiatrist, or a qualified licensed person. The college does not provide assessment services for students who may be disabled. Although Lindsey Wilson provides limited personal counseling for all students, the college does not have structured programs available for students with emotional or behavioral disabilities. For more information, contact Mr. Martin at martinb@lindsey.edu or (270) 384-7479.

Academic Success Center
Located in the T.D. & Rowena Everett Center, the Academic Success Center (ASC) offers peer tutoring to aid students in completing class assignments, preparing for examinations, and improving their understanding of content covered in a particular course. In addition, computers are available for students' academic use. Online tutoring is provided for community campus and online students.
Students are encouraged to utilize the center as a resource for improving study strategies and reading techniques. The center also offers assistance with other academic problems. To schedule a live or online tutoring session or for further information or assistance, please contact the Academic Success Center at (270) 384-8038 or at asc@lindsey.edu.

Writing Center and Mathematics Center
The writing center (located in the W. W. Slider Humanities Center), and the mathematics center (located in the Jim & Helen Lee Fugitte Science Building) are available for specialized tutoring at no charge to students. Please contact the Academic Success Center for further information and assistance.

Final Exams
Final Exams for day classes are scheduled for the Fall 2023 semester on **December 05-08, 2023, and April 23-26, 2024,** for the Spring 2024 semester. (Check with instructors of eight-week long courses for finals dates.) The academic calendar, which contains the schedule for finals, is in the College Catalog and the registrar's web page. Please make any necessary flight arrangements **after** final exams. **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. **Travel arrangements must be made in sufficient time** that tickets may be obtained after final exams and the semester is officially over. All requests for early finals must be made in person to the Academic Affairs Office.

Email Policy
All Lindsey Wilson College students are required to communicate with LWC faculty and staff via LWC (Lindsey.edu) email addresses only. Alternative email addresses should not be used when communicating with LWC faculty and staff.

Cell Phone and Headphone Policy
Student cell phones will be in silent mode during class time unless prior arrangement is made with the instructor. Headphones and ear buds may not be worn during class time.

Adding/Dropping a Course
Students enrolled in the following courses cannot drop these classes during the semester: READ 0903, 0913 & 0923 and ENGL 0803, 0804, 0854, 0903 & 0904. **(This sentence required only in the syllabus for the courses listed.)**

For undergraduate classes at the A.P. White Campus in Columbia and for online students, adding a course, dropping a course, or changing from one section of a course to another section of the same course requires the approval of the advisor and, after the term begins, of the instructor for each course involved as indicated on the Drop/Add Form. The change must be reported to the Business Office and the Registrar's Office on a Drop/Add/Form, which may be obtained from the Registrar's Office or online. For courses at the Scottsville campus, adding a course, dropping a course, or changing from one section of a course to another section of the same course requires the approval of the Scottsville enrollment manager. For courses taught at community campuses, adding a course, dropping a course, or changing from one

section of a course to another section of the same course requires the approval of the site enrollment coordinator for the campus. Permission to add courses will not be given after the last date for late registration. Authorization for dropping a course will not be approved after more than 75 percent of the instructional days for a course are completed, as indicated by the college's academic calendar.

If changes are not properly approved and officially reported as stated above, students will receive a grade of F in the courses for which they are officially registered, and they will be charged for all such courses. Students will not receive credit for changed or added courses unless they officially register for those courses.

LWC BSN Formal Complaint Policy
Purpose: To outline the formal complaint process for the LWC BSN Nursing Program.

Written Complaints
A formal complaint is defined as a written and signed/dated expression of dissatisfaction about the Lindsey Wilson College BSN program or its processes, by parties interested in the BSN.

LWC has adequate policies and procedures in place for addressing written student complaints. The Academic Complaint Policy and the Non-Academic Student Grievance Policy are clearly outlined in *LWC College Catalog* and *LWC Student Handbook*. The Program of Nursing implements a formal complaint policy that mirrors the steps of the LWC non-academic and academic grievance policy. In light of the fact that students participate in clinical experiences in multiple and diverse settings, students are informed of the Mandatory Reporting Laws and Line of Communication plan.

Kentucky Mandatory Reporting Laws
In addition to the formal complaints policies of LWC and the PON, Kentucky has licensed health professionals and healthcare professionals seeking licensure Kentucky's mandatory reporting laws codified in: (child abuse) KRS 600.020 and KRS 620; (adults with disabilities) KRS 209; and (spouse abuse) KRS 209A. Students will be exposed to these laws in all clinical nursing courses.

Non-Academic Formal Complaint Procedure
A formal complaint must be addressed in writing, signed/dated, and sent to Lindsey Wilson College, Program of Nursing, Attn: Director of Nursing via fax at (270) 384-7353, email to nursing@lindsey.edu or the U.S. Postal Service to Lindsey Wilson College, Program of Nursing, 210 Lindsey Wilson Street, Columbia, KY 42728.

Any formal complaint received will be reported upon receipt to the Director of Nursing. The written complaint should provide specific details of the dissatisfaction, including dates and names where appropriate, and documentation of specific incident or issue. The complaint will be addressed first by the Director of Nursing and then moved up in administrative lines through Vice President for Academic Affairs, and President, as appropriate.

Acknowledgement of the received complaint will be made by the Director of Nursing in writing within five business days. It is expected that all complaints will be resolved as quickly as possible.

A record of all complaints and their resolution will be kept on file in the Program of Nursing office in a location that assures maintenance of confidentiality.

BSN Program Line of Communication Plan
Nursing faculty are committed to the creation of an environment which promotes the student learning experience. Open, respectful dialogue between students and faculty is critical to the enrichment of the learning experience. To facilitate open communication between students and faculty, the BSN program has outlined a line of communication to resolve academic issues and non-academic issues that may arise

in the classroom, laboratory, online, or clinical setting. Student issues or concerns need to be addressed promptly and according to the established line of communication outlined below. Dialog with the next person in the line of communication is necessary if the prior contact does not lead to resolution.

1. Communicate with the instructor of the course/clinical/lab.
2. Communicate with the lead faculty for the course.
3. Communicate with the Director of Nursing.
4. Communicate with the Dean of Professional Studies.
5. Communicate with the Vice President Academic Affairs (academic), Vice President Student Affairs (non-academic).

The preferred method of communication is LWC email or an established appointment. This method also serves as documentation for the concern. Students should feel free to schedule an appointment with a BSN faculty member. All student conferences are confidential.

LWC BSN Reference Policy

Throughout the time a student is enrolled in the nursing program, there may be a need to secure references for employment, job placement, scholarships, etc. To facilitate the process of securing references, students should follow these steps:

1. Obtain permission via email from the respective faculty member to secure them as a reference.

2. Request the LWC Program of Nursing Reference form from academic advisor or the Program of Nursing office via email at nursing@lindsey.edu.

3. Complete the information at the top of the form and then send the reference form electronically to the respective nursing faculty member as an attachment.

4. Include any specific mailing or delivery information for the recipient of the reference.

5. Faculty will send the reference directly to the appropriate individuals and retain a copy for the student's permanent nursing file. Reference forms will not be returned to students.

6. Students should communicate as much information as possible to the nursing faculty member regarding the position sought. This allows the faculty member to give the strongest reference possible.

Core Performance Standards

The Core Performance Standards are the Southern Region Education Board (SREB) approved technical standards for students in nursing programs. These standards may be met with appropriate accommodation for students with disabilities. Students with disabilities who require accommodation (academic adjustment and/or auxiliary aids or services) to meet the core performance standards must contact the Director of Nursing and the Learning and Physical Disabilities Coordinator to obtain evaluation of any necessary accommodations prior to entering the nursing program. Written documentation from the student must be presented to the nursing program prior to starting nursing courses, so that any necessary arrangements can be made to provide appropriate accommodations in lab and clinical settings. Please note that admission into the nursing program does not guarantee the student with a disability will be able to be placed at specific clinical agencies, or that every clinical agency will be able to provide the same level of accommodations for students with disabilities.

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 (2008) 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.

Issue	Standard	Examples of necessary activities (not all-inclusive)
Critical thinking	Critical-thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	Identification of cause/effect relationships in clinical situations; Use of the scientific method in the development of patient care plans; Evaluation of the effectiveness of nursing intervention.
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	Establishment of rapport with patients/clients and colleagues; Capacity to engage in successful conflict resolution; Peer accountability
Communication	Communication adeptness sufficient for verbal and written professional interactions	Explanation of treatment procedures, initiation of health teaching; Documentation and interpretation of nursing actions and patient/client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Movement about patient's room, work spaces and treatment areas; Administration of rescue procedures- cardiopulmonary resuscitation
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibration and use of equipment; Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	Ability to hear monitoring device alarm and other emergency signals; Ability to discern auscultatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in patient care	Ability to observe patient's condition and responses to treatments
Tactile	Tactile ability sufficient for physical assessment	Ability to palpate in physical examinations and various therapeutic interventions

SECTION II-A PRE LICENSURE BSN PROGRAM TRACK ACADEMICS AND CURRICULUM

LWC Pre-Licensure BSN Academic Standard for Admission, Progression and Reenrollment

Admission Criteria

All nursing applicants must first apply and be admitted to the College before applying to the pre-licensure BSN program. Admission to the College does not guarantee admission to the pre-licensure BSN program.

Before an application to the BSN program will be considered for admission, all applicants must meet and complete the following requirements:

- Admission to Lindsey Wilson College. All admission and transfer requirements outlined in the current catalog apply.
- Submission of completed electronic application to the pre-licensure BSN program by designated deadline of the calendar year for which the student is seeking admission.
- A minimum cumulative GPA of 3.0.
- Completion of all pre-licensure BSN program prerequisite coursework with an earned minimum grade of C:
  - Human Anatomy (BIOL 2614) - 4 hours
  - Principles of Chemistry (CHEM 1104) - 4 hours
  - Writing Studies I (ENGL 1013) unless waiver requirements are met - 3 hours
  - Writing Studies II (ENGL 1023) - 3 hours
  - First-Year Experience Seminar (FYE 1001) unless waiver requirements are met - 1 hour
  - Nursing Assistant Preparatory Course (HLCA 1013) – 3 hours*
  - Medical Communication (HLCA 2013) - 3 hours
  - College Algebra (MATH 1013) – 3 hours
  - Fundamentals of Nutrition (NUTR 1003) - 3 hours
  - Principles of Psychology (PSYC 1003) - 3 hours
- Demonstration of overall score of 84 and speaking score of 26 on the Test of English as a Foreign Language (TOEFL iBT) by applicants who document English as a second language.
- Completion of the Test of Essential Academic Skills (TEAS) Exam. The TEAS Exam will be given at Lindsey Wilson College. The TEAS Exam evaluates general knowledge in the areas of Reading, Math, Science, English and Language Usage. TEAS Practice Tests are available by clicking here. Students may take the TEAS Exam one time during each application cycle. The TEAS Exam scores are valid for one calendar year. Scores will be ranked to determine admission.
- Possible participation in a preadmission interview.

Waiver of HLCA 1013 will be granted for students with active, unencumbered listing for State Registry Nursing Assistant (SRNA) in any U.S. state or completion of equivalent course.

Admission to the pre-licensure BSN program is a very competitive process during which the best qualified applicants are ranked by admission criteria. The most qualified are chosen to fill a limited number of seats. Meeting the minimum criteria does not guarantee admission to the pre-licensure BSN program and the nursing major. The number of students admitted to the pre-licensure BSN program is based on Kentucky Board of Nursing regulations and recommendations for number of students admitted per nursing program/per admission cycle.

Application Process and Deadlines

- Students may apply to the pre-licensure BSN program beginning January 1 through March 1. In the event the March 1 deadline falls on a weekend, the deadline for application will be extended to the following Monday at 5:00 pm.
- Students seeking admission to the BSN degree program must complete additional BSN program requirements.
- The Test of Essential Academic Skills (TEAS) Exam must be completed. The TEAS Exam information, including dates, is available on the Program of Nursing website.

- Correspondence to applicants regarding admission status will be sent to the email address on record.
- Email confirmation of acceptance of conditional admission and intent to enroll in the pre-licensure BSN program by designated date. Non-compliance with this requirement will forfeit the seat allotted for the student.
- The entry point into the pre-licensure BSN program occurs with enrollment in the Introduction to Professional Nursing (NURS 2002) on the last day to register for a seated or online course established by the college's academic calendar.

Transfer Students and Credit by Examination and Transfer

Students desiring to transfer from another accredited Pre-licensure BSN program must complete all admission criteria and application steps as outlined above. A letter of good standing from the chair of the nursing program from which the student is transferring must accompany the application. Transfer applicants from another accredited pre-licensure BSN Program will be evaluated on an individual, case-by-case basis. A possible pre admission interview may be required.

Progression Criteria

Pre-licensure BSN students are subject to the college's policies pertaining to academic standing. These college policies can be found in the college catalog. Students must comply with current course changes and/or degree requirements as well as with policies and procedures. In addition, students admitted to the pre-licensure BSN program are expected to attain the following minimum progression standards during the course of study.

● **Pre-Licensure BSN program suspension**: A student does not meet progression criteria in the course of study for the major to progress in the program. A student will be suspended from the pre-licensure BSN program for not meeting the following criteria:

    1. Maintain an **overall** cumulative grade point average (GPA) of C (2.0). A student may be suspended only one time while in the pre-licensure BSN program for overall cumulative grade point average (GPA) of less than 2.0.

    2. Achieve a **minimum grade of C (77%) or higher in each nursing course before proceeding to the next sequential nursing course.** A student may be suspended only one time while in the pre-licensure BSN program for one NURS course failure. Students should note that the nursing program's grading policy differs from the College's grading policy.

    3. Achieve a **pass (P) grade in the laboratory/clinical component of each nursing course.** If a student receives a final grade of unsatisfactory in any laboratory/clinical component of a course, the unsatisfactory constitutes failure of the course (grade of F) (one NURS course failure). A student may be suspended only one time while in the pre-licensure BSN program for one NURS course failure.

    4. Maintain all **clinical compliance** requirements and adhere to all College, Program of Nursing, and clinical agency policies, procedures, and standards.

    ○ Clinical compliance documentation must be on file by designated dates for application to the pre-licensure BSN program to be complete.

    ○ Students progressing in the pre-licensure BSN program must demonstrate continued clinical compliance by designated dates.

    ○ Failure to demonstrate clinical compliance at any time while enrolled in the pre-licensure BSN program constitutes suspension from the program.

    ○ In order to comply with clinical requirements of affiliating health care agencies, students who are admitted to the pre-licensure BSN program must obtain a criminal background check and drug screening test and must comply with all clinical compliance requirements. Affiliating agencies may deny the student with a criminal background and students who fail the drug screening test the right to participate in clinical learning experiences at their facilities.

    ○ The Kentucky Board of Nursing requires that all criminal convictions (misdemeanors and felonies) be reported at the time of application for licensure. The Board has the power to deny the

applicant the right to take the licensure exam if an individual has a criminal background that involves acts bearing directly on the practice of nursing.

5. Adhere to all College academic policies regarding dropping a course or withdrawing from the College. Students must make an appointment with a nursing advisor to complete Drop/Add form, adhering to all designated College catalog policies and calendar dates. Dropping a nursing course or withdrawing from the College places the student out of progression sequence in the pre-licensure BSN program.

● **Pre-licensure BSN program re-enrollment:** A student does not meet progression criteria in the course of study for the major to progress in the program and has been suspended. **A student may have suspension lifted and be considered for re-enrollment to the pre-licensure BSN program pending seat and/or clinical availability and completion of the following:**
>   1. Must meet with academic advisor to initiate and develop an individual academic success plan for remediation to be placed on file in the advising folder.
>   2. Must complete Request for pre-licensure BSN Re-enrollment form and email the completed form to nursing@lindsey.edu by the start of the following semester. For example, if you are placed on suspension in the Spring, your re-enrollment form would need to be submitted by the start of classes the following August. If you are placed on suspension in the Fall, your re-enrollment form would need to be submitted by the start of classes the following February.
>   3. Must raise and maintain grade point average (GPA) to C (2.0) or greater until the next sequential nursing course is offered.
>   4. Must complete an individualized remediation plan to show competency at the same level of the cohort for which the student will be re-enrolling.
>   5. Interview with Admission Progression Graduation (APG) committee for re-enrollment may be required.
>   6. Completion of steps 3-5 are required by the 10th of the month prior to the expected enrollment period. For example December 10th if planning to re-enroll in January, or July 10th if planning to re-enroll in August.

Note: Completing the above does not guarantee a student re-enrollment to the pre-licensure *BSN program.*

● **Pre-licensure BSN program dismissal:** A student does not meet progression criteria at a level that constitutes dismissal from the program. Students dismissed from the pre-licensure BSN program may progress at Lindsey Wilson College, but they can no longer be a nursing major. **A student will be dismissed for the following and is not eligible for re-enrollment to the pre-licensure BSN program:**
>   1. A student fails (grade below a C) a required NURS course twice.
>   2. A student fails (grade below a C) two different required NURS courses.
>   3. A student on suspension from the program who does not apply for reenrollment into the next sequential NURS course offering, or complete required remediation for progression into the next sequential NURS course offering, program suspension will convert to program dismissal.
>   4. A second suspension in the pre-licensure BSN program will result in program dismissal.
>   5. A student on suspension from the program who applies for reenrollment but denies required remediation for reenrollment for progression into the next sequential NURS course offering, program suspension will convert to program dismissal.
>   6. A student who does not complete the pre-licensure BSN program within five years of entry point into the pre-licensure BSN program. The entry point into the pre-licensure BSN program occurs with enrollment in the NURS 2002 Intro to Professional Nursing course on the last day to register for a seated or online course established by the College Academic Calendar.

Upon dismissal from the pre-licensure BSN program, students must complete the LWC BSN Program of Nursing Exit Form.

Note: A suspension or dismissal related to extenuating circumstances may be appealed to the APG committee and will be reviewed on a case by case basis.

Nursing: Pre-Licensure BSN   **NURS**

NURS 2002 – Introduction to Professional Nursing – 2 credit hours
This course provides an overview of student success strategies to be utilized for program and NCLEX success. The student is introduced to concepts and theories underlying professional nursing practice with a focus on role expectations and behaviors. The student is familiarized with the philosophy and program outcomes of the pre-licensure BSN program. ***Prerequisite:*** Admission to the pre-licensure BSN program. *Course rotation:* Fall.

NURS 2013 – Health Assessment – 3 credit hours
Prepares the student to conduct a comprehensive, patient-centered, spiritually and culturally appropriate holistic assessment of individuals across the lifespan. Effective communication through written, verbal, nonverbal, and emerging technologies is emphasized. Priority is placed on the collection, processing, and interpretation of subjective and objective client data. The nursing process as the organizing framework for nursing practice and the role of the nurse as provider of care are explored. Opportunities are provided to apply concepts and skills with clients in the clinical laboratory and the clinical setting. ***Prerequisites:*** BIOL 2624 with a minimum grade of C, NURS 2002 with a minimum grade of C, *and* NURS 2024 with a minimum grade of C. *Course rotation:* Spring. *Theory hours:* Two. *Total clinical hours:* 45.

NURS 2024 – Foundations of Professional Practice – 4 credit hours
Builds upon concepts and skills presented in NURS 2002. Introduces theoretical and evidence based concepts, standards, and skills basic to beginning professional nurse practice. Utilization of the nursing process, clinical reasoning, critical thinking, and caring in the provision and coordination of patient-centered care are emphasized. The student is introduced to psychomotor activities for basic care of the simulated client in the laboratory. Clinical experiences in long-term care settings provide opportunities for application of theory to practice. ***Prerequisite:*** Admission to the pre-licensure BSN program. *Course rotation:* Fall. *Theory hours:* Two. *Total clinical hours:* 90.

NURS 3013 – Pharmacology – 3 credit hours
Presentation of the principles of pharmacotherapeutics applicable to professional nursing practice. Emphasis is upon the nurse's collaborative role and responsibilities related to safe medication administration. Focus is placed upon understanding the physiological actions of drugs, expected client responses, common and major adverse effects, contraindications, and implications for nursing. Drug dose computation is included in the course. ***Prerequisites:*** BIOL 2104 with a minimum grade of C, all 2000-level nursing courses with minimum grades of C, *and* NURS 3204 with a minimum grade of C. *Course rotation:* Fall.

NURS 3105 – Adult Health Nursing I – 5 credit hours
Provides students with theory and evidence pertinent to managing adult health problems. Provision of safe, patient-centered care through the application of clinical reasoning, critical thinking, and caring is emphasized. Students communicate effectively, engage in interprofessional collaboration, and utilize information management and technologies to provide safe, patient-centered care to adults with acute and chronic alterations in health. Learning experiences are provided in the simulation laboratory and in the acute care clinical setting. ***Prerequisites:*** BIOL 2104 with a minimum grade of C, all 2000-level nursing courses with minimum grades of C, and NURS 3204 with a minimum grade of C. *Course rotation:* Fall. *Theory hours:* Three. *Total clinical hours:* 90.

NURS 3204 – Pathophysiology – 4 credit hours
Applies acquired knowledge from the basic sciences to alterations in pathophysiology and diseases. Students examine alterations in physiological processes that disrupt or impair health and the body's

response to illness and disease. Disease etiology, incidence/prevalence, risk factors, and clinical manifestations are examined. *Prerequisites:* BIOL 2624 with a minimum grade of C, NURS 2002 with a minimum grade of C, and NURS 2024 with a minimum grade of C. *Course rotation:* Spring.

NURS 3305 – Maternal/Newborn/Family-Centered Nursing – 5 credit hours
Provides the student with nursing theory and evidence-based practice principles needed to recognize and promote health during pregnancy and childbirth. Focus is on pregnancy and childbirth as natural processes. High-risk obstetrical clients and subsequent nursing care are identified and discussed. Students demonstrate clinical reasoning, critical thinking, and caring to design and deliver safe, spiritually and culturally appropriate, patient-centered care. Clinical practice takes place in a variety of settings to allow for learning experiences that emphasize clinical prevention and health promotion of the childbearing family. *Prerequisites:* NURS 3013 with a minimum grade of C *and* NURS 3105 with a minimum grade of C. *Course rotation:* Spring. *Theory hours:* Three. *Total clinical hours:* 90.

NURS 3355 – Pediatric/Family-Centered Nursing – 5 credit hours
Assists students in meeting the health care needs of children and families experiencing potential and actual alterations in health. Course content includes evidence-based, spiritually and culturally appropriate, patient-centered care of the child from infancy to adolescent years. Emphasis is placed on clinical prevention, health promotion, disease prevention, and illness management. Clinical practice takes place in a variety of settings to allow for learning experiences that emphasize clinical prevention and health promotion of the childrearing family. *Prerequisites:* NURS 3013 with a minimum grade of C *and* NURS 3105 with a minimum grade of C. *Course rotation:* Spring. *Theory hours:* Three. *Total clinical hours:* 90.

NURS 4003 – Nursing Research – 3 credit hours
Provides an overview of the research process and utilization of current nursing research in evidence-based practice. Issues of scientific merit and relevance of research to clinical practices will be explored. Emphasis is placed on the role of research in clinical problem solving, practice, and evaluation. *Prerequisites:* MATH 2403 with a minimum grade of C, COMM 2103 with a minimum grade of C, *and* all 3000 level nursing courses with minimum grades of C. *Course rotation:* Fall.

NURS 4105 – Mental Health Nursing – 5 credit hours
Prepares students to provide spiritually and culturally appropriate, client-centered care to individuals across the lifespan experiencing acute and chronic mental/behavioral health problems. Students examine issues and trends affecting the provision of care to patients with common mental disorders or mental health needs. Clinical experiences take place in a variety of health care settings. *Prerequisites:* HS 3103 with a minimum grade of C *and* all 3000-level nursing courses with minimum grades of C. *Course rotation:* Fall. *Theory hours:* Three. *Total clinical hours:* 90.

NURS 4154 – Community Health Nursing – 4 credit hours
Includes health promotion and primary, secondary, and tertiary prevention as applied to the nursing care of individuals, families, groups, and populations in the community. Clinical practice is focused on evidence-based nursing practice with groups and populations. The concept of system is applied to health and community and is evaluated in light of nursing theories and public health frameworks. Community assessment and collaboration with community partners are explored as essential components in community-focused clinical decision-making. Demographic and epidemiologic data are explored to identify populations at risk. Trends and issues in public health, including access to resources and delivery of care, are addressed. Students analyze political, economic, social, and environmental factors that influence community and global health. Clinical experiences are designed and provided in a variety of community settings. *Prerequisites:* All 3000-level nursing courses with minimum grades of C. *Course rotation:* Fall. *Theory hours:* Three. *Total clinical hours:* 45.

NURS 4204 – Leadership in Nursing – 4 credit hours
The role of the professional nurse as a leader and manager of care in the nursing profession and health care delivery is analyzed. Emphasis is placed on the three distinct roles that emerge from the nursing

discipline. These include provider of care, manager of care, and member of the profession. Healthcare and nursing are viewed from the service and business context with exploration of specific leadership and management skills. Contemporary issues related to health care delivery are explored with an examination of ethical, legal, and regulatory processes. Knowledge and behaviors consistent with professional nursing practice are stressed within a paradigm that views the nurse as a leader and collaborator within the interprofessional team. *Prerequisites:* NURS 4003 with a minimum grade of C, NURS 4105 with a minimum grade of C, *and* NURS 4154 with a minimum grade of C. *Course rotation:* Spring. *Theory hours:* Three. *Total clinical hours:* 45.

NURS 4304 – Adult Health Nursing II – 4 credit hours
Provides students with theory and evidence pertinent to managing complex adult health problems. Emphasis is on the provision of safe delivery of patient-centered care through the application of clinical reasoning, critical thinking, and caring. Students communicate effectively, engage in interprofessional collaboration, and utilize information management and technologies to provide safe, patient-centered care to adults with complex acute and chronic alterations in health. Learning experiences are provided in the simulation laboratory and in the acute care clinical setting. *Prerequisites:* NURS 4003 with a minimum grade of C, NURS 4105 with a minimum grade of C, *and* NURS 4154 with a minimum grade of C. *Course rotation:* Spring. *Theory hours:* Three. *Total clinical hours:* 45.

NURS 4402 – Nursing Synthesis – 2 credit hours
Provides a culminating experience in which students synthesize nursing and general education knowledge. The course provides core nursing content review and interactive tools to assist students in identifying nursing content strengths and weaknesses. Students will demonstrate focused study and apply interactive exam techniques prior to taking the National Council Licensure Examination (NCLEX). *Prerequisites:* NURS 4204 with a minimum grade of C *and* NURS 4304 with a minimum grade of C.

NURS 4504 – Capstone in Nursing – 4 credit hours
Provides students with a culminating intensive clinical experience. The students are given the opportunity to integrate clinical and theoretical learning from previous nursing courses. Through a preceptorship experience, the student will further his/her transition from student nurse to the role of the professional nurse. The primary purpose of this course is to develop competency in nursing care, including organizational, prioritizing, and decision-making skills. Critical care content will be delivered in this course. This component will focus on synthesizing nursing knowledge and advanced skills in caring for individuals and families experiencing crises. *Note:* Because this course integrates the 90 of the 120 hour Kentucky Board of Nursing (KBN) required practicum experience, it must be taken during the semester immediately prior to graduation. *Prerequisites:* NURS 4204 with a minimum grade of C *and* NURS 4304 with a minimum grade of C. *Course rotation:* Spring. *Theory hours:* One. *Total clinical hours:* 135.

Pre-Licensure BSN Advisement and Registration
For advising and registration information, students should consult the online current version of the LWC College Catalog by clicking underline here.

Pre Licensure BSN Student Expenses
In addition to undergraduate tuition per semester, room and board per semester (excluding commuter students), and special services fees; pre-licensure BSN students will incur the following expenses (all fees are **ESTIMATED**)

Item	Estimated Cost per Semester	Estimated Cost Annually	Estimated One Time Fee

Pre-Licensure BSN Student Textbooks	$150.00 to $200.00 per semester based on courses	$300 to $400 annually based on courses	N/A
Nursing Student Fee - sophomores	$840.00 per semester	$1,680.00	N/A
Nursing Student Fee - juniors and seniors	$915.00 per semester	$1,830.00	N/A
Physical Examination completed by licensed health care provider	N/A	N/A	$150.00 estimated
Immunizations (not including influenza vaccine).	N/A	N/A	$475.00 estimated (unless booster is required).
Influenza Vaccine	N/A	$20.00* estimated	N/A
Tuberculosis (TB) Screening (Annually)(TB Skin Test)	$ 47.00 per TB skin test estimated (If two step is required cost x 2)	$47.00 estimated	N/A
Initial Background Check and Compliance Tracker Package (CastleBranch Package LQ82) ● 7 year flat rate county criminal search ● Nationwide Record Indicator with Sexual Offender Index ● Nationwide Healthcare Fraud and Abuse Search - FACIS Level III ● Social Security Alert ● Residence History ● Multi-year compliance tracker with review	N/A	N/A	$96.00*
Returning Nursing Students – CastleBranch Recheck Background Check Package Review LQ82re)	N/A	$30.00* each additional year in pre-licensure program	N/A
Individual Health Insurance (Annually)	N/A	Cost varies	N/A

Student nurse liability insurance (Annually)	N/A	$40.00* annual plus applicable tax,	N/A
Substance screening (Annually and random if required) *NOTE: Must be completed through the approved LWC Program of Nursing Approved Vendor.*	N/A	$ 22.00* annual (unless additional screening is required.	N/A
CPR Certification (every two years)	N/A	$ 35.00* biennial (every two years)	N/A
Clinical Transportation	$100 to $150 per semester estimated	$200.00 to $300.00 estimated	N/A
NCLEX Review Course (senior year)	N/A	N/A	Will be included in nursing student fee
KBN Application for RN Licensure (Senior year)	N/A	N/A	$125.00 (senior year) *
NCLEX RN Examination Fee (senior year)	N/A	N/A	$200.00 (senior year) *fee is at discretion of NCSBN
KBN Jurisprudence Exam (senior year)	N/A	N/A	$15.00 (senior year)
State Background Check (AOC) required for licensure (senior year)	N/A	N/A	$27.00 (senior year) *
FBI Fingerprint Background Check required for licensure (senior year)	N/A	N/A	$13.25 (senior year) *
BSN Nursing Pin-Optional	N/A	N/A	$31.00 to $93.00 based on individual choice

*price subject to change

BSN Nursing Program Grading Scale

The nursing program uses a grading scale different from other academic units of the College. Consistent with other nursing programs, the grading scale requires students to earn 77% or higher to be awarded a C or better. The nursing program uses the following grading scale: A = 93-100%, B = 85-92%, C= 77-84%, D = 70-76%, F= 69% or lower. Grades will be rounded.
*Students must pass both didactic and clinical components of the course. An overall course average of at least a C and a Pass in the clinical must be obtained to pass the course and progress in the nursing program. If a student earns below a C in the didactic portion of the course, a clinical failure (F) will be recorded.

Rounding of Grades for Nursing Courses:

All final grades will be recorded to the tenth (one decimal point) according to the following rubric:

0.1 to 0.4 rounds down to the nearest whole number, for example, 76.4 rounds to 76.
0.5 to 0.9 rounds up to the nearest whole number, for example, 76.5 rounds to 77.

Program Requirements: 94-101 hours

Along with the general education program, students must complete the major's prerequisites, program requirements, and professional nursing courses. Students must receive a minimum grade of C in the prerequisite, program requirements, and the professional nursing courses.

A. Prerequisites: 20-30 hours
- Human Anatomy (BIOL 2614) – 4 hours
- Principles of Chemistry (CHEM 1104) – 4 hours
- Writing Studies I (ENGL 1013) unless waiver requirements are met – 3 hours
- Writing Studies II (ENGL 1023) – 3 hours
- First-Year Experience Seminar (FYE 1001) unless waiver requirements are met – 1 hour
- Nursing Assistant Preparatory Course (HLCA 1013) – 3 hours*
- Medical Communication (HLCA 2013) – 3 hours
- College Algebra (MATH 1013) – 3 hours
- Fundamentals of Nutrition (NUTR 1003) – 3 hours
- Principles of Psychology (PSYC 1003) – 3 hours

Waiver of HLCA 1013 will be granted for students with active, unencumbered listing for State Registry Nursing Assistant (SRNA) in any U.S. state or completion of equivalent course.

B. Program Requirements: 17 hours
- Microbiology (BIOL 2104) – 4 hours
- Human Physiology (BIOL 2624) – 4 hours
- Public Speaking (COMM 2103) – 3 hours
- Life Span Development (HS 3103) – 3 hours or Developmental Psychology (PSYC 3903) - 3 hours
- Experimental Statistics (MATH 2403) – 3 hours

C. Professional Nursing Courses: 57 hours
- Introduction to Professional Nursing (NURS 2002) – 2 hours
- Health Assessment (NURS 2013) – 3 hours
- Foundations of Professional Practice (NURS 2024) – 4 hours
- Pharmacology (NURS 3013) – 3 hours
- Adult Health Nursing I (NURS 3105) – 5 hours
- Pathophysiology (NURS 3204) – 4 hours
- Maternal/Newborn/Family Centered Nursing (NURS 3305) – 5 hours
- Pediatric/Family Centered Nursing (NURS 3355) – 5 hours
- Nursing Research (NURS 4003) – 3 hours
- Mental Health Nursing (NURS 4105) – 5 hours
- Community Health Nursing (NURS 4154) – 4 hours
- Leadership in Nursing (NURS 4204) – 4 hours
- Adult Health Nursing II (NURS 4304) – 4 hours
- Nursing Synthesis (NURS 4402) – 2 hours
- Capstone in Nursing (NURS 4504) – 4 hours

Exit Assessment

All students earning the pre-licensure BSN degree must meet established program benchmarks outlined in the *BSN Student Handbook* to successfully complete the pre-licensure BSN program of study.

Classroom Attendance Policy:

Students are expected to be present, punctual, and attentive for the entire classroom period.

1. Absences other than "authorized collegiate events" (See Authorized Absences and Class Attendance section) will be counted as a class absence. Students missing more than one class for an 8 week course and two classes for a 16 week course will have points deducted from their final numerical course grade.

After the above stated absence/s, **one (1) percentage point will be deducted from the student's final numerical grade for the course for each subsequent absence.**

Extenuating circumstances (e.g. family death, emergency events) will be considered by the course instructor on an individual basis. Students wishing to claim extenuating circumstances surrounding an absence will be asked to provide documentation of the condition that led to the absence. The documentation should be submitted to the course faculty electronically no later than 24 hours of the absence. Students will receive communication either approving or denying the extenuating absence.

2. All class and clinical absences will be documented and tracked by course faculty.

3. Repeated class tardiness reflects an inability to organize and be responsible. Three incidents of tardiness will be counted as a missed class (see #1). Arriving after attendance roll is completed will equal a tardy. Early departure, within the last 15 minutes of the class, will be considered the same as a tardy. Early departure prior to the last 15 minutes of class will equal an absence.

4. Repeatedly leaving the classroom is considered a distraction to the learning environment, fellow peers, and the instructor. Students will receive a warning regarding this behavior and may be advised to drop the course if the behavior continues.

Authorized Student Activities and Class Absence:

See LWC College Catalog.

Late Assignments (this applies to didactic and clinical/lab)

Any assignment not submitted by due date/time will be graded as a zero, unless documented extenuating circumstances apply

Absence from Examinations

1. Students who miss exams (unit or final) must notify the course faculty **PRIOR TO** the absence **AND** secure an appointment within 72 hours to discuss the absence via phone or face to face meeting. Legitimate justification and documentation for the absence must be provided by the student (i.e. physician's note, obituary, etc.)
2. A student absent from an exam who cannot provide satisfactory justification for the absence may take one make-up exam, but the score will be reduced by 10% of total possible exam points.
3. Students who arrive late to an exam will only be given the exam time remaining to complete the exam.
   EXAMPLE if a student arrives 15 minutes late for a 60 minute exam the student would have 45 minutes to complete the exam.
4. Student should report to the designated area/time to complete the make-up exam. All nursing program exam policies apply.
5. Make up exams **will be** different than the original scheduled exam.
6. If these steps are not followed, the absence will be considered unexcused, and the student will receive a "0" for the exam.

Pre-Licensure BSN Testing Policy

- All tests are assumed closed book and closed notes unless otherwise specified by the instructor in the syllabus.
- Aids allowed (calculator, paper, worksheets) will be provided to the student and collected with the test.
- Use of any unauthorized electronic device during an examination will be considered a violation of academic integrity.
- Students will not copy, email, print, or share any exam questions or answers for their own use or with any other students.
- Confirmation of student access to unauthorized testing materials, test banks, or instructor resources through Elsevier/Evolve and/or ATI™ will result in immediate dismissal from the program. In addition to the dismissal from the program, LWC Program of Nursing will notify Elsevier and/or ATI™ of breaches to secure course materials. Elsevier and/or ATI™ may pursue prosecution for students who access and/or disseminate copyrighted information.

Students must thoroughly review the BSN Pre-Licensure Exam Rules prior to being seated for all nursing exams. All students will be expected to provide an electronic signature agreeing to the terms and conditions of this policy. In addition, and to ensure a high level of security while taking exams, students will be monitored at all times and video recorded.

BSN Pre-Licensure Student Exam Rules

Personal Items

Personal items are **not** allowed in the testing room. Personal items should be stored in lockers provided in the Student Lounge, Goodin Room 104. Students are responsible for providing their own lock. No electronic devices are permitted (cell/mobile/smart phones, tablets, smart watches, or other electronic devices).

The following items are not allowed in the testing room, should be stored as directed, and should not be accessed while on a test break:

- Bags/purses/wallets/smart watches
- Coats/hats/scarves/gloves
- Food or drink, gum/candy
- Lip balm

All personal items must be stored as directed and **not left in public areas** (ie. hallway, lounge, etc.).

The PON is not responsible for lost, stolen, or misplaced items.

The following items may not be accessed at all during exams (including breaks) until the student leaves the test center at the conclusion of the exam:

- Any educational, test preparation, or study materials
- Cell/mobile/smart phones, smart watches, MP3 players, fitness bands, pagers, jump drives, cameras, or any other electronic devices
- Weapons of any kind

Questions regarding these guidelines should be clarified prior to the exam.

After the exam, students may retrieve personal items as directed.

Confidentiality
- Students may not disclose or discuss with anyone, including instructors, information about the items or answers seen in the examination (this includes posting or discussing questions on the Internet and social media websites).
- Students may not copy or reconstruct exam items using memory of the exam or the memory of others.
- Students may not seek help from any other party in answering items (in person, by phone, text, or by email) during your examination (including breaks).
- Students may not remove examination items and/or responses (in any format) or notes about the examination from the testing room.
- Students must comply with any academic integrity investigation that needs to be conducted.
- If students witness any of the above behavior, or any irregular behavior that is in violation of the BSN Testing Policy Rules or Lindsey Wilson College Academic Standards policies, they are required to report it to PON and comply with any follow up investigation.
- Suspicious behaviors may be reported to lead course faculty, exam proctor, or the PON office.

Exam Administration
- Students may not take an exam for another student.
- Students may not tamper with the computer or use it for any function other than taking the exam.
- Students may not engage in disruptive behavior at any time while in the test center.
- All testing supplies will be provided by the PON upon entry to the testing room.
- Upon completion of the exam, all testing supplies must be left at the testing station.
- Writing on any materials other than the materials provided is strictly prohibited and will result in an incident report and exam results will be placed on hold.
- Students experiencing hardware or software problems, or any other difficulty during the exam should notify the exam proctor/faculty immediately by raising your hand.
- Headphones are available and should be used by all students to answer audio and alternate format questions. Students will not be allowed to bring personal headphones.
- Students are not allowed to leave until the exam is submitted.

Break Procedures During Extended Testing Periods
- All students will be given the opportunity to take a "scheduled" break after approximately two hours, and again after approximately three and a half hours of exam testing time. Proctors will notify students of the appropriate times.
- The exam clock will not stop while students are on a scheduled or unscheduled break.
- Students should refrain from asking the faculty/proctor about exam content and/or results.

Grounds For Dismissal Or Cancellation Of Results
A student who violates the test center regulations or rules, or engages in irregular behavior, misconduct, and/or does not follow the warning to discontinue inappropriate behavior may be dismissed from the test center and their exam score will be recorded as zero. Behaviors that are considered to constitute irregular behavior or misconduct include but are not limited to:

- Giving or receiving assistance of any kind.
- Using, accessing, or attempting to access any prohibited aids.
- Attempting to take the examination for someone else.
- Bringing any study aids (textbooks, notebooks, classroom notes, etc.) to the testing center or accessing or attempting to access such study materials at any time after the start of the examination administration, including break times.
- Failure to follow testing regulations or the instructions of the proctor.
- Creating a disturbance of any kind.
- Tampering with the operation of the computer or attempting to use it for any function other than taking the examination.

Please note: Students with accommodations must comply with these guidelines unless documentation from the Learning & Disabilities Coordinator demonstrates accommodations beyond the scope of these rules. The accommodations requests must be on file in the PON office.

Reference

NCLEX Rules: https://www.ncsbn.org/1268.htm#3530

Cohort XII Pre-Licensure BSN Program HESI^{TM} and Standardized Testing Policy (Elsevier)

*Any Baccalaureate Nursing (BSN) program reference in this policy denotes the pre-licensure BSN Program.

Purpose: To outline standardized testing requirements for students enrolled in the BSN curriculum.

Health Education Systems Incorporated (HESI^{TM}) examinations are nationally standardized examinations that are content-specific and based on the National Council of State Boards of Nursing (NCSBN) Testing Blueprint. HESI^{TM} online exams test students on their skills in clinical application and critical thinking which are cornerstones of BSN student preparation. HESI^{TM} provides institutional and student diagnostic reports that include an item-by-item topic comparison between Lindsey Wilson College BSN group's percentages answered correctly and the national group norm answered correctly. Additionally, HESI^{TM} provides an individualized detailed remediation plan for the students regarding their specific areas of weakness.

HESI^{TM} exams are used throughout the BSN curriculum from admission through the final nursing major course.   The rationale for utilizing the HESI^{TM} series of examination is to prepare the student for eventual NCLEX-RN ("Boards") success. The individual exams offered throughout the curriculum are provided as stepping stones which culminate in taking the HESI^{TM} Exit Exam. Meeting the established benchmark on the HESI^{TM} RN Exit Exam is a course requirement in NURS 4402 Nursing Synthesis. Therefore, preparation, completion, and remediation as indicated on all of the HESI^{TM} exams, are essential elements throughout the curriculum, and are performed in order to prepare the student for success.

Additional standardized exams are also administered as part of the pre-licensure nursing curriculum.

The BSN program has adopted the following HESI^{TM} exams to be administered throughout the curriculum:
- A2 Assessment
- RN Specialty Foundations V1 and V2
- RN Specialty Pharmacology V1 & V2
- RN Specialty Foundations V1 & V2
- RN Specialty Maternity Nursing V1 & V2
- RN Specialty Pediatric V1 & V2
- RN Specialty Psychiatric/Mental V1 & V2
- RN Specialty Community Health V1
- RN Specialty Management V1 & V2
- RN Specialty Med-Surg V1- V2
- RN Specialty Critical Care V1 & V2
- RN Exit V1 & V2
- RN CAT (1 version only)

HESI™ and Standardized Exam Preparation

The rigor and preparation for HESI™ and standardized nursing exams simulates preparation and expectations of the NCLEX.

- Exam prep is a required course grade component in all courses where HESI™ and standardized exams are administered.
- In courses where HESI™ or standardized exams are administered, exam prep may include, but not be limited to:
    - Proctored Case Studies
    - Proctored Patient Reviews
    - Proctored Practice Exams
    - Unproctored Case Studies and/or Patient Reviews
    - Weekly EAQ assignments
    - Quizzes
    - Other assignments
- Please see course syllabus for specific exam prep assignments.

HESI™ and Standardized Exam Testing

- BSN Testing Policies apply to all standardized exams (Please see Pages 40-41 of 2016-2017 *LWC Pre-Licensure BSN Handbook*). Like NCLEX, HESI™ exams may include alternate format test questions.
- Designated nursing courses will house two exams (HESI™ or standardized).
- HESI™ and standardized exam benchmarks are established by the program of nursing.
- Students are **REQUIRED** to take two versions of exams (V1 and V2).
- Prior to the exam, students should secure access to headphones, adjusted computer volume settings, and follow testing center guidelines.
- Please note, additional policies and instructions may apply as deemed necessary by Elsevier/Evolve or the nursing program.

Absence from HESI™ and Standardized Exams

- HESI™ exams are national exams that require extensive administration details. Students **should not** miss a HESI™ exam.
- Should dire circumstances arise that prohibit a student from taking the exam on the scheduled date, students must immediately contact the lead course instructor **prior** to the exam or the student forfeits the opportunity to sit for the exam and a grade of "0" is assessed.
- Students absent from a scheduled exam may be required to pay an additional fee for exam administration.

HESI™ and Standardized Exam Remediation

- Upon completion of the HESI™ or standardized exam, students will receive an email from nursing@lindsey.edu notifying them of closure of the exam and the date the results will be made available.
- Students will receive notification remediation is available, requirements and expectations will be communicated by designated course faculty.

- Remediation is required for all students upon completion of exams.

HESI™ and Standardized Exam Retesting

- Students are **REQUIRED** to take two versions of exams (V1 and V2).
- Results from both versions are calculated in the final course grade.
- Students will not be allowed to complete a second exam (V2 or other exam) until the first exam and remediation is completed.

Program Exit Exams

- HESI™ RN Exit exams (V1 and V2) are administered in the final semester of the pre-licensure curriculum in the NURS 4402 Nursing Synthesis course.
- RN Exit exam scores are the major component of the final grade of the NURS 4402 course.
- Students must meet the established program benchmark on the HESI™ RN Exit V1 or V2.
- The established benchmark score, which is included in the program exit exam category in NURS 4402 is graded on a Pass/Fail basis. A pass in the program exit exam category is required to be able to successfully complete the overall course. Should a student receive a Failure in the program exit exam category components of the course, a grade of F will be assessed for the NURS 4402 Nursing Synthesis course.

HESI™ Program Exit Exam Remediation

- Students not meeting the established program benchmark on the RN Exit V1 will be required to develop, submit and complete a faculty approved detailed remediation success plan prior to sitting for RN Exit V2.

HESI™ and Standardized Testing Mapping
Pre-Licensure BSN Program Curriculum

Course	Exam Utilized	Course Grade	Benchmarks and Requirement for Remediation
NURS 2002 Introduction to Professional Nursing	A2 Assessment	Assessment tool for advising and remediation purposes.	**Benchmark** 80% Reading Comprehension 80% Math Comprehension **Remediation** Any student not scoring 80% in reading comprehension and/or math will be placed in a nursing developmental course.
NURS 2024 Foundations of Professional Practice	RN Specialty Foundations HESI Exam V1 and V2	10% of Final Course Grade based on average of conversion scores.	**Benchmark** 850 **Remediation** Required for any student scoring less than 850
NURS 2013 Health Assessment	Standardized Exam V1 and V2	10% of Final Course Grade based on average of exam scores.	TBA per course instructor
NURS 3204 Pathophysiology	Standardized Exam V1 and V2	10% of Final Course Grade based on average of exam scores.	TBA per course instructor
NURS 3013 Pharmacology	RN Specialty Pharmacology V1 & V2	10% of Final Course Grade based on average of conversion scores	**Benchmark** 900 **Remediation** Required for any

			student scoring less than 900
NURS 3105 Adult Health 1	Medical Surgical Custom Exam V1	10% of Final Course Grade based on average of both conversion scores	**Benchmark** 900 **Remediation** Required for any student scoring less than 900
NURS 3305 Maternal/Newborn/Family Centered Nursing	RN Specialty Maternity Nursing V1 & V2	10% of Final Course Grade based on average of both conversion scores	**Benchmark** 900 **Remediation** Required for any student scoring less than 900
NURS 3355 Pediatric/Family Centered Nursing	RN Specialty Pediatric V1 & V2	10% of Final Course Grade based on average of both conversion scores	**Benchmark** 900 **Remediation** Required for any student scoring less than 900
NURS 4003 Research	NA	NA	NA
NURS 4105 Mental Health Nursing	RN Specialty Psychiatric/Mental V1 & V2	10% of Final Course Grade based on average of both conversion scores	**Benchmark** 900 **Remediation** Required for any student scoring less than 900
NURS 4154 Community Health Nursing	Standardized Exam RN Specialty Community Health V1	10% of Final Course Grade based on conversion score	**Benchmark** 900 **Remediation** Required for any student scoring less than 900

NURS 4204 Leadership in Nursing	RN Specialty Management V1 & V2	10% of Final Course Grade based on average of both conversion scores	**Benchmark** 900 **Remediation** Required for any student scoring less than 900 *All remediation timeframe will be set in accordance to allow student to sit for RN Exit on schedule
NURS 4304 Adult Health Nursing II	RN Specialty V1 & V2 Exam	10% of Final Course Grade based on conversion score	**Benchmark** 900 **Remediation** Required for any student scoring less than 900
NURS 4402 Nursing Synthesis	RN Exit V1 & V2 RN CAT (1 version only)	See Program Exit Exams above. The RN CAT is an NCLEX readiness adaptive exam that measures student readiness and program outcomes. The RN CAT will be administered after successful completion of the RN Exit Exam. Completion of the RN CAT Exam is a program requirement.	**Benchmark** 900 **Remediation** Required for any student scoring less than 900.
NURS 4504 - Capstone in Nursing	RN Specialty Critical Care V1 & V2	10% of Final Course Grade based on conversion score	**Benchmark** 900 **Remediation** Required for any

			student scoring less than 900. *All remediation timeframe will be set in accordance to allow student to sit for the RN Exit on schedule

Cohort XIII and XIV Pre-Licensure BSN Program Standardized Testing Policy (ATI™)

Purpose: To outline standardized testing requirements for students enrolled in the BSN curriculum.

Assessment Technology Resources, LLC (ATI™) examinations are nationally standardized examinations that are content-specific and based on the National Council of State Boards of Nursing (NCSBN) Testing Blueprint. ATI™ online exams test students on their skills in clinical application and critical thinking which are cornerstones of BSN student preparation. ATI™ provides institutional and student diagnostic reports that include an item-by-item topic comparison between Lindsey Wilson College BSN group's percentages answered correctly and the national group norm answered correctly.

ATI™ exams are used throughout the BSN curriculum from admission through the final nursing major course. The rationale for utilizing the ATI™ series of examinations is to prepare the student for eventual NCLEX-RN ("Boards") success. The individual exams offered throughout the curriculum are provided as stepping stones which culminate in taking the ATI™ Comprehensive Predictor. Therefore, preparation, completion, and remediation as indicated on all of the ATI™ exams, are essential elements throughout the curriculum, and are performed in order to prepare the student for success.

Additional standardized exams are also administered as part of the pre-licensure nursing curriculum. The BSN program has adopted the following ATI™ exams to be administered throughout the curriculum:

- Fundamentals
- Pharmacology
- Maternal Newborn
- Nursing Care of Children
- Mental Health
- Community Health
- Leadership
- Adult Medical Surgical
- Comprehensive Predictor

Practice and Proctored Assessments

Each course with an ATI™ Standardized Exam will include two practice exams and a proctored exam. The practice exams should be remediated in order to prepare the student for the proctored exam. The student will only have one opportunity to take each practice exam and the proctored exam. The two practice exams and proctored exam are worth 10% of the final grade.

PRACTICE ASSESSMENT (A & B) - 6 points (3 points each)			
Score of 90-100	**Score of 80-89**	**Score of 70-79**	**Score of 69 and below**
• Minimum 1-hour Focused Review • **For each topic missed, complete an active learning template (ALT) as part of the required remediation process.***	• Minimum 2-hour Focused Review • **For each topic missed, complete an active learning template (ALT) as part of the required remediation process.***	• Minimum 3-hour Focused Review • **For each topic missed, complete an active learning template (ALT) as part of the required remediation process.***	• Minimum 4-hour Focused Review • **For each topic missed, complete an active learning template (ALT) as part of the required remediation process.***
* Handwritten ALTs are preferred.			

STANDARDIZED PROCTORED ASSESSMENT			
Level 3 = 4 points	**Level 2 = 3 points**	**Level 1 = 2 points**	**Below Level 1 = 1 point**
Recommended remediation • Minimum 1-hour Focused Review • For each topic missed, complete an active learning template (ALT) as part of the required remediation process.*	Recommended remediation • Minimum 2-hour Focused Review • For each topic missed, complete an active learning template as (ALT) part of the required remediation process.*	Recommended remediation • Minimum 3-hour Focused Review • For each topic missed, complete an active learning template (ALT) as part of the required remediation process.*	Recommended remediation • Minimum 4-hour Focused Review • For each topic missed, complete an active learning template (ALT) as part of the required remediation process.*
10/10 points	9/10 points	8/10 points	7/10 points

CUSTOMIZED ASSESSMENT BUILDER EXAM *This is courses with no ATI Standardized Exams*			
90-100 = 4 points	**80-89 = 3 points**	**70-79 = 2 points**	**69 and below = 1 point**
Recommended remediation • Minimum 1-hour Focused Review • For each topic missed, complete an active learning template (ALT) as part of the required remediation process.*	Recommended remediation • Minimum 2-hour Focused Review • For each topic missed, complete an active learning template (ALT) as part of the required remediation process.*	Recommended remediation • Minimum 3-hour Focused Review • For each topic missed, complete an active learning template (ALT) as part of the required remediation process.*	Recommended remediation • Minimum 4-hour Focused Review • For each topic missed, complete an active learning template (ALT) as part of the required remediation process.*
10/10 points	9/10 points	8/10 points	7/10 points

* Handwritten ALTs are preferred.

Standardized Exam Preparation
The rigor and preparation for ATI™ and standardized nursing exams simulates preparation and expectations of the NCLEX.
- Exam prep is a required course grade component in all courses where ATI™ and standardized exams are administered.
- In courses where ATI™ or standardized exams are administered, exam prep may include, but not be limited to: Practice Quizzes, Practice Assessments, Review Modules, Online Tutorials, Focus Review, and other assignments.
- Please see course instructions for specific exam prep assignments.

Standardized Exam Testing
- BSN Testing Policies apply to all standardized exams (*LWC BSN Student Handbook*). Like NCLEX, ATI™ exams may include alternate format test questions.
- Designated nursing courses will house a practice assessment and a proctored assessment (ATI™).
- Standardized exam benchmarks are established by ATI™.
- Students are **REQUIRED** to take two practice assessments and a proctored assessment.
- Prior to the exam, students should secure access to headphones, adjust computer volume settings, and follow testing center guidelines.
- Please note, additional policies and instructions may apply as deemed necessary by ATI™ or the nursing program.

Absence from Standardized Exams
- ATI™ exams are national exams that require extensive administration details. Students **should not** miss an ATI™ exam.
- Should dire circumstances arise that prohibit a student from taking the exam on the scheduled date, students must immediately contact the lead course instructor **prior** to the exam.

Standardized Exam Remediation
- Remediation is required for all students upon completion of exams. Students should access and complete remediation through ATI™.

RN CONTENT MASTERY SERIES PROFICIENCY LEVEL DEFINITIONS

Level 1	Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to just meet NCLEX-RN® standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.
Level 2	Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review in order to improve their knowledge of this content.
Level 3	Scores meeting the Proficiency Level 3 standard can be considered to exceed most

| | | expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content. |

Standardized Testing Mapping Pre-Licensure BSN Program Curriculum

Course	ATI™ Exam Utilized	Benchmarks and Requirement for Remediation
Please note: The TEAS Assessment exam is a requirement for admission to the pre licensure BSN track.		
NURS 2024 Foundations of Professional Practice	Fundamentals ATI™ Exam	**Benchmark** Level 1 **Remediation (Minimum)** Level 3 - One hour Level 2 - Two hours Level 1 - Three hours Below Level 1 - Four hours
NURS 3013 Pharmacology	Pharmacology ATI™ Exam	**Benchmark** Level 2 **Remediation (Minimum)** Level 3 - One hour Level 2 - Two hours Level 1 - Three hours Below Level 1 - Four hours
NURS 3305 Maternal/Newborn/Family Centered Nursing	Maternal Newborn ATI™ Exam	**Benchmark** Level 2 **Remediation (Minimum)** Level 3 - One hour Level 2 - Two hours Level 1 - Three hours Below Level 1 - Four hours
NURS 3355 Pediatric/Family Centered Nursing	Nursing Care of Children ATI™ Exam	**Benchmark** Level 2 **Remediation (Minimum)** Level 3 - One hour Level 2 - Two hours Level 1 - Three hours Below Level 1 - Four hours
NURS 4105 Mental Health Nursing	Mental Health ATI™ Exam	**Benchmark** Level 2 **Remediation (Minimum)** Level 3 - One hour

		Level 2 - Two hours Level 1 - Three hours Below Level 1 - Four hours
NURS 4154 Community Health Nursing	Community Health ATI™ Exam	**Benchmark** Level 2 **Remediation (Minimum)** Level 3 - One hour Level 2 - Two hours Level 1 - Three hours Below Level 1 - Four hours
NURS 4204 Leadership in Nursing	Leadership ATI™ Exam	**Benchmark** Level 3 **Remediation (Minimum)** Level 3 - One hour Level 2 - Two hours Level 1 - Three hours Below Level 1 - Four hours
NURS 4304 Adult Health Nursing II	Adult Medical Surgical ATI™ Exam	**Benchmark** Level 3 **Remediation (Minimum)** Level 3 - One hour Level 2 - Two hours Level 1 - Three hours Below Level 1 - Four hours
NURS 4402 Nursing Synthesis	Comprehensive Predictor ATI™ Exam	**Benchmark** Level 3 **Remediation - Students will receive a customized remediation plan (Minimum)** Level 3 - One hour Level 2 - Two hours Level 1 - Three hours Below Level 1 - Four hours

Numeracy Competency Exam Policy

Nursing literature identifies numeracy competency as an ongoing area of concern for nurses and nursing students. The National Institute of Medicine released their seminal landmark findings *To Err is Human: Building a Safer Health System* (Institute of Medicine, 2000). These reports identified real and potential adverse outcomes that occurred yearly from medication errors. For safe medication administration,

mathematical competence is an essential skill of all professional nurses. Students must demonstrate numeracy competency in order to participate in clinical.

Competency Exam Procedure

1. Math Competency Review Sessions "Math Drill Down"

At the beginning of each academic semester, all pre-licensure BSN students will be required to attend an established math competency review "math drill down" session. Students should come prepared to this session as designated. Students will be expected to review and apply previously learned material, as well as, new material pertaining to the upcoming semester.

2. Numeracy Competency Exam

A numeracy competency exam will be administered each academic semester. The exam will be linked to all clinical courses at the designated level per semester. The numeracy competency exam will be a required clinical component of the following courses in the pre-licensure BSN curriculum and will be scheduled according to these respective course schedules. Successful competency will be demonstrated with a score of 90% on the numeracy competency exam.

List of all clinical courses per semester:

Level	Fall	Spring
Level 1 Core	NURS 2024 Foundations of Nursing	NURS 2013 Health Assessment
Level 2 Intermediate	NURS 3105 Adult Health I	NURS 3305 Maternal Newborn Family Centered Nursing
		NURS 3355 Pediatric Family Centered Nursing
Level 3 Mastery	NURS 4105 Mental Health Nursing	NURS 4204 Leadership in Nursing
	NURS 4154 Community Health Nursing	NURS 4304 Adult Health II

3. Unsuccessful Attempt on Numeracy Competency Exam

A student unsuccessful in obtaining a 90% on the first attempt of the numeracy Competency Exam will receive a written remedial work plan from the designated level course faculty (core, intermediate, mastery).

The remedial work plan must be completed by the established date/time set by the designated level course faculty and prior to 2nd exam attempt.

The second numeracy competency exam will be administered at the established date/time communicated by designated level course faculty. Competency is established at 90%. Numeracy competency is a required clinical skill.

LWC Pre-Licensure Nursing Program Math Guidelines for Students

Rules:

- Always show your work
- Always write out units within your computation (HINT: make sure all units, except what you are solving for, cancels out within the problem)
- Give only **one** answer and **circle** final answer
- Make sure you read the question entirely.
    - Some questions may ask for milligrams, micrograms, milliliters, tablets, etc
    - Some questions may ask you to solve for Daily amount instead of dose
    - **Unless** the question specifies per a specific time frame (ex- how many tablets per DAY); then question is referring to per dose
- Utilize the most direct conversion
- No partial credit will be given (answers will be counted as correct or incorrect)
- Do not use trailing zeros (Ex- 0.50 mg should not be used; instead use 0.5 mg)
- Always use leading zero when decimal value is less than 1 (Ex- .8mL should not be used; instead use 0.8 mL). Omission of leading zero can lead to critical medication errors. Also, do not use leading zero when decimal value is greater than 1 (Ex- 01.25mL should not be used; instead use 1.25 mL).
- The LWC Pre-licensure nursing program has adopted The Joint Commission's Official "Do Not Use" Abbreviation List (please see Attachment B)
- All answers within the metric system should be expressed as decimals, not fractions. (Ex- ½ mg should not be used; instead use 0.5 mg)
- All answers within the apothecary system are expressed in fractions not decimals. (Ex- drams 0.5 should not be used; instead use drams ½)
- Never round within the middle of a problem
- Follow instructions on individual questions with regard to rounding and labeling.
- If specific instructions are not noted on the question, follow the below general rounding rules:
    - When solving for mL round to the nearest tenth (unless otherwise stated). Example-TB syringe rounded to nearest hundredth.
    - When solving for mL/hour (setting an IV pump flow rate)- round to nearest whole number (i.e. IV fluids, blood products, TPN, IV antibiotics)
    - Critical Care drips require complex calculations and should be rounded to the nearest tenth
    - When solving for gtts/min (drop factor)- round to nearest whole number (you cannot see/measure half of a drop)
    - When solving for units- round to the nearest whole number
    - When solving for a temperature round to the nearest tenth

Dimensional Analysis:

Dimensional analysis will be taught within the pre-licensure nursing program. The advantage of using dimensional analysis is that only 1 formula will be utilized for every drug calculation. Rule: Place the desired answer (what you are solving for) on left side of equation. HINT: Make sure all units (except what you are solving for) cancel out within the problem.

Common terms to be familiar with:

- Milliequivalent (mEq)- number of grams a solute contains in 1 mL of normal solution
- Metric system- deals with weights and measures. Rule: All answers within the metric system should be expressed as decimals, not fractions. (Ex- ½ mg should not be used; instead use 0.5 mg)
- Apothecary system- a very old system being replaced by the metric system; commonly used with compounding and liquid medications. Rule: All answers within the apothecary system are expressed in fractions not decimals. (Ex- drams 0.5 should not be used; instead use drams ½)

- Parenteral- routes that bypass the gastrointestinal tract; example- intravenous and intramuscular injections
- Units- Some medications are ordered in units (examples- insulin, heparin, epogen).
- Reconstitution- Some medications must be reconstituted. These medications are available in a powder form. A diluent (see medication label for type and amount of solution to be added) should be used to change the powder to a liquid form of medication
- Drop factor- infusion sets will deliver a specific number of drops in 1 mL (this will be noted on the package label)
    - Macrodrip sets- deliver 10, 15, 20 drops per mL
    - Microdrip sets- deliver 60 drops per mL
- Intravenous piggyback (IVPB) - you will utilize a shorter IV tubing to attach an IVPB solution to the primary (main) IV tubing. This medication will be infused in addition to the regular IV fluids.
- Titration- some medications require very specific, precise measurement and delivery (this may be weight based, unit based and delivered by the minute or hour). These medications should always be given via IV infusion pump and can be adjusted according to protocol (titrate) to achieve desired outcomes.

Attachment A
Common Prefixes and Conversions/Equivalents
Please note this may not be all inclusive; please refer to your textbook for all conversions

Common Prefixes in the Metric System	
*Used with any base unit of weight (gram), volume (liter) or length (meter)	
micro=	one millionth
milli=	one thousandth
centi=	one hundredth
kilo=	one thousand

Common Metric Measures	
Metric Measure of Weight	
1,000,000 micrograms (mcg)=	1 gram (g)
1000 micrograms (mcg)=	1 milligram (mg)
1000 milligrams (mg)=	1 gram (g)
1000 grams (g)=	1 kilogram (kg)
Metric Measure of Volume	
1000 milliliters (mL)=	1 liter (L)

1 cubic centimeter (cc)=	1 milliliter (mL)
Metric Measure of Length	
1 meter (m)=	1000 mm or 100 cm
1 centimeter (cm)=	10 mm or 0.01 m
1 millimeter (mm)=	0.1 cm or 0.001 m

Metric to Household Equivalents	
5 milliliters (mL)=	1 teaspoon (tsp)
15 milliliters (mL)=	1 tablespoon (Tbsp)
30 milliliters (mL)=	1 ounce (oz)
240 milliliters (mL)=	1 standard measuring cup
1 kilogram (kg) or 1000 grams (g)=	2.2 pounds (lb)
2.5 cm=	1 inch
1 foot=	12 inches

Household/Apothecary/Metric Equivalents		
Household Measure	Apothecary Measure	Metric Measure
	1 fluid ounce (fl oz)=	30 milliliters (mL)
	6 fluid ounces (fl oz)=	180 milliliters (mL)
1 standard measuring cup=	8 fluid ounces (fl oz)=	240 milliliters (mL)
	2.2 pounds (lb)=	1000 grams (g) or 1 kilogram (kg)
	1 inch=	2.5 cm

Converting Celsius and Fahrenheit Temperatures	
Fahrenheit to Celsius=	(F - 32) divide by 1.8

Celsius to Fahrenheit=	(C x 1.8) + 32

Common Apothecary System Unit of Measure of Liquid	
16 fluid ounces (fl oz)=	1 pint (pt)
32 fluid ounces (fl oz)=	2 pints (pt) or 1 quart (qt)
4 quarts (qt)=	1 gallon (gal)

Intersystem Measurements between Metric, Household, and Apothecary
1 g = gr 15
Gr 1 = 60 or 65 mg
1 tsp = 5 mL
1 Tbsp = 3 tsp = 15 mL = ½ fl oz
1 fl oz = 30 mL
1 L = 1 qt = 32 fl oz = 2 pt = 4 cups
1 pt = 500 mL = 16 fl oz = 2 cups
8 fl oz = 1 standard measuring cup

(Ogden, S. J., & Fluharty, L. K. (2016). Calculation of Drug Dosages a Work Text (10th ed.). St. Louis, MO: Elsevier.)

NCLEX-Review
LWC Program of Nursing requires a NCLEX review course for all BSN pre-licensure graduating seniors. The NCLEX Review course will be coordinated by the Program of Nursing. The nursing student fee will cover the cost of the NCLEX review course. Completion of the NCLEX Review is a LWC pre-licensure BSN program requirement and will be housed in the final semester.

Professional Licensure Information

Kentucky Board of Nursing Licensure (Registered Nurse)

Professional licensure is required to practice nursing as a Registered Nurse (RN). The RN licensure examination, called the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and known generally as the "State Board Exam," is administered via computer at many conveniently located test centers across the United States and its territories. This method of testing is referred to as computerized adaptive testing (CAT).

Completion of the pre-licensure BSN program and graduation does not guarantee eligibility for RN licensure. The statue [KRS 314.091] (1) (b)] states that the Kentucky Board of Nursing may take action on any felony or a misdemeanor that involved drugs, alcohol, fraud, deceit, falsification of records, a breach of trust, physical harm or endangerment to other, dishonesty, or sexual offenses. The Kentucky Board of Nursing can deny an application for a license for criminal convictions. Denial of licensure is a formal disciplinary action. RN licensure applicants who have past criminal convictions should go to https://kbn.ky.gov/General/Pages/Document-Library.aspx Kentucky Administrative Regulation

201 KAR 20:370 https://kbn.ky.gov/General/Documents/mir-application-for-licensure.pdf for further information. If the circumstances of a conviction apply, the student should contact the Kentucky State Board of Nursing for current, specific policies and procedures.

Prior to the last semester, seniors receive information about applying for the NCLEX-RN. Students who wish to obtain licensure outside of Kentucky must contact the board responsible for licensure of RNs in that state. Students are encouraged to seek out pertinent information early in their senior year in order to meet required deadlines.

Application for the NCLEX-RN

To take the NCLEX in Kentucky, applicants must complete (1) the Kentucky Application for Licensure as a Registered Nurse and (2) registration for the NCLEX-RN. These forms and directions for completion can be obtained at Kentucky Board of Nursing website. Additional information may be obtained from the Kentucky Board of Nursing at 312 Whittington Parkway, Suite 300, Louisville, KY 40220. Phone 502-429-3300 or 1-800-305-2042.

SECTION III PRE LICENSURE BSN PROGRAM TRACK CLINICAL

Statement Regarding Nursing Student Required Background Check Information

All students in the BSN Pre Licensure Program must submit to a criminal background check and substance screening as a prerequisite for clinical practice. Students who fail to submit to these requirements will be ineligible for clinical placement and unable to achieve the objectives of nursing course work. Those who do not pass the background check are afforded the opportunity to explain the circumstances surrounding the situation, but if the student is ineligible for clinical placement, he/she will be given the opportunity to withdraw from the program.

The criminal background check will include but is not limited to: County Criminal Search; Nationwide Healthcare Fraud & Abuse - FACIS Level III; National Record with Sex Offender Index; Social Security Alert; Residency History. All background checks must be done by CastleBranch. The cost of the background check will be borne by the student.

Kentucky Board of Nursing (KBN) Criminal Conviction Notification
NOTE: KBN may deny a nursing graduate admission to the NCLEX-RN Exam if an individual has been convicted of a misdemeanor or felony which involves acts that bear directly on the qualifications of the graduate to practice nursing. Applicants are encouraged to visit the KBN website for more information.

CastleBranch is the vendor that will process all documents submitted to meet clinical compliance requirements and will process all required background checks. Please read all instructions carefully. Please watch the CastleBranch Orientation Video prior to beginning the process.

PROCESS FOR NEW NURSING STUDENTS

EVIDENCE OF CLINICAL COMPLIANCE ITEMS A, C, D, E, F, G, & H ARE REQUIRED TO BE UPLOADED TO THE SECURE DOCUMENT REPOSITORY WEBSITE (CASTLEBRANCH) **NO LATER** THAN **August 12, 2023.**		
Clinical Compliance **Required Documentation**	**Expiration Date**	**Instructions for Submission of Evidence**
A.Students accepted to the PON beginning Fall 2023 are required to complete the initial Background Check Package through Castlebranch (see detailed instruction sheet). The background check package includes the following: ● County Criminal Search – Flat Rate ● Nationwide Healthcare Fraud & Abuse – FACIS Level III ● National Record Indicator with Sex Offender Index ● Social Security Alert ● Residency History *Note: You will be required to complete an AOC Background Check and FBI Fingerprint Card when you apply for licensure to obtain a Kentucky RN License. (If you are applying for licensure outside of Kentucky you will be required to follow the requirements of the specific state.* *NOTE: Some facilities require background checks to be completed six (6) months prior to the clinical rotation. If the student is placed at that site and > six months has passed since the last background check, the student will be required to obtain and pay for the additional background check.*		Students will be required to create a user account through a secured document repository website. https://www.castlebranch.com/online_submission/package_code.php Students will be required to pay a Fee of $96.00 for the initial package. **ORDER PACKAGE LQ82.** (Please see Package Review Instructions)

B. Health History & Physical Examination Form (Health Record Form) - to be completed by a health care provider within six (6) months of the first day of nursing classes. Example: August 30, 2023 is the first day of classes; the physical must be dated after February 30, 2023 to be accepted. **Only one physical exam submitted upon admission to the program is required.*** *Note: If a student has a health event or a lapse in progression, another health history and physical may be required for progression in clinical.	Enter date of physical exam below mm/dd/yyyy	Students will be required to upload evidence to the secure website.
C. Current Immunization Records. [Please see below for recommended Adult Immunization Schedule (U.S. 2019)]. Students should consult with their health care provider or local health department to confirm the currency of all 2019 Adult Immunizations. LWC Program of Nursing requires the following vaccines or Titers: Tetanus, diphtheria, pertussis (Td/Tdap), Varicella (Chickenpox), Measles, mumps, rubella (MMR), Hepatitis B, and Covid-19.		Students will be required to upload any **updated** immunization records. Students will receive email notification(s) from CastleBranch if any immunizations are not current.
D. Evidence of two step tuberculosis (TB) testing or health assessment in positive reactors* (Attachment C) *Note: Please refer to Tuberculosis (TB) testing for health care workers, 902 KAR 20:205, for additional clarification. *NOTE: Some facilities require tuberculosis (TB) testing and/or a TB health assessment to be completed three (3) months prior to the clinical rotation. If the student is placed at that site and > three months has passed since the last TB skin test and/or health assessment, the student will be required to obtain and pay for the additional TB skin test and/or health assessment.*	*See Note	Students will be required to upload annual tb evidence to the secure website.

E..Covid-19 Vaccine. Please submit copies of the Covid-19 vaccine as well as any Covid-19 boosters you may have had.		Students will be required to upload evidence to the secure website.
F. Evidence of current active individual health insurance.		Students will be required to upload evidence to the secure website.
G. Individual student nurse liability insurance must be secured. Malpractice insurance with limits of at least $1,000,000/$3,000,000 must be obtained. These three companies offer liability Insurance to students (these are suggestions, you can obtain student nurse liability insurance through other insurance carriers). NSO - www.nso.com or call 1-800-247-1500 HPSO - www.hpso.com or call 1-800-982-9491 MARSH - www.proliability.com or call 1-800-621-3008		Students will be required to upload evidence to the secure website.
H. American Heart Association for Healthcare Provider Certification for Infants to Adults must be submitted. Please note: We **ONLY** accept American Heart Certification for Healthcare Provider. CPR must remain current during the entire time a student is enrolled and progressing in the pre-licensure program. Link to find classes offered in your area: https://ahainstructornetwork.americanheart.org/AHAECC/classConnector.jsp?pid=ahaecc.classconnector.home&courseid=1-5BPOMK&coursestyle=classroom&language=1001		Students will be required to upload evidence to the secure website if current CPR evidence is expired or expiring.
EVIDENCE OF FLU VACCINE ITEM H IS REQUIRED TO BE UPLOADED TO THE SECURE DOCUMENT REPOSITORY WEBSITE (CASTLEBRANCH) **NO LATER** THAN **OCTOBER 15, 2023.**		

I. Flu vaccine. Students will be required to receive a flu vaccine every year OR a declination form must be submitted. **The date for submission of the current flu vaccine will be announced during the fall semester.** **(Clinical facilities usually require vaccines by October 31st of each year.)**		Students will be required to upload evidence to the secure website.
ITEMS J - K WILL BE VERIFIED THROUGH THE PROGRAM OF NURSING OFFICE.		
J. Substance Use Screening – Students must submit an annual screening within 30 days of the beginning of classes. **Screening should be completed after July 30, 2023 but NOT LATER than August 30, 2023.** Random screenings may be ordered at the discretion of the Director of Nursing. (See Attachment I for details) *NOTE: Some facilities require substance screenings to be completed six (6) months prior to the clinical rotation. If the student is placed at that site and > six months has passed since the last substance screening, the student will be required to obtain and pay for the additional substance screening.*		Substance screening **must** be completed through **PREMIER INTEGRITY SOLUTIONS.** Provider provides information to designated LWC PON representative through secure site
K. OSHA/HIPAA training verification - This training will be provided to the incoming Sophomore students during the Boot Camp.		
L. Students must obtain a LWC Nursing Student ID (Administration Building top floor- Student Services Office). The cost for the ID is $5.00. You will be required to wear this ID during lab and clinical.		

PROCESS FOR RETURNING NURSING STUDENTS

Returning nursing students will pay a Fee of $30.00 for subsequent background checks (required annually) and are required to upload clinical documentation to their Castle Branch account (example annual tb screening, immunization boosters, etc.)

EVIDENCE OF CLINICAL COMPLIANCE ITEMS A, C, D, E, F, G ARE REQUIRED TO BE UPLOADED TO THE SECURE DOCUMENT REPOSITORY WEBSITE (CASTLEBRANCH) **NO LATER** THAN **August 12, 2023.**		
Clinical Compliance **Required Documentation**	**Expiration Date**	**Instructions for Submission of Evidence**
A. Returning nursing students are required to complete annual background checks. Returning students will **order package code LQ82re** and pay a $30.00 fee for the recheck. The background check package includes the following: ● County Criminal Search – Flat Rate ● Nationwide Healthcare Fraud & Abuse – FACIS Level III ● National Record Indicator with Sex Offender Index ● Social Security Alert ● Residency History *Note: You will be required to complete an AOC Background Check and FBI Fingerprint Card when you apply for licensure to obtain a Kentucky RN License. (If you are applying for licensure outside of Kentucky you will be required to follow the requirements of the specific state.*		1. Student will go to https://mycb.castlebranch.com/ 2. In the upper right hand corner, enter the Package Code **LQ82re** Students will be required to pay a Fee of $30.00 for the recheck background check. (Please see Package Review Instructions)

B. Health History & Physical Examination Form (Health Record Form) - to be completed IF a student has a health event or a lapse in progression in clinical.		Students will be required to show documentation to lead instructor.
C. Current Immunization Records. [Please see below for recommended Adult Immunization Schedule (U.S. 2023)]. Students should consult with their health care provider or local health department to confirm the currency of all 2023 Adult Immunizations. LWC Program of Nursing requires the following vaccines or Titers: Tetanus, diphtheria, pertussis (Td/Tdap), Varicella (Chickenpox), Measles, mumps, rubella (MMR), and Hepatitis B		Students will be required to upload any **updated** immunization records. Students will receive email notification(s) from CastleBranch if any immunizations are not current.
D. Evidence of annual tuberculosis (TB) testing or health assessment in positive reactors* (Attachment C) *Note: Please refer to Tuberculosis (TB) testing for health care workers, 902 KAR 20:205, for additional clarification. *NOTE: Some facilities require tuberculosis (TB) testing and/or a TB health assessment to be completed three (3) months prior to the clinical rotation. If the student is placed at that site and > three months has passed since the last TB skin test and/or health assessment, the student will be required to obtain and pay for the additional TB skin test and/or health assessment.*	*See Note	Students will be required to upload annual tb evidence to the secure website.

E. Evidence of current active individual health insurance. If needed, students may secure health insurance from LWC Blue Raider Sports Medicine Office. (270-384-8238)		Students will be required to upload evidence to the secure website.
F. Individual student nurse liability insurance must be secured. Malpractice insurance with limits of at least $1,000,000/$3,000,000 must be obtained. These three companies offer liability Insurance to students (these are suggestions, you can obtain student nurse liability insurance through other insurance carriers). NSO - www.nso.com or call 1-800-247-1500 HPSO - www.hpso.com or call 1-800-982-9491 MARSH - www.proliability.com or call 1-800-621-3008		Students will be required to upload evidence to the secure website.
G. American Heart Association for Healthcare Provider Certification for Infants to Adults must be submitted. Please note: We **ONLY** accept American Heart Certification for Healthcare Provider. CPR must remain current during the entire time a student is enrolled and progressing in the pre-licensure program. Link to find classes offered in your area: https://ahainstructornetwork.americanheart.org/AHAECC/classConnector.jsp?pid=ahaecc.classconnector.home&courseid=1-5BPOMK&coursestyle=classroom&language=1001		Students will be required to upload evidence to the secure website if current CPR evidence is expired or expiring.
EVIDENCE OF FLU VACCINE ITEM H IS REQUIRED TO BE UPLOADED TO THE SECURE DOCUMENT REPOSITORY WEBSITE (CASTLEBRANCH) <u>**NO LATER**</u> THAN <u>**OCTOBER 15, 2023.**</u>		
H. Flu vaccine. Students will be required to receive a flu vaccine every year OR a declination form must be submitted. **The date for submission of the current flu vaccine will be announced during the fall semester.**		Students will be required to upload evidence to the secure website.

(Clinical facilities usually require vaccines by October 31st of each year.)		
I. Covid-19 Vaccine. When you have received the Covid-19 vaccination, please submit copies of the vaccine as well as any boosters you may have had.		
ITEMS I – J WILL BE VERIFIED THROUGH THE PROGRAM OF NURSING OFFICE.		
J. Substance Use Screening – Students must submit an annual screening within 30 days of the beginning of classes. Random screenings may be ordered at the discretion of the Director of Nursing. (See Attachment I for details) *NOTE: Some facilities require substance screenings to be completed six (6) months prior to the clinical rotation. If the student is placed at that site and > six months has passed since the last substance screening, the student will be required to obtain and pay for the additional substance screening.*		Substance screening **must** be completed through **PREMIER INTEGRITY SOLUTIONS.** Provider provides information to designated LWC PON representative through secure site
K. OSHA/HIPAA training verification - Junior and Senior nursing students will receive this training prior to beginning clinical rotations.		

VERY IMPORTANT INSTRUCTIONS

<u>Please read all instructions carefully.</u>

To meet accreditation standards, LWC institutional requirements, and affiliate agency requirements, every BSN Pre Licensure nursing student must demonstrate LWC Program of Nursing (PON) Clinical Compliance to be placed within a clinical agency setting. **The deadline for submission of documents is non-negotiable and lack of adherence to the posted submission dates will constitute dismissal from the nursing program – no exceptions.**

Students must demonstrate current compliance (*current for the entire academic year) with the information contained in the LWC Pre-Licensure BSN Nursing Program Clinical Compliance Checklist. The PON operates with FERPA and HIPAA compliance related to student health and personal information; therefore, student must submit a completed clinical compliance file by posted submission dates. Students should retain the original document for personal professional files. Only designated PON personnel will have access to the files. The PON will not be authorized to return any documents to the student at the time of submission, or any time thereafter. Student should not ask the PON office for a copy of clinical compliance documents.

IMPORTANT: All health and personal information is secured and confidential. When necessary for clinical placement, student documents are released to clinical agencies to meet agency contractual requirements for student placement. HIPAA and FERPA guidelines apply to all document transmission.

Following severe illness, hospitalization, physical injury, pregnancy, emotional disorder, etc., a student is required to have a return to school/work statement from a health care provider for readmission, and/or continuance in the nursing program. This statement must indicate that **the student is able to return to the clinical setting and meet the technical standards** as outlined in the BSN Pre-Licensure Student Handbook.

ALL REQUIRED CLINICAL COMPLIANCE DOCUMENTS ARE DUE BY REQUESTED DEADLINES. If a student is missing a component, or the file is incomplete, one notice regarding the information missing will be sent via email to the student email account. A deadline will be communicated. Adherence to the deadline is non-negotiable. No further communications will be sent and lack of adherence may constitute dismissal from the program.

For any questions, email nursing@lindsey.edu.

CastleBranch Clinical Compliance Vendor Information

CastleBranch is the vendor that will process all documents submitted to meet clinical compliance requirements and will process all required background checks. Please read all instructions carefully. Please watch the CastleBranch Orientation Video prior to beginning the process. The order code for **NEW** Lindsey Wilson College Program of Nursing students is **LQ82** and the website can be accessed here https://www.castlebranch.com/online_submission/package_code.php.

The order code for **RETURNING** Lindsey Wilson College Program of Nursing Students is **LQ82re** and the website can be accessed here https://mycb.castlebranch.com/online_submission/package_code.php

SUBMITTING DOCUMENTS
Submitting documents to myCB can be achieved three ways: via upload, fax, or mail. This guide will cover all three options. If you need any further assistance, please call CastleBranch at 1-888-914-7279 or you can email to servicedesk.cu@castlebranch.com.

UPLOADING DOCUMENTS
Uploading your documents through myCB is not only secure but ensures faster processing time. Options for Digitizing Your Document

- Take a picture
- Use the myCB app
- Scan your document
- Utilize a local FedEx, UPS, Library, or University's resources

Submitting Through myCB

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to

- Click **Browse** next to **Your Computer or Flash Drive**
- Select file(s) needed, one at a time

All Documents uploaded are stored in your **Document Center** for future use.

To attach a previously uploaded document to a requirement, follow the same steps and then click **Browse** next to **My Documents.**

Hit **Submit**

Note: Document removal may only happen before submission. Make sure you have attached the correct file name(s) before submitting. To remove a document, simply click **REMOVE DOCUMENT** and re-attach the correct version.

Replacing Rejected Documents
- Read the rejected reason
- Re-upload using the same steps above

The two most common rejection reasons are missing information and illegible documentation. Make sure your documents are easily legible and contain their essential information, such as: signatures, physical exam dates, vaccination dates, or titer collection dates.

FAXING DIRECTLY TO REQUIREMENTS
Following the steps below will result in your documents **automatically attaching to their specific requirements**, designated by their included cover letters.

Print Cover Letters

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Download** at the bottom
- Read and close the warning prompt
- Print the cover letter
- Follow the directions on the cover sheet
- Repeat for all requirements to be faxed

FAXING TO DOCUMENT CENTER
Following the steps below will result in your documents going into your myCB document center, where **you will need to attach them to each requirement individually**.

Print Cover Letter

- Click **Document Center** within the myCB panel on the left
- Click **Print/Fax Mail Cover Sheet** on far right
- Read and close the warning prompt
- Print the cover sheet
- Follow the directions on the cover sheet
- Faxed documents will display under **My Documents** within the **Faxed** folder

Submit Through myCB

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Browse** next to **My Documents**
- Choose the **Faxed** folder

- Pick document needed
- Hit **Submit**

MERGING FAXED PAGES
If submitting more than one document to a requirement, you have the option to merge them together.

To Merge Pages
- Click **Document Center**
- Find the **Faxed/Mailed Documents** folder
- Select one file you wish to merge with another
- Click **Add PDF to Merge Queue**
- Repeat until all pages you wish to merge are queued
- Select **Merge These Documents** at the top right
- All merged files can be found in the **Merged Files** folder.

MAILING DOCUMENTS TO CASTLEBRANCH

Follow the steps below to mail documents to CastleBranch for review.

Print Cover Letters
- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to mail in
- Click **Download** at the bottom
- Read and close the warning prompt
- Print the cover letter
- Repeat for all requirements to be sent in
- **Mail to:** _____

> CastleBranch
> 1844 Sir Tyler Drive
> Wilmington, NC 28405
> Attn: TDL Document Center

Note: Pages mailed to CastleBranch should be ordered accordingly.

> Cover Letter A, document A
> Cover Letter B, document B

Contact information: CastleBranch.com   Phone: 888.723.4263

*****PLEASE NOTE PRIOR TO APPLYING FOR LICENSURE*****

You will be required to follow the State Board of Nursing requirements prior to applying for licensure by examination. State of Kentucky Board of Nursing requires applicants to complete the following:

FEDERAL/STATE CRIMINAL BACKGROUND CHECKS
KRS 314.011(21) defines conviction as an unvacated adjudication of guilt, pleading no contest or nolo contendere, entering an Alford plea, or entering a guilty plea pursuant to a pretrial diversion order regardless of whether the penalty is rebated, suspended, or probated.
Required of:

- RN and LPN applicants for <u>licensure by examination, endorsement, and reinstatement</u>
- APRN only applicants
- All SANE applicants

Note: All previous surnames MUST be reported when requesting a Criminal History Report. For instructions on how to include a maiden name, alias, etc., please click <u>here</u>.

All nursing graduates will complete the state and federal criminal background check through IdentoGO®.

- Complete the <u>state and federal criminal background check</u> through IdentoGO®

Information regarding IdentoGO® Registration

- All applicants will need to register via the UEnroll website utilizing the KBN Service Code (27GKJR).
- Both the state and federal criminal background check reports must be obtained through IdentoGO®.
- Appointments are available by <u>scheduling on-line</u> or by calling <u>1-844-543-9714</u>.
- The IdentoGO® website will collect all necessary personal data for scheduling your appointment at one of the many IdentoGO® centers utilizing an easy to use search tool. Once you complete the registration, you will be provided a service summary, which will detail your appointment and what you need to bring to the location. This information will also be emailed to the email address you provide during registration. All applicants are required to pre-enroll and schedule an appointment.

Information regarding IdentoGO® Live Scan Enrollment Process

- IdentoGO© assesses a fee of $53.25 for both the state and federal background reports. This fee is not collected by the KBN and is subject to change without notice.
- All enrollment centers in Kentucky will have the same workstation installed, including a fingerprint scanner, identification document authenticator, camera, check scanner, signature capture pad, and credit card reader.
- Once registration is complete, arrive to the site for your appointment at an IdentoGO® center. You will verify your identity and provide your birthday for security to enter the enrollment process. The workstation will prompt you for confirmation of what you are enrolling for, confirm biographic and personal data, and require a valid ID document. When the fingerprint capture and payment collection is complete, you will sign to confirm that you have completed the enrollment, and a receipt will be auto-printed with details regarding your enrollment.
- Certified/business checks, money orders, or a credit card can be used to pay for services at the location.

Documents to bring to your enrollment appointment

You will need to bring one of the following identification documents to your enrollment appointment.

Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's license issued by a state or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S
- ID card issued by a federal, state, or local government agency or by a Territory of the United States

- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Name Linking Documents (only needed if name on identification does not match name in registration):

- Original or certified copy of a court ordered name change document (to include marriage

To view the IdentoGO® Kentucky Registration Screenshots, use the key word [IdentoGO](#) when in the KBN

Document Library.

- The KBN will receive the results of the state and federal criminal background reports directly from IdentoGO®, which is the company that has a contract to perform this work for the Kentucky State Police.
- It is essential that the KBN service code of 27GKJR be entered during the IdentoGO® registration process. The KBN service code enables the record to be provided to the KBN.
- Applicants will no longer request a state criminal history report through the Administrative Office of the Courts (Courtnet) and will no longer submit fingerprint cards to the Kentucky State Police. IdentoGO® replaces these as IdentoGO® is the official state vendor for the state and federal criminal background reports.
- Criminal history reports are valid for a period of six months, if requested for the KBN.
- Information located on this website concerning IdentoGO® is subject to change without notice. Applicants are encouraged to visit the IdentoGO® website for additional information.

REPORTING CRIMINAL HISTORY

KRS 314.011(21) defines conviction as an unvacated adjudication of guilt, pleading no contest or nolo contendere, entering an Alford plea, or entering a guilty plea pursuant to a pretrial diversion order regardless of whether the penalty is rebated, suspended, or probated.

- OTHER THAN DUIs, do not report traffic offenses. Letters of explanation may be faxed to 502-429-3353. Certified court documents must be mailed to KBN at:
  Kentucky Board of Nursing
  Consumer Protection Department
  312 Whittington Parkway
  Suite 300
  Louisville, KY 40222

[Click here for more information on reporting criminal convictions](#).
ANSWER THE CONVICTION OR DISCIPLINARY QUESTION IN ERROR?

- Send a letter correcting the information Fax to 502-429-3336

Lindsey Wilson College PON Health Record Form

PART I   Health History

To be completed by the nursing faculty member/student nurse. Please select applicable box below.

·Student   ·Full Time Faculty   · Adjunct Faculty   ·Clinical faculty

A. Biographical Information (Please print legibly)

Name: _____

Date of Birth: (MM/DD/YYYY) _____

Address (local): _____

City: _____State: _____Zip Code:_____

Address (permanent): _____

City: _____State:_____Zip Code:_____

Home Phone: _____Cellular Phone:_____

Please include area code

Email address: _____

Notify in case of Emergency: _____

Relationship: _____

Telephone Number (include area code):_____

Address: _____

Physician/Nurse Practitioner: _____

Address: _____

City: _____State:_____Zip Code:_____

Telephone Number (include area code):_____

Health Insurance Company _____

Identification Number:_____ Group Number:_____

B. Present and Past Health Status

Allergies: _____

Medications: Prescriptions: _____

                 Over the counter: _____

Previous Surgeries: _____

Chronic Illness/Problems: _____

Limitations on Activities: _____

Indicate the year in which the following experienced or were diagnosed:

Asthma: _____ Cancer: _____

Diabetes: _____ Epilepsy: _____

Emotional Disorders: _____Skeletal/Joint Disorders:_____

Headaches: _____Hearing Disorders: _____

Lung Disorders: _____Muscular Disorders:_____

Rheumatic Fever: _____ Heart Disorders:_____

Visual Disorders: _____ Other_____

I attest that the information in this Faculty/Student Health Record is accurate to the best of my knowledge. I understand that I will not be admitted to the clinical experiences if the health record is incomplete, outdated, and/or all immunizations/health screening are not properly documented as specified in the BSN Student Handbook. I understand I must be able to meet the basic technical standards of performance necessary for the practice of nursing for progression in the program of study.

Signature of Nursing Faculty/Student: _____

Date of Signature _____ Planned start date for clinical:_____

**********THIS INFORMATION WILL BE TREATED CONFIDENTIALLY**********

PART II

To be completed by the Physician or Advance Registered Nurse Practitioner

PATIENT NAME: _____DOB:_____

Date of Physical Exam: _____

Vital Signs:

Ht: _____ Wt:_____ Temp: _____ Pulse:_____ Resp.:_____
B/P_____

Assessment	NORMAL	ABNORMAL
Skin/Hair/Nails		
Head		
Ear/Nose/Throat		
Neck		
Chest and Lungs		
Heart and Peripheral Vascular		
Breasts		
Abdomen		
Genitalia		
Rectum		
Musculoskeletal		
Neurological		

Is there any medical health condition that would hinder progress through a nursing program?

Yes   No

If yes, please describe in detail_____

_____

_____

_____

_____   _____

Print Examiner's Name   Date of Examination

_____   _____

Examiner's Signature   Examiner's Title

Address: _____

_____

Telephone: include area code_____

Current Immunization Requirements

All records are due two weeks prior to the start of classes.	
Hepatitis B Series	The following is required: 3 vaccinations AND a positive antibody titer (lab report required) OR declination waiver (this will be available on Blackboard under LWC Nursing Students Organization). If a series is in process, submit where you are in the series. If the titer is negative or equivocal, you will be required to receive 1 booster shot. Please note: Students who submit a waiver may not be allowed in some agency/clinical settings.
Hepatitis B Booster	Your titer was negative or equivocal, submit 1 booster shot.
Tetanus, Diphtheria & Pertussis (Tdap)	Documentation of a Tdap booster within the past 10 years OR a Td booster within the past 2 years. The renewal dates will be set at 10 years if Tdap is submitted or 2 years if Td is submitted.
Varicella (Chicken Pox)	One of the following is required: 2 vaccinations OR positive antibody titer (lab report required). If the titer is negative or equivocal, submit 1 booster shot.
Varicella (Chicken Pox) Booster	Your titer was negative or equivocal, submit 1 booster shot.
Measles, Mumps & Rubella (MMR)	Your titer was negative or equivocal, submit 1 booster shot.
TB Skin Test (Tuberculosis)	If you have never had a TB Skin Test, one of the following is required: • 2 step TB skin test (administered 1-3 weeks apart) OR • 2 consecutive annual skin tests (administered 10-12 months apart, with the most recent administered within the past 12 months) • A TB Blood Test (interferon-gamma release assays or IGRAs) OR • If positive results, submit physician clearance documented on letterhead from the past 12 months. • Must state that you are symptom free of tuberculosis and that you have received counseling OR that you have received and completed treatment and follow up. The renewal date will be set for 1 year.

	Upon renewal of a TB Skin Test, one of the following is required: ● 1 step TB skin test OR ● If previous positive results, submit physician clearance documented on letterhead from the past 12 months. ● Must state that you are symptom free of tuberculosis
Covid-19 Vaccine	● Documentation of your vaccine card. ● Documentation must include the manufacturer. ● Administered Date Vaccine #1 ● Administered Date Vaccine #2 ● Vaccine lot# ● COVID-19 Vaccine Manufacturer ● Vaccine 2 Lot # ● COVID-19 Vaccine Manufacturer (Vaccine 2) ● Any boosters received
Please see recommended Healthcare Personnel Vaccination Recommendations (U.S. 2023) at Recommended Adult Vaccinations www.cdc.gov. Students should consult with a licensed health care provider or local health department to confirm currently of all 2023 Adult Immunizations.	

Lindsey Wilson College
Program of Nursing
Hepatitis B Vaccine Waiver Form

Hepatitis B is a serious disease caused by the hepatitis B virus (HBV) that attacks the liver and can be spread to others. The Center for Disease Control (CDC) recommends that workers who perform tasks that involve exposure to blood or blood-contaminated body fluids should be vaccinated. Consequently, the majority of health care agencies require all workers who may be at risk to be vaccinated. In addition, health care agencies used as clinical practice sites require Hepatitis B immunity for all nursing students. If you have not received the recombinant hepatitis B vaccine and are a nursing student, your placement for clinical practice could be affected.

What is hepatitis B?

Hepatitis B is a contagious liver disease that results from infection with the hepatitis B virus and means inflammation of the liver. It can range in severity from a mild illness lasting a few weeks to a serious, lifelong illness. Hepatitis B is usually spread when blood, semen, or an-other body fluid from a person infected with the hepatitis B virus enters the body of someone who is not infected. This can happen through sexual contact with an infected person or sharing needles, syringes, or other drug-injection equipment. Hepatitis B can also be passed from an infected mother to her baby at birth. Hepatitis B can be either acute or chronic. Acute hepatitis B virus infection is a short-term illness that occurs within the first 6 months after someone is exposed to the hepatitis B virus. Acute infection can—but does not always – lead to chronic infection. Chronic hepatitis B virus infection is a long-term illness that occurs when the hepatitis B virus remains in a person's body. Chronic hepatitis B is a serious disease that can result in long-term health problems, and even death. The best way to prevent hepatitis B is by getting vaccinated. This information has been taken from the Center for Disease Control website. We encourage students to visit www.cdc.gov to receive more information about hepatitis B before signing this waiver.

STUDENT RELEASE UPON REFUSAL OF IMMUNIZATION AGAINST HEPATITIS B

I understand that it is recommended that all pre-licensure BSN students who do have evidence of immunity to Hepatitis B vaccine receive the Hepatitis B vaccine. The recombinant B vaccine is a genetically engineered vaccine derived from the hepatitis B surface antigen produced in yeast cells (common baker's yeast). I understand that if I have an allergy or sensitivity to yeast, I should not receive the vaccine. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. I also understand that the majority of clinical placement sites are requiring evidence of hepatitis B virus immunity before accepting pre-licensure BSN students for clinical practice and I acknowledge that, if I do not have evidence of HBV immunity, my placement for clinical practice may be affected (if applicable).

Despite the risks described above, I request that my refusal be honored, and I hereby release Lindsey Wilson College, its officers, trustees, employees and agents as well as any clinical agency in which I practice in any student role from any and all liability that may arise directly or indirectly as a result of my refusal of the hepatitis B vaccine.

I, (PLEASE PRINT NAME) _____ , refuse or am in the process of completing the series of Hepatitis B vaccinations. I understand the risks as stated above apply until the series is completed.

_____Date:_____
Signature of student: (Signature of parent/guardian is required if student is under age 18.) Students choosing nursing major must complete the hepatitis B series.

Lindsey Wilson College
Pre Licensure BSN Nursing Program
Seasonal Influenza Vaccination Form

Complete this section for administration of vaccine.

NAME:_____ LWC ID #_____ DATE _____

Documentation of Immunization

INFLUENZA VACCINATION GIVEN   INTRANASAL INTRAMUSCULAR

LOT ID # _____EXP DATE   _____

DATE GIVEN_____ ADMINISTERED BY_____

Declination of Seasonal Influenza Vaccination Form

Complete this portion of the form only for declination.

Lindsey Wilson College Program of Nursing has recommended that I receive influenza vaccination in order to protect myself and the clients I serve. I acknowledge that I am aware of the following facts:

- Influenza is a serious respiratory disease that kills thousands of persons and hospitalizes hundreds of thousands of persons in the United States each year.
- Influenza vaccination is recommended for me and all other healthcare workers to prevent influenza disease and its complications, including death.
- If I contract influenza, I will shed the virus for 24–48 hours before influenza symptoms appear. My shedding the virus can spread influenza infection to clients in the healthcare setting.
- If I become infected with influenza, even when my symptoms are mild, I can spread severe illness to others.
- I understand that the strains of virus that cause influenza infection change almost every year, which is why a different influenza vaccine is recommended each year.
- I cannot get the influenza disease from the influenza vaccine.
- The consequences of my refusing to be vaccinated could endanger my health and the health of those with whom I have contact, including clients in this healthcare setting, my coworkers, my family, and my community.

Despite these facts, I am choosing to decline influenza vaccination right now.

I understand that I may change my mind at any time and accept the influenza vaccination, if the vaccine is available.

If I remain unvaccinated, I will be required to follow the clinical facility's policies regarding unvaccinated health care providers (for example, I will wear a mask within 6 feet of patients).

I have read and fully understand the information on this declination form.
NAME: (print)_____ LWC ID #_____

Signature _____ DATE _____

Evidence of Annual Tuberculosis (TB) Screening

Tuberculosis (TB) Screening

TB documentation: For nursing students and health care providers, KRS (Kentucky Revised Statutes) regulation requires that unless documented proof can be provided validating participation in serial testing (annually); a Two-Step TB testing process must be completed. Therefore, students must submit documentation of previous years TB results as well as a current test which was administered within three (3) months of initiating the clinical experience. Students that have not had sequential TB immunization will need to submit documentation demonstrating that the TB tests were received; **the second test within 7 - 21 days of the first** and completed within three months of presenting for clinical. Please refer to Tuberculosis (TB) testing for health care workers, 902 KAR 20:205, for additional clarification.

EXAMPLE A: Nursing Student Requiring **Two Step TB**

Testing Process

*Please note, this will apply to all new nursing program students that **have not** had a previous TB screening or if a student has not received serial testing.

Student Name	1st Step TB Test	2nd Step TB Test	Clinical Begins
Nursing Student A	06-25-2015	07-09 to 07-16-2015	09-08-15

EXAMPLE B: Nursing Student That Demonstrates Evidence of Annual Serial Testing Dates

Please note: All students enrolled and progressing in the nursing program are required to meet the criteria. Annual screening must be on or before the same month as the anniversary date of the last TB Risk Assessment.

Student Name	Serial TB Screening	Clinical Begins:
Nursing Student A	07-05-2013	
Nursing Student A	07-05-2014	
Nursing Student A	07-05-2015	09-08-2015

Lindsey Wilson College
Program of Nursing
Substance Use Screening for Program of Nursing (PON) BSN Pre Licensure Program

Purpose: In order to protect patient safety and to comply with clinical agency requirements, all students accepted into the LWC Pre Licensure BSN program must comply with the annual substance use screening policy. Any costs associated with substance screening will be the student's responsibility. The LWC PON will designate the company and/or agency to conduct the substance screening and will NOT accept results from another other company or agency. Students not adhering to the substance screening policy will be dismissed from the program.

Policy: Attending class or clinical under the influence of illegal drugs and/or alcohol is against the LWC student code of conduct (LWC Student Handbook 2023-2024) and may result in dismissal from the nursing program. As a further condition of admission and continuance in the program, random drug/alcohol screening may be required at the discretion of the nursing faculty and/or clinical facility, and the costs of such screening will be the student's responsibility. Students refusing to have a substance screen (scheduled or random) will be required to immediately withdraw from the nursing program. The existence of a non-negative or positive drug screen does not automatically disqualify a student from entering or matriculating in the nursing program.

Steps for compliance with LWC Pre Licensure BSN Substance Screening policy:

1.   By designated date, prior to participation in clinical rotations in the fall semester, all students in the LWC BSN Pre Licensure nursing program will have a substance screening.

2.   Substance screening will be at the student's expense and must be completed at a substance screening center designated by Director of Nursing (please see information noted below)

3.   Results of substance screening are forwarded to Director of Nursing. Only students with non-negative or positive screening will be notified by the PON.

4.   The Director of Nursing advises student of non-negative or positive screen and informs student of a random screening and confirmatory testing will be required.

5.   Student receives random screening and confirmatory testing notification from PON and report to Premier Integrity Solutions, Inc., within 24 hours for random and confirmatory screening.

6.   Student is responsible for expenses related to random/confirmatory testing and signs release for results to be sent to LWC PON.

7.   Any concerns about the validity of the test results or additional information concerning how a test might have registered as positive must be addressed through the Director of Nursing.

8.   With confirmation of a non-negative or positive result on any screening or random confirmatory testing, and an unsubstantiated LWC BSN Medication Report Form (see forms section), the Director of Nursing will notify the student in writing and this will lead to dismissal from the program.

9.   For students prescribed controlled substances at the time of the substance screening, or anytime during the academic year, a LWC BSN Medication Report Form provided by the LWC PON Office must be submitted and reviewed by the Director of Nursing. Students will be required to provide appropriate documentation of controlled substance medication for review. Students taking controlled substances may not be able to participate in clinical rotations; and thus, unable to complete the clinical course

requirements for admission and/or progression. Any decision to allow a student to enter or continue the nursing program with a non-negative or positive drug screen is solely at the discretion of the Director of Nursing, Vice President of Academic Affairs and the Vice President of Student Services and Enrollment Management, or committee members who are involved in the decisions making process concerning student admissions or dismissals at LWC.

* The costs of all substance screening will be the student's responsibility.

Class/Clinical Student Substance Impairment

Students attending class or clinical who smell of alcohol or engage in behavior indicating impairment, or who have other signs of drug or alcohol use will be asked to leave the class or clinical setting. The student will be required to obtain assisted transportation to a designated center for drug/alcohol screening. LWC faculty, staff, and/or students will not be responsible for transportation of the student who demonstrates signs of impairment.

Confidentiality of Alcohol or Drug Testing

The College will take appropriate measures to ensure individual privacy under this substance abuse policy. Drug or alcohol test results will be released in accordance with applicable institutional, federal, and state laws and regulations.

Process: As of the date of this publication, LWC PON has a contractual agreement with Premier Integrity Solutions, Inc. Students who have been accepted into the LWC nursing program (new admissions and current progressing students) must complete an annual substance screening during the designated timeframe. Premier Integrity Solution, Inc. maintains offices that are approved for testing in Russell Springs, Kentucky (16 miles from LWC), Bowling Green, KY (~ 60 miles from LWC), and Hazard, KY (~137 miles from LWC). LWC PON submits a roster of student names to the testing center, and students sign a waiver for results to be released securely to LWC PON representatives. Once screenings are completed, Premier Integrity Solutions releases results directly to LWC PON through a secure system.

Students should be prepared to pay upfront $22.00 cash to Premier Integrity Solutions for the substance screening.

HOURS FOR ALL PREMIER LOCATIONS MONDAY THRU FRIDAY 7:30 am to 4:30 pm (local time).

Locations of Premier Integrity Solutions Testing Centers:

Russell Springs Kentucky
7 Jamestown Street
Russell Spring, KY 42642
Phone 1-270-866-3144
Toll Free 1-800-256-7141

Bowling Green Kentucky
1228 Ashley Circle, Suite 3
Bowling Green, KY 42104
Phone 1-270-904-4717

Hazard Kentucky
217 Lovern Street
Hazard, KY 41702
Phone 1-606-435-8023

LWC Program of Nursing Medical Report Form

Student Name _____ Date Received _____
          Last, First, MI

In order to uphold the highest standards of the nursing profession, the Lindsey Wilson College Program of Nursing (PON) has adopted a drug-free environment. Students are required to submit to drug testing prior to the beginning of clinical rotations each academic year and as deemed necessary at random intervals throughout the program. Students seeking an exception to the drug free policy via the annual drug screening must complete the Medical Report Form and Waiver to Policy Form. These forms may be obtained from the office of the PON. The completed form must be delivered to the PON in a signed sealed envelope at the onset of any scheduled medication regimen. If students who test positive for controlled substances at any point in time do not have a current Medication Report Form on file with the Lindsey Wilson College PON Office, he/she may be dismissed from the BSN Pre Licensure nursing program.

Release of Medical Information

I wish to release medical information concerning my use of controlled substances to LWC PON. I authorize my healthcare provider to complete the form below and send this information directly to the PON by secure fax to the attention of the Director of Nursing (270) 384-7353. I also authorize my healthcare provider to discuss my care with the Director of Nursing at LWC.

_____ Date _____
Student Signature

The remainder of this form must be filled out by the <u>health care provider prescribing controlled</u> <u>substances</u> for this student.

Student's Name: _____

Health Care Provider's Name:

_____

State Licensure #: _____

Area of Specialty: _____Date :_____

The person named on this form is requesting an exception to the LWC PON drug free policy. Exceptions may be granted for limited time use of scheduled medications when deemed medically necessary for the student's health, if the use of the medication will not place the student or their patients at risk of injury.

Diagnosis requiring use of controlled medications:_____

Initial Date of Diagnosis_____:_____Date of last clinical contact_____

Student Name_____Date Received   _____

            Last, First, MI

Expected duration of medical condition requiring treatment with scheduled medications is:

 Long term: 2-12 months

 Short-term 30-60 days

Temporary: less than 30 days

NOTE: Students who test positive for controlled medication use more than 30 days after the completion of the expected duration of the treatment will be considered in violation of the drug free policy. If a condition lasts longer than originally anticipated, a new form with an updated expected duration must be filed with the PON.

Student Medications:

Please list the controlled medications that YOU have prescribed for this student:

_____
_____
_____
_____

1. Can use of this medication impair the student's judgment, memory, balance, ability to drive, or ability to safely provide care to patients in a hospital or other clinical setting?

_____
_____
_____
_____

No – go to question 4.

Yes - go to next question.

2. If yes, can this student be medically treated with a non-scheduled medication?

_____

No – go next question

Yes - if a non-scheduled medication will be used, then student will not need to file a form with the PON.

3. If use of a scheduled medication is absolutely necessary, can medication use be limited to times when it will not affect the student's ability to drive or participate in clinical practice without harming the student's health?

No

Yes - Please describe plan for safe use of scheduled medications._____

_____

4. Do you as a health care provider feel this student will be safe to practice in a clinical setting while taking the medications as prescribed?

No – Student should be allowed to attend class and lab sessions but not participate in

clinical practice at this time.

Yes - Student can safely be allowed to participate in clinical practice.

Health Care Provider Name and Title – (PLEASE PRINT) _____

Office Address_____

Health Care Provider Signature: _____Date:

_____

NOTE: <u>Only health care providers licensed in Kentucky and the immediate adjacent states</u> may prescribe controlled substances for LWC nursing students. Fax Completed Form to 270-384-7353 Attention Director of Nursing.

Medication	Dose	Frequency

Health History and Physical Examination Form
After receiving a letter of acceptance to the nursing program, students should secure a signed physical examination from a licensed health care provider at least six months prior to the first day of class in the nursing program. A copy of the physical exam must be submitted with the clinical compliance packet. If needed, a LWC Program of Nursing Physical Examination Form is available on the Castle Branch website.

Current Immunizations and TB Screening
One of the following is required:
- Two (2) step TB skin test (administered 1-3 weeks apart) OR
- Two (2) consecutive annual skin tests (administered 10-12 months apart, with the most recent administered within the past 12 months)

OR
- If positive results, submit physician clearance documented on letterhead from the past 12 months.
  - Must state that you are symptom free of tuberculosis and that you have received counseling OR that you have received and completed treatment and follow up.

The renewal date will be set for one (1) year.

Upon renewal, one of the following is required:
- One (1) step TB skin test

OR
- If previous positive results, submit physician clearance documented on letterhead from the past 12 months.

NOTE: The Tuberculosis screening documentation must remain current for the entire semester and must not expire at any time during the semester.

MMR-Measles, Mumps, Rubella and Rubeola Immunity: Serologic evidence of immunity (titer) or documentation of two doses of vaccine after the first birthday. The two doses of vaccine can be given four weeks apart.

Hepatitis B vaccination: The following is required: 3 vaccinations AND a positive antibody titer (lab report required) OR declination waiver (this will be available on Blackboard under LWC Nursing Students Organization). If a series is in process, submit where you are in the series. If the titer is negative or equivocal, you will be required to receive 1 booster shot. Please note: Students who submit a waiver may not be allowed in some agency/clinical settings.

Influenza vaccination.

Varicella (chicken pox) Immunity: Must have either serologic evidence of immunity (varicella zoster virus titer) or documentation of vaccine, (two doses, four weeks apart).

Pertussis booster vaccine (TDaP-Adacil, which has the pertussis component): This vaccine is for adults and is different from the vaccine given to infants and young children.

Covid-19 Vaccine: For both adults and children. One or two doses depending on the vaccine received.

Students not complying with the above recommended immunizations must provide a waiver (see forms section) signed by a health care provider with the clinical compliance packet.

CDC Recommended Immunization Schedule

Vaccine	19-21 years	22-26 years	27-49 years	50-64 years	≥65 years			
COVID-19 ⓘ	**2- or 3- dose primary series and booster (see notes)**							
Influenza inactivated (IIV4) or **Influenza recombinant (RIV4)** ⓘ	1 dose annually							
or ⓞⓡ **Influenza live attenuated (LAIV4)** ⓘ			ⓞⓡ 1 dose annually					
Tetanus, diphtheria, pertussis **(Tdap or Td)** ⓘ	1 dose Tdap each pregnancy; 1 dose Td/Tdap for wound management (see notes)							
	1 dose Tdap, then Td or Tdap booster every 10 years							
Measles, mumps, rubella **(MMR)** ⓘ	**1 or 2 doses depending on indication (if born in 1957 or later)**					For health care personnel, (see notes)		

Varicella (VAR) ⓘ	**2 doses** **(if born in 1980 or later)**	2 doses
Zoster recombinant (RZV) ⓘ	2 doses for immunocompromising conditions (see notes)	2 doses
Human papillomavirus (HPV) ⓘ	2 or 3 doses depending on age at initial vaccination or condition	27 through 45 years
Pneumococcal (PCV15, PCV20, PPSV23) ⓘ	1 dose PCV15 followed by PPSV23 OR 1 dose PCV20 (see notes)	See Notes / See Notes
Hepatitis A (HepA) ⓘ	2, 3, or 4 doses depending on vaccine	
Hepatitis B (HepB) ⓘ	2, 3, or 4 doses depending on vaccine or condition	
Meningococcal A, C, W, Y (MenACWY) ⓘ	1 or 2 doses depending on indication, see notes for booster recommendations	
Meningococcal B	2 or 3 doses depending on vaccine and indication,	

(MenB) ⓘ		see notes for booster recommendations
	19 through 23 years	
Haemophilus influenzae type b (Hib) ⓘ	1 or 3 doses depending on indication	

Cardiopulmonary Resuscitation (CPR)
Clinical sites require students to have completed adult and child CPR training for the Health Care Provider prior to attending clinical in their facility. The CPR certification must remain current throughout the entire semester of the clinical course and cannot expire at any time during enrollment in the nursing program. **The Program of Nursing requires American Heart Association for Healthcare Providers certification. Student is responsible for obtaining CPR certification.** Link to find classes offered in your area: American Heart Association Classes

Individual Health Insurance
Nursing students are required to have current individual health insurance.

Professional Liability Insurance
All nursing students participating in clinical learning experiences must purchase professional liability insurance and maintain it while enrolled in all clinical nursing courses. Individual student nurse liability insurance must be secured. Malpractice insurance with limits of at least $1,000,000/$3,000,000 must be obtained. These three companies offer liability Insurance to students.

NSO - www.nso.com or call 1-800-247-1500
HPSO - www.hpso.com or call 1-800-982-9491
MARSH - www.proliability.com or call 1-800-621-3008

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 Program of Nursing and a record of compliance will be kept in each student's file.

Information obtained by students through their activities and experiences in nursing clinical/laboratory/classroom settings related to patients/clients, personnel, faculty, students 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 determined inappropriate to the standard of confidentiality and privacy, will result in disciplinary action and/or expulsion from the program.

LWC policy prohibits student recording of any personally identifiable client information in any format. This includes written information, photocopies, audio or digital recordings, video, 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 must contain the student and clinical instructor names only. Websites that contain online personal journaling with reflections, comments, and/or hyperlinks provided by the writer have legal implications regarding HIPAA and FERPA, 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 and possible legal action.

Confidentiality

Students must comply with *KRS 210.235. This provision contains information regarding patient confidentiality. Any information regarding patients and facilities is considered confidential and may only be used/discussed for clinical purposes within the assigned clinical care setting. The student must be aware that violation of the requirement of confidentiality is punishable by a fine of up to five thousand dollars ($5,000) or imprisonment for a term not to exceed five (5) years or both, pursuant to *KRS 210.291.

*KRS 210.235 - Confidential nature of records

All applications and requests for admission and release, and all certifications, records and reports of the cabinet for human resources which directly or indirectly identify a patient or former patient or a person whose hospitalization has been sought, shall be kept confidential and shall not be disclosed by any person, except insofar as:

1. The person identified or his guardian, if any, shall consent; or
2. Disclosure may be necessary to comply with the official inquires of the departments and agencies of the Commonwealth of Kentucky; or
3. Disclosure may be necessary to comply with the official inquires of the departments and agencies of the United States government; or
4. A court may direct upon its determination that disclosure is necessary for the conduct of proceedings before it and failure to make such disclosure would be contrary to the public interest. Nothing in this section shall prelude the disclosure, upon proper inquiry of the family or friends of a patient, of information as to the medical condition of the patient.

HISTORY: 1954 c 12, 1, eff. 7-1-54 *KRS = Kentucky Revised Statute

In addition, the student must understand and be compliant with the Health Insurance Portability and Accountability Act (HIPAA), Public Law 104-191, 104th Congress.

WRONGFUL DISCLOSURE OF INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION

SEC. 1177.

(a) OFFENSE – A person who knowingly and in violation of this part –
    (1) Uses or causes to be used a unique health identifier;
    (2) Obtains individually identifiable health information relating to an individual; or
    (3) Discloses individually identifiable health information to another person, shall be punished as provided in section (b).

(b) PENALTIES – A person described in subsection (a) shall—
    (1) Be fined not more than $50,000, imprisoned not more than 1 year, or both;
    (2) If the offense is committed under false pretenses, be fined not more than $100,000,

imprisoned not more than 5 years, or both.

Health Care Agency Requirements
Students will also be responsible for providing any additional information that may be required by a health care agency in order to complete clinical rotations at that agency.

LWC COVID-19 Statement

The safety and health of our students, faculty and staff are of primary importance. As a result, Lindsey Wilson College has developed a process to safely deliver instruction during the COVID-19 pandemic. This approach is based on the health concepts of vaccination, social distancing when appropriate, wearing face coverings if recommended by the CDC, and disinfecting surfaces. All students and faculty have the option to wear masks while attending face-to-face class sessions. Should CDC guidance change and the college determine it appropriate at some point during the semester, masks could be required for all in the classroom.

Should a student not feel well, that student is not permitted in class and should contact the Dean of Students. The student must contact the instructor in advance of the class session and make arrangements to attend the class via synchronous technology while remaining in his/her residence hall room or remaining at home.

Changes to classroom expectations will be made if needed to align with guidance from the state and federal government and from the CDC.

BSN Program of Nursing Covid-19 Vaccination Policy

Any student or faculty member entering any agency for any reason must meet all compliance requirements of that agency, including receipt of the COVID-19 vaccine. Many of the Program of Nursing's (PON's) clinical agencies are requiring that students and faculty receive COVID-19 vaccinations. The PON is assuming that the COVID-19 vaccine will remain a required vaccine for these agencies until we are notified otherwise. Please understand that vaccination requirements are changing frequently, so an agency not currently requiring the vaccine may change this requirement prior to the start of or during the semester. While not a College requirement, nursing students and nursing faculty will be required by the PON to receive the vaccine to avoid delays in clinical placement.

The PON does not determine exemptions. Students or employees who wish to apply for a medical or religious exemption from obtaining the COVID-19 vaccination must submit a letter of request that must include their L-number. Medical exemption requests must include a letter from a medical doctor verifying the vaccination could be detrimental to the student's or employee's health. Religious exemption requests must include the specific religious belief on which the opposition to the vaccination is based and the theological basis for such belief. Employees will submit exemption requests to the Human Resources Office. Students will submit exemption requests to Student Services. Please note that exemptions do not guarantee clinical placement. Some clinical facilities require students to request exemptions through the facility. Please note this could pose possible delays in student clinical placement. If clinical hours are not completed, students do have the option to withdraw from the program and re-enroll in the next sequential semester. (please see BSN Student Handbook for the re-enrollment policy). Some clinical facilities require students to request exemptions through the facility. Please note this could pose possible delays in student clinical placement.

Students and faculty are encouraged to receive the vaccine as early as possible to avoid any delay in their academic program. The PON will not attempt to find a new clinical placement for any student or faculty due to COVID-19 vaccine requirements.

To facilitate placement, all students and faculty should be fully vaccinated and upload a copy of their vaccination record to CastleBranch by 11:59 PM, August 5, 2023. If the student or faculty apply for an exemption, a copy of the approved facility waiver should be uploaded to Castlebranch. The PON will conduct an audit of all student and faculty accounts on August 15, 2023.

Lindsey Wilson College Nursing Student Assumption Of Risk:

Clinical experiences (practicum, clinical rotations, supervised practice, internships, or observations) are a required component of the nursing program at Lindsey Wilson College. These experiences allow students to practice skills and techniques learned in didactic and lab courses as well as develop critical thinking skills that are important for health care providers. Clinical experiences occur in hospitals, clinics, schools, community organizations, and other appropriate settings where students can interact with patients and clients.

Sites selected for students' clinical experiences are required to take reasonable and appropriate measures to protect students' health and safety in the clinical setting. In addition, faculty may develop course specific policies and procedures relating to student safety and prevention of exposure to disease, which will be in the syllabus. Finally, each clinical setting will have their own infection control procedures. Students will be expected to follow both the college requirements and individual clinical site requirements to decrease their risk of illness and/or injury while in the clinical setting.

COVID-19, the disease caused by the novel coronavirus, is a highly contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness. Since students may be assigned to provide care to patients who are known to have COVID-19, there is the potential for exposure.

COVID-19 can cause severe and lasting health complications, including death. Everyone is at risk of COVID-19. Although anyone who contracts COVID19 may experience severe complications, the CDC has found that individuals with certain underlying health conditions are at higher risk of developing severe complications from COVID-19. These medical conditions include: chronic lung disease, asthma, conditions that cause a person to be immunocompromised, obesity, diabetes, chronic kidney disease and liver disease. COVID-19 is believed to spread primarily by coming into close contact with a person who has COVID-19 and may also spread by touching a surface or object that has the virus on it, and then touching one's mouth, nose or eyes. Participating in clinical experiences, even when wearing recommended PPE, may increase the risk of contracting COVID-19.

CDC Videos

Donning and Doffing PPE: These videos demonstrate use of higher levels of PPE, including N-95 masks, isolation gowns, face shields and gloves. Lower levels of PPE are required in most situations (hand hygiene, surgical masks, and/or face shields), but students should know how to don and doff higher level PPE in case they are assigned a Covid-19 patient.

https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html#adhere

By signing below I certify the following:

● I am at least 18 years of age.

● I understand that I may be at increased risk of exposure to infectious disease, including COVID19, during classes, laboratory experiences and clinical experiences.

● I have accessed and reviewed the above linked resource information and I understand how to safely put on and take off PPE to prevent infectious diseases, including COVID-19.

● I understand and agree to use appropriate hand hygiene, social distancing and PPE to decrease my risk of exposure to infectious disease during my learning experiences.

● I understand that I will be asked to leave the class, lab or clinical setting if I am unable or unprepared to use appropriate PPE to decrease my risk of exposure to infectious disease during my learning experiences.

● If I become ill or if I am made aware that I have been exposed to an infectious disease, I agree to self-quarantine and contact my course faculty member/s using distance methods.

● I accept the potential increased risk of contracting infectious disease, including COVID-19, if I choose to participate in this academic program which includes clinical experiences.

● My participation in a clinical experience program is entirely voluntary and I have carefully considered the attendant risks of such participation, up to and including illness or death.

● I agree to indemnify and hold harmless Lindsey Wilson College and the clinical site to which I am assigned of any exposure, illness, or disability if an illness or injury occurs.

● I understand that I, myself, am responsible for any and all costs and financial obligations associated with exposure, testing, and treatment for COVID-19 or any other infectious disease during a clinical experience associated with my degree program.

● I understand that I have the right to determine that the risks of participating in clinical experiences at this time is unacceptable to me, personally.

My signature below indicates my understanding of all of the above as well as my intent to voluntarily continue in my degree program with participation in clinical experiences as required.

Student Signature: _____Date: _____

Printed Name: _____

Witness Signature: _____Date: _____

Printed Name: _____

If you do not agree to all of the above: Please sign below:

I understand that I have the right to withdraw from clinical experiences and take a leave of absence from the program. This could delay my timeline for graduation.

My signature below indicates my intent not to continue my participation in clinical experiences at this time. I understand that I may rescind this decision at a later date by completing this form.

Student Signature: _____Date: _____

Printed Name: _____Witness Signature: _____
Date_____ Printed Name: _____

Nursing Students will be provided an assignment link in the blackboard courses associated with clinical components to provide the required electronic signature for the release form. Nursing students will not be permitted to participate in clinical studies if an LWC Nursing Student Assumption of Risk Form signature is not on file in the Program of Nursing office.

Occupational Health and Safety Administration (OSHA) 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 annual instruction in bloodborne pathogens. 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 the nursing program.

Nursing faculty and students participate in an orientation to many clinical facilities. This orientation may also include review of safety procedures and policies that are pertinent to the respective facilities.

Student Injuries

LWC Program of Nursing and the clinical facilities utilized are not financially liable for illness, injury, or medical expenses of the student. Therefore, the student is responsible for his/her health care by medical insurance. Any clinical related injury should be reported immediately to the appropriate clinical instructor and an incident report filed. Incident report forms can be obtained from the clinical instructor or the nursing program website.

NURSING STUDENT INJURY OR ILLNESS WHILE IN CLINICAL SETTING

1. The instructor's primary obligation at the clinical site is supervision of the group of students. If a student becomes ill or injured, the instructor role is to direct the student to treatment as necessary, ensuring that supervision of the other students is ongoing. The instructor must follow the policy and procedures of the agency. This may include: sending the student to the ER of the institution, sending the student to the employee health clinic, calling a code, or calling 911.
2. The instructor will contact the Program of Nursing office to obtain student's emergency contact information, if required. If after hours, the adjunct nursing instructor will contact lead faculty.
3. If the instructor leaves the clinical site with an ill or injured student, all students in the section must leave the clinical site, as they must be supervised at all times. Students should be instructed to report off, refrain from giving any patient care, and leave immediately.
4. Once the immediate needs of the situation have been met, the instructor must complete the LWC Clinical/Lab Incident Report Form, send a copy to nursing@lindsey.edu. Inform the Director of Nursing (270-384-7442) of the incident and the actions taken.

STUDENT INJURY OR ILLNESS ON CAMPUS

1. Click <u>HERE</u> to access the LWC College Emergency Handbook.

Latex Sensitivity Policy

Students must inform faculty of all known allergy to latex, or if they suspect symptoms of latex sensitivity. Symptoms may include but are not limited to the following: runny nose, itching eyes, asthma, eczema, contact dermatitis, and rarely shock.

In the event of a known latex allergy, continued enrollment in the program will be dependent upon the recommendations of an appropriate health care provider and the student's ability to meet core standard requirements.

If there is a known allergy to latex, the student should avoid contact with latex gloves and other products containing latex, avoid inhaling the powder from latex gloves worn by other students or workers in the clinical setting or laboratory, and carefully follow the student's health care provider's instructions for dealing with allergic reactions.

For campus laboratory experiences, the lab instructor will make appropriate accommodations for students with latex allergy. In order to decrease the chances of developing a latex sensitivity, students should use non-latex gloves when available, avoid oil-based hand cream or lotion under gloves, wash hands with a mild soap, and dry thoroughly after coming in contact with latex products.

If a student suspects symptoms of latex sensitivity, the student should immediately report those symptoms to faculty, avoid direct contact with all latex containing products, and see a health care provider experienced in treating a latex allergy.

Blood Borne Pathogens Exposure Policy

Faculty and students 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, 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 Clinical Incident Report Form and submit it to the PON Office.
4. 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 encouraged to accept available resources.

Intimate Partner Violence (IPV), Child or Elder Abuse

The Program 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.

Professional Appearance and Dress Code Policy

The Lindsey Wilson College nursing uniform will be "Galaxy Blue" in color. This particular color can be purchased in various brands (i.e. Landau, Cherokee, etc.). An official Lindsey Wilson student patch is to be sewn on the left sleeve of the uniform and white lab coat. No other patches or emblems are to be sewn or ironed on the uniform or lab coat.

The Lindsey Wilson College nursing uniform, white lab-coat with emblem, and name tags are to be worn in the clinical areas. While functioning in any student nurse role, white lab coats with approved name tags and LWC nursing program patch are required. Some clinical facilities may require students to adhere to specific agency dress codes. Course faculty are responsible for informing students of specific dress requirements.

Students should always adhere to the following guidelines regarding professional appearance and dress code in the clinical facility. During professional classroom experiences, such as field trips, conferences, etc., students should maintain a business casual dress code with the following guidelines applying:

- Clean pressed uniform
- No jogger style pants are allowed
- Students may wear a clean, white short-sleeve or long sleeve t-shirt under scrub top. Some facilities will allow a black long sleeve t-shirt under scrub top
- Plain hosiery or socks that match shoe color
- Name tags and program patch worn on lab coat and/or uniform above the waist
- ONLY LWC Nursing Student Patch Permitted on LWC Nursing Uniform
- Clean white or black closed toe leather shoes. (No mesh shoes permitted)
- Hair clean, of natural color (no extreme hair dyes), neatly arranged away from face and should not hang below shoulders for patient care
- Conservative hair accessories

- Short, neatly trimmed beards
- Clean, short nails
- No nail polish or artificial nails
- Make-up in moderation (no extreme colors)
- No artificial eyelashes.
- Jewelry - plain band type ring, watch, and one pair of small stud earrings (lower lobe of ear)
- No visible facial piercing (eyebrows, lip, nose, tongue)
- All visible tattoos covered
- No gum chewing
- No smoking immediately prior to clinical or at any time during the clinical experience

Professional Attire

At various times during the academic year, LWC pre-licensure BSN students may attend or represent the Program of Nursing or College at various events. Professional attire and behavior is always required. Faculty will notify students when lab coats are needed. Otherwise, students should always wear the LWC BSN Nursing Student name tag. When in doubt about professional attire, please check with the course faculty and follow the guidelines below:

Women: Business casual dress with blouses and neckline sufficiently high so that no cleavage is visible. Casual shirts and sweatshirts are not appropriate. Pants should be no higher than ankle length and all blouses should cover the mid abdominal area. Shoes must be appropriate for walking. Flip-flops are not appropriate.

Men: Woven collared dress shirts or knit polo-style shirts (long or short sleeve) required. Trousers should be a single, solid color, no blue-jeans allowed. Shoes and socks should be appropriate to the outfit. Sandals or flip flops are not appropriate.

- Hair clean, of natural color (no extreme hair dyes), neatly arranged away from face or patient care
- Conservative hair accessories
- Short, neatly trimmed beards
- Clean, short nails
- No nail polish or artificial nails
- Make-up in moderation (no extreme colors)
- Jewelry - plain band type ring, watch, and one pair of small stud earrings (lower lobe of ear)
- No visual facial piercing (eyebrows, lip, nose, tongue)
- All visible tattoos covered
- No gum chewing
- No smoking immediately prior to clinical or at any time during the clinical experience

Smoking Policy

LWC pre-licensure BSN nursing students will adhere to a smoke-free policy immediately before and at any time during the clinical experiences. Any student who comes to clinical smelling like smoke will be sent home and given an unsatisfactory for the clinical day. Second-hand smoke is detrimental to the patients and nursing students always have a responsibility to protect the patients. 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.

Clinical/Lab Attendance

Attendance at **all** lab and clinical experiences is required for fulfillment of program and course objectives. Due to Kentucky Board of Nursing regulations, students must complete **all** course designated clinical/lab hours. Students should be aware that client welfare and/or department-agency relationships are affected by attendance and performance in clinical.

All missed time (clock hours) from lab or clinical or laboratory will require equivalent make up time and completion of assignments designated by the course faculty.

A log of all clinical/lab absences will be maintained in the student's academic course record.

Tardiness may result in the student not being admitted to the clinical/laboratory and thus result in an unexcused absence.

Prior to any authorized absence (as noted above in the course attendance policy), students should communicate and coordinate directly with course and clinical faculty, the intended plan for securing missed clinical hours.

Unexcused absences will not be tolerated and will lead to unsatisfactory class/clinical performance and may constitute dismissal from the program.

Special circumstances that require the student to miss clinical (death in the family, serious illness, or accident) should be discussed with the course faculty and arrangements may be made on an individual basis prior to the absence. An incomplete course grade will be issued until the clinical hours are completed. Students may not progress in the nursing curriculum until the incomplete is removed. In the event the incomplete is not removed, the student will be assessed an "F" for the course. Please see LWC College Catalog for Incomplete Grade Policy. This will count as one of the course failures for re-enrollment.

Because clinical experiences occur at various places and at various times outside the normal class schedule, it is imperative that students understand and adhere to the following plan of communication. If for any reason a student cannot be on time or present for a scheduled clinical or lab time, the clinical instructor must be notified as follows:

1. Student contacts the clinical instructor by telephone.
2. If the clinical instructor cannot be reached, student calls the Program of Nursing Office at 270-384-7352.
3. Student completes a follow up email to the course faculty and clinical instructor regarding the absence.
4. In the event of an emergency, the student should notify the Program of Nursing Office as soon as possible. Students not contacting the faculty (via the above noted means) or not showing up for class or clinical, will be assessed an unexcused absence with a grade of "0" for the clinical day/class. This would include all assignments associated with the absence.
5. All communication is filed in student course file.

Clinical/Lab Make-Up:

All clinical clock hours must be documented as completed for each clinical course. All clinical/laboratory absences will be documented in the student file.

In the event of an authorized absence or an extenuating circumstance, students should provide proof of following the procedure for absence as outlined above.

Lab and clinical absences will require coordination with the lead course faculty, clinical instructor and simulation learning lab staff for completion. The make-up time will be at the discretion of the faculty/staff/facilities.

Students missing two (2) unauthorized clinical or laboratory sessions will be dismissed from the course and a failing course grade recorded.

Based on clinical agency and/or clinical faculty availability clinical experiences may include evening, nights, Saturday, and/or Sunday rotations.

Transportation to Clinical Facilities for Student Experiences

Students may be assigned to clinical areas other than those in the immediate area. Transportation is the responsibility of the student. Students are strongly encouraged to carpool. Preferential placement in clinical facilities based on geographic residential location will not occur. Occasionally, LWC transportation may be provided for longer distances.

Clinical Guideline Statement

Students must always clarify with clinical faculty member prior to performing ANY skill. Students may not perform any of the check-off designated skills in the clinical setting unless a successful supervised skills lab check-off has been completed. After a successful check-off, the student may perform the care in the clinical setting under the supervision of the clinical faculty member.

**Note: students should NEVER perform a patient care task/skill in the clinical setting which has not been taught and checked off, even if the clinical facility nursing personnel give permission. Student MUST always seek permission of the LWC clinical faculty member/preceptor if there is a question.

Clinical Evaluation

The clinical component of a course is graded on a Pass/Fail basis. Evaluation of the student's competency is based on the student's ongoing ability to meet the course and clinical performance objectives. **A *Pass* in clinical is required to be able to successfully complete the overall course**. Should a student receive a Failure in the clinical/laboratory component of a course, a grade of F will be assessed for the course. Should the student fail the theory component of a course the student will be assessed a clinical/laboratory grade of F.

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.

Achievement of clinical performance objectives is evaluated at mid-term and end of semester by the student and clinical instructor. Guidelines for use of the LWC BSN *Clinical Performance Evaluation* are included in course materials.

Student Failing Clinical Policy

Faculty will provide ongoing feedback to the student regarding clinical performance, utilizing the course specific clinical evaluation tool. If a student is failing in clinical, they may be evaluated by another instructor. Before a student receives a failing clinical grade, the student's cumulative clinical evaluations will be reviewed by the entire nursing faculty. If a student is deemed to be failing in the clinical area, the student will be given sufficient notice in order to improve clinical performance. A final clinical evaluation will be completed at the end of the semester.

SECTION IV SIMULATION LEARNING CENTER

Welcome

All students enrolled in the pre-licensure BSN program at Lindsey Wilson College (LWC) will have the privilege and opportunity to utilize the Simulation Learning Center (SLC). The SLC demonstrates a commitment on the part of the Program of Nursing to enhance student learning with the latest technology and clinical practice standards. To guide the use of the lab experience and simulation, nursing faculty strive to adhere to the *INACSL Standards of Best Practice: Simulation^SM.*

Introduction and Philosophy

The goal of the SLC is to provide a safe learning experience that promotes student learning, successful acquisition, and competency of clinical skills and simulation experiences. The faculty and staff serve to enhance the student's overall class, clinical, and lab learning experiences.

SLC Policies and Guidelines

Failure to adhere to these policies and procedures will result in disciplinary action as outlined.

General Policies

- The SLC remains locked unless supervised by faculty or a designated nursing lab ambassador. Any breach of security must be reported immediately to the Program of Nursing Administrative Office (270) 384-7352 or the LWC Department of Public Safety & Security (270) 384-8106. The SLC is under constant video surveillance through Campus Security and the Department of Information Technology. Pharmacological products of any form are not stored or available in the lab.
- Students entering the lab at any time will be required to sign-in and sign-out.
- Food or beverages are allowed on the classroom side of the lab only and with instructor permission.
- Markers, pens, paint, or highlighters are not allowed near practice stations.
- The SLC practice area is treated as a clinical area. Dress code as outlined in the *BSN Student Handbook* should be followed unless the instructor advises otherwise. Students attending scheduled on-campus clinical times or skills check-offs are expected to wear the nursing uniform.
- All users are expected to display courteous and professional conduct.
- Cell phones, pagers, or other electronic devices are allowed with instructor permission, but must be turned off or silenced and placed in designated areas during lab instruction.
- Any damage to the equipment or supplies should be reported immediately to the lab faculty or nursing lab ambassador.
- Students may be held financially responsible for damage to the equipment as a result of not following policies and procedures.
- Children, unauthorized personnel, and pets/animals are not allowed at any time.
- Access to the computers in the control rooms is restricted to faculty only.
- Use of the hospital beds and exam tables is restricted to the mannequin only, unless otherwise specified.
- Users are responsible for ensuring that the lab and classroom area is left clean and neat for future users.
- Mannequins should be covered after use and left in the bed assigned.
- All mannequins should be handled with professionalism and care.

Open Lab Policies

- Students are invited and encouraged to attend open lab days for skills practice at any time the lab is available.

- Open lab practice hours and skills sign up will be announced early in each semester, posted via Bb announcements, and near the lab entrance.
- Open lab is always supervised by the faculty or a nursing lab ambassador.
- Nursing lab ambassadors have authority to control the number of students in practice areas at any time.
- Students will be asked to leave the lab for unprofessional and/or disruptive conduct by a faculty member or a designated nursing lab ambassador.

Student Responsibilities
- Demonstrate preparation for the scheduled lab objectives as designated per course faculty.
- Complete assignments as outlined in the course and clinical schedule prior to the start of lab.
- Understand that lack of preparation or not completing assignments may result in the student being asked to leave the lab. This will constitute an unexcused lab absence.
- Observe and participate with other students during the lab skills practice/check-off/simulation as designated.
- Maintain confidentiality regarding the performance of other students.
- Be responsible for using secure LWC username and password with each computer use in lab designated areas.
- Take responsibility for ensuring all lab stations are left in proper order before leaving the lab area.

Simumed Bag Check Out Request Form

Nursing students are required to submit an electronic form to check out a Simumed Bag from the LWC Program of Nursing.

Bags contain the following:

- Female Part
- Male Part
- Face Part
- Acrylic Stand
- Custom Wound (without staples or sutures)
- IV Pad
- Injection Pad
- Nylon bag

The number of bags available is limited. Please make sure to return the bag with all components. Students are responsible to return the bags and parts clean and in good condition. If the bag is not returned students will be charged for the Simumed Bag at a cost of $149.00. The google form is here.

Lindsey Wilson College Program of Nursing Liability Release to Check Out Sharps From Lab

Nursing Students might be required to check sharps out of the lab. If students are required to do so, an electronic release form will need to be signed to check sharps out of the lab (see the following release).

I understand that the Lindsey Wilson College Program of Nursing is allowing me to use syringes with needles out of the nursing skills lab to practice skills at home. I will not use these needles for any other purpose other than skills practice and I agree to not use them on humans, including myself. I will return all sharps or dispose of the damaged sharps properly (i.e. sharps container, laundry detergent bottle, etc.).

I understand that Lindsey Wilson College and the Program of Nursing will not be responsible or liable for inappropriate use or inappropriate disposal of any sharps signed out of the lab. By signing below I accept all responsibility and release Lindsey Wilson College and the Program of Nursing of any and all liability. The google form is here.

Safety
- Students will be instructed in safe patient handling techniques prior to practice and demonstration.
- All students should use caution when practicing lifting skills.
- Wheels of equipment (beds, wheelchairs, stretcher, etc.) are to be locked during practice and after use.
- Mannequins should not be moved unless instructed.
- Unless in use, all needles and sharps are to be stored in the syringe closet, room 112. Only designated individuals have access to this room.
- Sharps should be disposed of properly in the appropriate puncture-proof containers. **Do not dispose of any sharps in the lab trash cans. This is a violation of safe practice.**
- Sharps set-up will occur immediately prior to the lab experiences.
- All sharps accidents and injuries should be reported immediately to the supervising faculty or the PON office.
- During lab sessions, the lab ambassador or designated faculty will disseminate and collect all sharps prior to students exiting the lab.

Latex Sensitivity
- It is imperative that anyone with a latex allergy notify the faculty conducting each lab. **Please refer to policy in BSN Student Handbook.**

Security and Emergencies/Physical Safety
- In the event of an emergency, please notify the LWC Department of Public Safety and Security at 270-384-8106.
- LWC Emergency Procedure Handbook is located in the lab.
- Student injuries/bloodborne pathogens exposure policy is located in the LWC BSN Pre Licensure Student Handbook located in the lab.

LWC Nursing Lab Ambassadors
- Nursing Lab Ambassadors (NLA) are student employees who assist with staffing the SLC.
- The Senior Nursing Lab Ambassador coordinates and oversees all other lab ambassadors.
- All NLAs are aware of and will uphold all lab policies and procedures.
- The NLA serves to primarily assist the faculty and clinical instructors.
- Students may not make teaching or check-off requests of the NLAs.
- Nursing lab ambassadors may ask a student to leave the lab at any time. Faculty will be notified immediately.

SLC Educational Resources/Inventory Request Policy
In the event a student requires the use of supplies, educational resources, or any other inventory item housed within the Simulation Learning Center for course projects, assignment, or presentations, the student must proceed with the following policy and procedure:
- Students will be expected to fill out the SLC Educational Resources/Inventory Request Form that is provided through the LWC Pre Licensure BSN Student organization on Blackboard.
- Students will be responsible for submitting this form 48 hours prior to the need for any item check-out.
- If a student should need more than one item, he/she must fill out a form for each individual item needed.

- Items will be released by the Nursing Lab Ambassadors following verification of the completed request form.
- Items are to be returned to a Nursing Lab Ambassador on duty within the SLC by the due date transcribed on the request form. If a student should need an item past the due date then an additional request form should be submitted requesting an extension with a new date of return stated.
- Items are to be returned in the condition in which they were released. Students may be held financially responsible for damage to any item as a result of not following policies and procedures.
- Nursing Lab Ambassadors will be responsible for inspecting and inventorying all returned items.
- Items that are not available for request include: simulators, mannequins and affiliated equipment, and sharps (intravenous catheters, injections needles, etc.).
- Students may request skill-competency supplies ONLY if needed for project/presentation purposes. Students will not be permitted to request use of skill-competency supplies for practice-use outside of the SLC. Students are expected to attend open lab times for any additional practice.
- The SLC Educational Inventory Request Form can be accessed here.

SLC Recycling
- Many practice materials in the SLC are considered reusable. Recycle bins are located throughout the lab and are to be utilized for all lab supplies with the exception of an open "sharp". Students should place all used materials in the recycle bins for repackaging and storing.
- If items need replacing, please notify the instructor or lab coordinator.
- Trash should not be placed in the recycle containers.
- Students disposing of lab supplies in trash cans may be asked to reimburse the PON for the cost of the supplies.
-

Simulation
According to the Kentucky Board of Nursing (KBN, 2015), simulation is defined as the following:
- An activity or event that replicates actual or potential situations in clinical practices that allow the participant to develop or enhance critical thinking.
- Is the imitation of real-world patient scenarios/events providing students with optimal clinical exposure and competency over a period of time, in a safe learning environment.
- Enables students to practice necessary skills in an environment that allows for error and professional growth without risking patient safety.

The program of nursing faculty and staff will use simulated situations to enhance clinical reasoning and skills acquisition. Simulation is a very useful tool for learning. Simulations are more effective and beneficial when participants conduct themselves as if they are in a real clinical situation.
As a user of the simulation lab, students should adhere to the following principles and practices:
- Understand the importance of treating the patient and situation as if it were a real clinical situation.
- Engage with the simulator and actors as if they are real participants of the healthcare team.
- Understand simulation mannequins are to be used with respect and treated as if they were living patients in every sense.
- Understand that all patient rights must be upheld.
- Understand the significance of confidentiality with respect to information concerning patients (real or simulated), users, and visitors.
- Uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) , the Family Educational Rights Act (FERPA), and all other federal or state laws regarding confidentiality.
- Agree to report any violations of confidentiality.

- Understand all patient information (real or simulated) is confidential. Any inappropriate viewing, discussion, or disclosure of this information is a violation of SLC policy, HIPAA, FERPA, and other laws. **This information is privileged and confidential regardless of format: electronic, written, overheard, or observed. <u>Only</u> discuss details of simulation situations with members directly involved in the learning experience.**
- Understand simulation and debriefing sessions may be videotaped, audio taped, or otherwise recorded.
- Understand I am not to remove, release, or make publicly available any written documentation that may be provided to me as part of the simulation experience.
- Understand I am not to release, utilize, or publish any contents surrounding simulation learning via any format of Social Media.
- Understand images or video/audio recordings of simulation sessions may be used for educational purposes. All recordings become property of the Program of Nursing.

BSN Pre-licensure Skills Competency and Remediation Policy

Professional Competence in Nursing Practice

According to *ANA Nursing Scope and Standards of Practice (2010)*, the public has the right to expect registered nurses to demonstrate professional competence throughout their careers. The registered nurse, as well as the registered nurse student, is individually responsible and accountable for maintaining professional competence.

Nursing faculty assume the responsibility to shape and guide any process for assuring student competence. To that end, nursing faculty have identified required skills to be learned, practiced, and evaluated throughout the BSN nursing curriculum. Required skills are outlined in each course syllabus.

Competency is a demonstration with integration of knowledge, skills, abilities, and judgment at an expected level of performance.

Registered nurses and nursing students must continually reassess their competencies and identify needs for additional knowledge, skills, personal growth, and integrative learning experiences.

Evaluating Competence

Individual nurses, peers, supervisors, mentors, and faculty are responsible for evaluating competence in nursing practice. In the nursing program, competency is evaluated by nursing faculty.

Competency Check-off and Preparation
- Prepare for the lab/clinical session according to instructor guidelines.
- Review all available resources, observe demonstrations, ask questions, and practice skills <u>before</u> proceeding to the check-off performance.
- Review course syllabi and calendars for skills check-off competency performance dates and deadlines.
- Demonstrate preparation by securing necessary required equipment for clinical skills check off performance.

Skills Competency
- Typically, skills demonstration and testing occurs during regularly scheduled lab/clinical hours.
- Practice, outside the established lab/clinical time, will occur during open lab times. Students will be notified of open skills practice times.
- Nursing lab ambassadors are available to proctor practice sessions with students. Only faculty are authorized to assess skills competency for grading purposes.
- When completing skills performance check off, students should be aware of attention to safety, competency, professional standards, and clinical judgment.

- Students are expected to successfully demonstrate skills competency with the first performance.
- Students are expected to arrive promptly and with all necessary equipment.

Maintaining and Demonstrating Competency for Previously Learned Skills
- As students progress through the pre-licensure program, it is critical that students retain and demonstrate critical knowledge and skills across courses.
- Students unable to perform previously learned skills in the clinical setting will be assigned a remediation plan and must complete the plan as outlined. Students unsuccessful with a competency performance **will not be allowed to perform the skill** in the clinical setting until competency is demonstrated and documented.

Remediation Guidelines
- Students unsuccessful with a competency performance **will not be allowed to perform the skill** in the clinical setting and must complete remediation.
- Students will complete required remediation.
- **Unsatisfactory** on the second required performance constitutes failure of the clinical component of the course. Students who fail to keep a scheduled attempt checkoff appointment without prior notification to the instructor by email, will receive a failure in the skill and a failure for the clinical course.

Confidentiality Agreement and SLC Contract
I understand and permit LWC and the LWC PON to perform all recordings of simulation training/labs in all formats. I understand that all recordings are the property of LWC.

I agree and understand that ANY FORM OF PHOTOGRAPHY or VIDEO by students during any time, scheduled lab sessions or open practice, is prohibited and will result in immediate dismissal from the program of nursing.

Through electronic signature provided by the Program of Nursing, I confirm that I have read, understand, and agree to abide by the policies and procedures presented in the **BSN Student Handbook**. I further understand my failure to adhere to these policies and procedures could subject me to immediate dismissal from the nursing program.

Students may not participate in lab if the electronic signature is not received on the designated due date.

SECTION V BSN IMPORTANT INFORMATION

Professional Conduct and Student Expectations

Lindsey Wilson College pre-licensure BSN nursing students are expected to demonstrate a high standard of professional conduct in all aspects of their academic work and college life. Professional nursing behavior is guided and shaped by adherence to the American Nurses Association Scope and Standards of Practice, the Code of Ethics for Nurses (http://www.nursingworld.org/), the NSNA Code of Conduct for pre-licensure students, and the Commission on Collegiate Nursing Education Standards for Accreditation of Baccalaureate Nursing Education Programs (http://www.aacn.nche.edu/Accreditation/standrds.htm). The professional behavior of nursing students is thus directed by these standards and guidelines, as well as by clinical agency policies, federal regulations and laws such as HIPAA and College policy. Professional misconduct may result in a student's dismissal from the pre-licensure BSN program.

Email and Netiquette Policy

Email Netiquette

When you send an email to your instructor, teaching assistant, or classmates you should:

- Use a clear and descriptive subject line as a way to give them a reason to open your email. For each nursing course, please include the following in the subject line: NURN 3012 (or other designated course number).
- Be brief. Don't make the reader have to scroll to read the entire message.
- Put the most important part at the very beginning. They may not read it to the end.
- Avoid attachments unless you are sure your recipients can open them. This is especially important with many people using smart -phones and tablet PCs to view email.
- Sign your message with your name and return email address. Make sure they know how to contact you back.
- Think before you send the email to more than one person. Does everyone really need to see your message? Be sure you REALLY want everyone to receive your response when you click, "reply all".
- Similarly, be sure that the message author intended for the information to be passed along before you click the "forward" button.

If you are sending an email while upset or angry, think about not sending it until you've cooled off. A 24-hour resting period is often a good idea.

Discussion Board "Netiquette" And Guidelines:

When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material. If necessary, re-read the instructions from your instructor.
- Take your posts seriously and review and edit your posts before sending. (Would you put sloppy writing with poor grammar in a formal research paper?)
- Be as brief as possible while still making a thorough comment. Remember this is a discussion area, not a doctoral thesis.
- Always give proper credit when referencing or quoting another source. Don't copy and paste another student's post and claim it as original as that is essentially plagiarism.
- Be sure to read all messages in a thread before replying.
- Don't repeat someone else's post without adding something of your own to it. See above regarding reuse of someone else's post.
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point. The point of a discussion in an online course is to help you and other students learn through in-depth consideration of important topics.

- Always be respectful of others' opinions even when they differ from your own. When you disagree with someone, you should express your differing opinion in a respectful, non-critical way. Do not make personal or insulting remarks.
- Be open-minded as that is one of the major points of participating in an open classroom discussion.

Tips for Online Communication
- Treat your instructor(s) with respect, even in email or in any other online communication.
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms. Make sure if you use a gender-specific title that you are clear on their gender. Some names can be gender ambiguous. When in doubt, go find a picture of them online.
- Unless specifically invited, don't refer to them by first name. Some will be fine being called "Bob" and others will expect to be called "Dr. Smith".
- Use clear and concise language. Be respectful of readers' time and attention.
- Remember that all college level communication should have correct spelling and grammar.
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you".
- Use standard fonts that are optimized for online reading (e.g., sans serif) along with a consistent and readable size (12 or 14 pt.)
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Limit and possibly avoid the use of emoticons. Not everyone knows how to interpret them.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken literally or offensively.
- Be careful sharing personal information online (both yours and others).
- If you are in a health-care course follow HIPAA guidelines including not sending confidential patient information via e-mail or posting online.

Disrespectful or Inappropriate Behavior
As members of the nursing profession it is imperative that nursing students recognize their responsibility to society and their patients and exhibit behavior representing high standards, polite etiquette, compassion, and respect for human dignity. Disrespectful or inappropriate behaviors include, *but are not limited to*: non-preparedness for a class or clinical, failure to notify faculty members in advance if unable to attend clinical for any reason, refusing a class or clinical assignment, not following the prescribed school or clinical agency policy for dress, smoking, and hygiene standards, use of profanity with patients/ancillary staff or in the classroom, degrading comments or actions, disrespectful nonverbal communications, fraudulent behavior, deception, the use of alcohol on campus, and/or neglect of patients. Students who engage in disrespectful or inappropriate behavior may be asked to leave the class or clinical setting and may be given an unsatisfactory performance or a failing grade for that particular class or clinical day. Students who repeat such behaviors may receive a failing grade for the course or be dismissed from the pre-licensure BSN program

Dismissal for Non-Academic Reasons - Professional Misconduct
A student who engages in unsafe, unethical or inappropriate conduct in a clinical or non-clinical setting may be dismissed from the nursing program. Students who engage in behavior that places patients, staff members, other students, faculty, or themselves at risk will be asked to leave the class or clinical area immediately. This policy includes *but is not limited to* verbal or physical threatening of patients, staff, students or faculty, violation of federal or state regulations, being under the influence of alcohol or other mind altering drugs, and/or performing actions outside of the nursing student scope of practice.

When a faculty member determines that a student may need to be removed from the nursing program because of unsafe, unethical, or grossly inappropriate conduct, the faculty member will document the rationale for a recommendation to dismiss the student from the BSN program. Students dismissed from the program have the right to appeal the dismissal as described in the LWC Student Handbook and College Catalog.

In the event that the student is retained within the pre licensure BSN program following professional misconduct, the student will have a written misconduct statement placed in their student record. The student will be given guidelines to follow concerning remediation and will be dismissed if the guidelines for remediation are not followed or if additional instances of professional misconduct are committed.

This policy serves as written warning to students of the professional misconduct policy. The BSN program reserves the right to impose discipline against a student without additional warnings if circumstances justify such action at the discretion of the LWC BSN program. Nothing herein shall be interpreted to require the LWC nursing program to provide additional warnings to a student prior to any disciplinary action being taken, and the LWC BSN program reserves the right to dismiss a student at any time for violation of School, Agency, or College Policies, professional conduct codes, or federal regulations.

Social Networking and Use of Electronic Devices

BSN Nursing students must be aware of the professional risks associated with the improper use of social media and electronic devices. The following policy is based on the National Council of State Boards of Nursing (2011) *White paper: A nurse's guide to social media*. This document has been recognized as a primary resource by the Kentucky Board of Nursing and the American Nurses Association and is available online for any person at the NCSBN website. Students should familiarize themselves with the technology policy in the LWC Student Handbook.

- Students are restricted from posting any information which may lead to the identification of a patient, student, faculty member, or institution. Privacy settings within websites are not sufficient to protect privacy and confidentiality. If there is a reasonable basis to believe that the person could be identified, then use or disclosure of the information could constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA) or FERPA.
- Students and faculty have an ethical/legal responsibility to promptly report an identified breach of confidentiality or privacy to the appropriate course instructor and the Program of Nursing Director.
- Students are strictly prohibited from transmitting by means of any electronic device any patient-related, faculty conversations, or student interactions. This includes but is not limited to photographs or audio/video recording. Students are restricted from transmitting any information that could be reasonably anticipated to violate a person's rights to confidentiality or privacy, or otherwise degrade or embarrass an individual.
- Students should not refer to patients, staff members, faculty members, or other students in a harassing manner via social media, even if the individual cannot be identified. Harassment includes, but is not limited to, verbal harassment, sexual harassment, hate speech, cyberbullying, and verbal threats. This includes conduct which is disorderly, obscene, lewd, indecent, or a breach of peace.
- Students must maintain professional boundaries in the use of electronic media. Students must decline any form of personal relationship with all patients even if the patient initiated the contact.

Non-adherence to these guidelines will result in charges under the Code of Conduct as noted in the LWC College Student Handbook and dismissal from the pre-licensure BSN program. All confirmed incidents of academic dishonesty via social media will be reported to the Vice President for Academic Affairs, and sanctions will be imposed as dictated by the academic integrity policy. The use of social media policies apply to a student's use at any time, in any place, and with any medium.

Resources:
National Council of State Boards of Nursing. (August 2011). *White paper: A nurse's guide to social media.*

Retrieved on April 12, 2012 from https://www.ncsbn.org/Social_Media.pdf
American Nurses' Association. (2011). *ANA Principles of social networking and the nurse*. Silver
Springs, MD; American Nurses' Association Kentucky Board of Nursing. (2011) http://kbn.ky.gov/

Ethical Behavior

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

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of healthcare environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

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

1. Advocate for the rights of all clients
2. Maintain client confidentiality
3. Take appropriate action to ensure the safety of clients, self, and others
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our own actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.

17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per grievance policy.

Adopted by the NSNA House of Delegates, Nashville, Tennessee on April 6, 2001. 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

Electronic Devices and Media Policies

Cell Phones
Cell phones and any other electronic devices should be turned off during class, lab, clinical, and student conferences. Individual course faculty policies may apply and supersede this policy. Please note, some clinical agencies will not allow cell phones or other media/electronic devices on the premises. Students are not permitted to capture images or otherwise record any media 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 and may potentially be deemed unsatisfactory in clinical performance.

Cell phones and any other electronic devices will be turned off and placed in the respective areas during class sessions and all faculty student interactions. Audio recording of class lectures is not allowed.

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 the absence will be an unexcused absence.

Email Access
Email is the primary mode of communication between students and the faculty. Faculty members use the email address that is provided to students at the beginning of their program. Only LWC email addresses will be utilized. It is imperative that students check email daily for important announcements and course information.

Blackboard Course Management
Blackboard (Bb) course management system is used throughout the nursing curriculum. Students are responsible for checking the Bb courses for course information, submission of assignments, and course announcements.

In addition to the courses students may be enrolled in, the Program of Nursing hosts a LWC Nursing Students Bb Organization. All students enrolled in the nursing program are members of this Bb organization. Important documents and information are located in this organization. Students are responsible for reading announcements and becoming familiar with the organization site.

Telephone Messages
All full-time faculty and staff utilize and respond to voicemail messages. Students should always follow the message with an email. If there is an urgent need or an emergency, student should phone (270) 384-7352.

Other Resources and Information

Calculators

Only calculators provided by the Program of Nursing are permitted for use in nursing classes.

Borrowing Equipment

Students are allowed to use lab equipment outside of class/lab time. If a student would like to borrow an item, he/she will need to sign it out and return it within a specified time period agreed upon by the faculty and students.

Change of Address/Name

Students must keep the Program of Nursing and the College Registrar informed of any address or name changes.

Student Participation

Students in the LWC BSN program are encouraged to provide input to the department faculty and staff regarding the overall curriculum and program. Each course invites student input through course and faculty evaluation. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty will seriously consider student evaluations in making modifications in the course, specific classes, and clinical experience. The faculty value student evaluation of teaching effectiveness as a means of improving teaching skills. Students are encouraged to evaluate classroom and clinical instruction using the forms and methods provided. In addition, verbal input is welcome. The clinical instructor will also provide a tool for students to evaluate the clinical experience. The programs invite input through student participation on the program curriculum committee.

In addition to the aforementioned ways a student can provide input to the PON, monthly, a peer elected group of students will meet with the Program of Nursing Director to discuss issues/concerns that represent the PON.

NOTE:

This handbook serves as a guide to the BSN nursing program policies and procedures. Periodically, policies and procedures will need to be added or updated. The electronic version of the BSN Student Handbook will serve as the most recent version. Students will be notified via email of all updates. Updates will be posted in all nursing course Bb sites. Student signatures will serve as the documentation of policy understanding.

Lindsey Wilson College BSN Program Signature Agreement

All students in the BSN Program must submit this survey by due date assigned by course instructor. The link for the electronic signature required is located <u>here.</u>

GENERAL BSN POLICIES
- I have read the Lindsey Wilson College BSN Student Handbook and agree to abide by the policies and content within the handbook. I understand that changes to this handbook may be made. I will be notified of any changes to the existing policies and agree to abide by these policies.
- I have read the Kentucky Board of Nursing (KBN) policy regarding applications for licensure and registration (if applicable).
- I give permission for my picture to be used for presentations and publications approved by the Lindsey Wilson College Program of Nursing.
- I authorize the release of my non-academic records to verify compliance with the responsibilities as stated in the Clinical Facility Agreement.
- I authorize Lindsey Wilson College, its representatives, employees, or agents to contact and obtain information regarding me from all public agencies, licensing authorities, and educational institutions.
- I hereby waive all rights and claims I may have regarding Lindsey Wilson College, its representatives, employees, or agents gathering and using such information and all other persons, corporations or organizations for furnishing such information about me.
- I understand that if healthcare is required while participating in a program of study, the emergency/or other health care services shall be at the expense of me or my insurance carrier.
- I agree to allow Lindsey Wilson College to record and/or photograph my performance in the simulation learning center for teaching purposes.
- I agree and understand that ANY FORM OF PHOTOGRAPHY or VIDEO by students during any time, scheduled lab sessions or open practice, is prohibited and will result in immediate dismissal from the program of nursing.

PROFESSIONAL CONDUCT Each student contributes to the learning during the class or clinical experience and concurrently affects each student, the faculty, and the other professionals therein. Courteous and professional behavior is expected at all times in all learning settings.

I understand the professional conduct expectations as stated by the Policy from the BSN student handbook. I will abide to these standards in all settings: classroom, laboratory, and clinical because as a student, I am a representative of the Program of Nursing and Lindsey Wilson College.

I am aware that if I deviate from this policy that an occurrence report will be placed in my permanent file and the occurrence will be reported to the Program of Nursing and the Vice President of Academic Affairs at Lindsey Wilson College.

OSHA EDUCATION: I have completed the required Infection Control OSHA certification required by the Program of Nursing (if applicable).

HIPAA: I have completed the required Infection Control OSHA certification required by the Program of Nursing (if applicable).

Updates or revisions to the Program of Nursing policies will be posted via email and online. These revisions will supersede course syllabi policy.

☐ I confirm that I have read, understand, and agree to abide by the policies and procedures presented in the BSN Student Handbook.

☐ I confirm that I received a copy of the BSN Student Handbook.

Student Name (First Name, Last Name)_____Date Signed_____