Wilkes University

PASSAN SCHOOL OF NURSING

UNDERGRADUATE NURSING
PROGRAM STUDENT HANDBOOK

2023-2024

SPRING 2024 UPDATE

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Student Responsibility of Being Informed of Undergraduate Student Handbook Signature Page

Students are responsible to be informed and to act in accordance with the policies, procedures, and information in the Passan School of Nursing Student Handbook, the Wilkes University Student Handbook, and the Wilkes University Bulletin. Also, it is a student's responsibility to keep informed relative to new information communicated to all students during the academic year. Any additional information will be shared through a written handbook addendum form. Students will read, sign, and date this form. Signed signature and addendum forms are placed in student files.

It is the student's responsibility to raise questions about any policy, procedure, or information in their educational program.

Your printed name and signature indicate that you have reviewed the Passan School of Nursing Undergraduate Handbook, and agree to all reported information, policies, and procedures.

Student Printed Name: _____

Student Signature: _____

Date signed: _____

Student Handbook Year: **2023-2024 SPRING 2024 UPDATE**

Indicate your level/program:

____Sophomore
____Junior
____Senior
____Accelerated (ABSN) Summer
____Accelerated (ABSN) Fall
____Accelerated (ABSN) Spring
____LPN to BSN

Social Networking Policy and Signature Page

Online social media allows Wilkes University nursing students to engage in professional and personal conversations. The goal of this policy is to protect both Wilkes University Passan School of Nursing and its nursing students.

According to guidelines recommended by the National Council of State Boards of Nursing (NCSBN), it is imperative to maintain confidentiality of a patient's name and other identifiers that could identify them. Student nurses need to be aware of the potential consequences of disclosing patient- related information via social media, and mindful of agency policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality.

The use of electronic media must not violate patient privacy as protected under regulatory and federal guidelines, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The American Recovery and Reinvestment Act of 2009 (ARRA) contained the Health Information Technology for Economic and Clinical Health Act (HITECH) which extends these rules. If questionable material postings are made by a student(s), an investigation will follow to determine appropriate consequences. Examples of social media platforms include, but are not limited to **Facebook, Twitter, Instagram, TikTok, Snapchat, YouTube, and LinkedIn.**

A student is responsible for reviewing *A Nurse's Guide to the use of Social Media and a Nurse's Guide to Professional Boundaries* by the National Council of State Boards of Nursing (NCSBN). The student's name and signature indicate that the student has utilized the NCSBN website (www.ncsbn.org), has located and reviewed both brochures, and understands the material contained within them.

Student Printed Name: _____

Student Signature: _____

Date signed: _____

Student Handbook Year: **2023-2024 SPRING 2024 UPDATE**

____Sophomore
____Junior
____Senior
____Accelerated (ABSN) Summer
____Accelerated (ABSN) Fall
____Accelerated (ABSN) Spring
____LPN to BSN

Change in Name, Address, and/or Phone Number Page

Students are held responsible for notifying the Passan School of Nursing Administrative Office Assistant of any changes in their name, address and/or phone number.

Previous:

(Name) _____

(Address) _____

(Phone) _____

Current:

(Name) _____

(Address) _____

(Phone) _____

The Passan School of Nursing

Mission:

The mission of the Passan School of Nursing is to develop professional nurses who will apply evidence-based practice in the promotion of quality patient-centered health care to a diverse population.

Vision:

The vision of the Passan School of Nursing is to be a recognized leader in nursing education who develops professional nurses based upon essential concepts in the domains and competencies for entry-level professional nursing practice and advanced level nursing education.

Accreditation for the Passan School of Nursing

Regional Accreditation:

The Passan School of Nursing is regionally accredited by Middle States Association of Colleges and Schools. The following link provides the accreditation status for Wilkes University (https://www.msche.org/institution/page/30/).

Program Accreditation:

Commission on Collegiate Nursing Education (CCNE) Accreditation Statement

The Baccalaureate of Science in Nursing degree/Master's Degree in Nursing/Doctor of Nursing Practice, and post graduate Advanced Practice Registered Nursing certificate programs at Wilkes University are accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).

The Graduate Nursing Program in the Passan School of Nursing builds upon *The American Association of Colleges of Nursing (AACN)* (April 2021) and incorporates the following professional nursing standards and guidelines, along with others identified, for meeting program outcomes:

- *The Essentials of Master's Education in Nursing* (AACN, 2011)
- *The Essentials of the Doctoral Education for Advanced Nursing Practice* (AACN, 2006)
- *The Criteria for Evaluation of Nurse Practitioner Programs* (National Task Force in Quality Nurse Practitioner Education, 2016)

Baccalaureate Nursing Program Outcomes

Traditional, Accelerated, and LPN to BSN Programs:

- Integrate knowledge from the humanities, the physical and social sciences, nursing theory, and applied research as the foundation for the evidence-based practice and education of nurses.
- Cultivate knowledge and leadership skills to design, manage, and coordinate safe, high quality, and cost-effective patient centered care.
- Translate relevant and current evidence as it relates to the research process; clinical judgement; interprofessional viewpoint; and patient and family values as applied to practice.
- Use evolving information technology to assess and deliver quality healthcare.
- Provide opportunities to influence healthcare policy and practice through advocacy within a rapidly changing global environment.
- Facilitate interprofessional collaboration in the delivery of high quality and safe patient care.
- Develop strategies targeting health promotion and disease prevention to improve individual and population health.

- Assimilate professionalism and the fundamental values of altruism, autonomy, human dignity, integrity, advocacy, and social justice to the practice of nursing.
- Prepare the baccalaureate graduate nurses to provide appropriate and culturally sensitive care to individuals and populations, with variations in the complexity of care across the lifespan and through the continuum of healthcare environments.

Baccalaureate Nursing Student Outcomes

Traditional and Accelerated Program:

- Synthesize theoretical, scientific, and clinical knowledge in the delivery of safe evidence-based care through the development of critical thinking, clinical nursing judgement, and clinical competency.
- Apply knowledge, skills, and attitudes to design, manage, and coordinate safe, high quality, and cost-effective patient centered care.
- Use relevant and current evidence to guide the practice of nursing.
- Execute care through the application of knowledge and skills in information management and patient care technology.
- Participate in activities designed to influence healthcare policy and practice within a dynamic environment.
- Collaborate as a member of interprofessional teams, with consumers and providers of healthcare.
- Participate in activities designed to improve individual and population health, through strategies targeting health promotion and disease prevention.
- Demonstrate professionalism in all human dimensions within nursing practice.
- Provide appropriate and culturally sensitive care to individuals and populations, with variations in the complexity of care across the lifespan and through the continuum of healthcare environments.

LPN to BSN Program:

Licensed Practical Nurses can apply to Wilkes University for enrollment in the LPN to BSN program. Criteria include:

- Graduate from an LPN program accredited by either the NLN or ACEN
- A GPA of 3.0 or higher
- Successful completion of Anatomy & Physiology I (4 cr.), Anatomy and Physiology II
- (4 cr.), Microbiology (4 cr.), and Chemistry (4 cr.), with a grade of 2.5 or higher
- Successful completion of English 101 (4 cr.), Psychology 101 (3 cr.), and Math 094 (3 cr.), with a grade of 2.0 or higher (successful completion of Statistics (3 cr.) with a grade of 2.0 or higher, can replace Math 094)
- A letter of recommendation from the LPN Program Director

After program acceptance and a deposit is submitted to attend Wilkes University, the student will meet with the Coordinator of the LPN to BSN program and the Student Services Coordinator in Nursing.

National League for Nursing (NLN) mobility examinations will determine academic placement in the curriculum and facilitate the LPN to RN transition. The Administrative Assistant in Nursing will assist in arranging for students to take these NLN mobility examinations. They include:

1. Nutrition
2. Fundamentals of Nursing
3. Mental Health
4. Obstetrics
5. Pediatrics

Students will be given two attempts to obtain the required passing score as determined by the Passan School of Nursing.

American Nurses Association Code of Ethics for Nurses

According to the American Nurses Association (ANA), the nursing code of ethics is a guide for "carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession." Ethics, in general, are the moral principles that dictate how a person will conduct themselves. Ethical values are essential for ALL healthcare workers, especially nurses.

Revised in 2015 to include 9 provisions, the ANA's nursing code of ethics now includes interpretative statements that can provide more specific guidance for nursing practice. The nine provisions were implemented to help guide nurses in ethical decision-making throughout their practice.

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

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organization, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Statement on Policies

The undergraduate faculty in the Passan School of Nursing (PSON) reserve the right to revise the requirements and policies, as deemed as necessary at any time, to prepare students for new and emerging roles in nursing.

Professionalism Policy

Consistent with expectations of the practice of professional nursing, professional behavior, and attitudes are expected and required by students enrolled in all nursing courses. Students are required to adhere to the policies and procedures in the Wilkes University Passan School of Nursing Undergraduate Nursing Program Student Handbook and the Wilkes University Student Handbook.

All students are expected to adhere to the Code of Conduct as set forth by affiliated clinical organizations/institutions hosting the student clinical experience. The organization/institution reserves the right to prevent entry or request a withdrawal from the clinical site of any student they believe constitutes a risk of harm to patients, visitors, or employees or who fail to follow the institution's policies and procedures. Violations will result in immediate dismissal from the Passan School of Nursing program.

Nursing students are expected to consistently demonstrate the following Professional Nursing Behaviors and will be held accountable for exhibiting:

- Ethical behavior according to The American Nurses Association (ANA) Code of Ethics ("The Code") for Nurses and The National Council of State Boards of Nursing (NCSBN) Guidelines on:
    1. Professional Boundaries
    2. Use of Social Media
- Adherence to laws and regulations as set forth by the Commonwealth of Pennsylvania and the State Board of Nursing.
- Positive, respectful relationships with other students, peers, faculty, staff, interdisciplinary professionals, and patients to include personal appearance in such transactions.
    - Students will comply with all policies and restrictions of clinical partners, affiliated facilities, and the nursing program (e.g., dress code, cell phone policy, parking, tattoos, body art, etc.).
    - Students should be proud of their status as a Passan SON student and use these privileges appropriately. Students should neither represent themselves as a student nurse nor provide care unless in a scheduled student clinical experience.
- Regard for self, patients, peers, faculty, staff, interdisciplinary professionals, and university property.
- Culturally competent nursing care to persons with diverse backgrounds and needs.
- Absence of discrimination based on age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic status, or disability while providing nursing services. This is in accordance with Pennsylvania Code Title 49. Professional and Vocational Standards 21.18.

- Punctuality for classroom, clinical, and campus labs.
- Personal appearance to be minimally business casual if not in full uniform. Approved lab coats are considered appropriate dress.
- Consistent preparation for classroom, clinical, and campus labs.
- Active learning (seeks knowledge; asks questions, searches for information; takes responsibility for own learning).
- Integration of best evidence into clinical practice.
- Completion of clinical requirements within allotted parameters.
- Maintenance of a safe and clean environment for the patient in clinical settings.
- Acceptance and incorporation of faculty and staff feedback.
- Appreciation of others' positions; attempts to identify with others' perspectives; demonstrates consideration towards others.
- Empathy (demonstrates appreciation of others' positions; attempts to identify with others' perspectives; demonstrates consideration towards others.).
- Composure during stressful situations (remains calm, levelheaded, and composed in critical, stressful, or difficult situations).
- Respect for peers, students, faculty, and staff by the use of professional and appropriate verbal comments, tone of voice, and written communication.
- Adherence to policies and standards established in the Wilkes University Passan School of Nursing Undergraduate Nursing Program Student Handbook and the Wilkes University Student Handbook.

If a concern is raised regarding the professional behavior of a student, the faculty or staff member will complete a Professional Nursing Behaviors Violation.
The faculty member will:

- Complete the Professional Nursing Behaviors Violation (PNBV) form by checking off the concern(s) and commenting on specific behavior.
    - Description of Violation: Faculty member will complete the description of the violation to include pertinent information such as dates, times, place and type of violation.
- Notify the student via email of the suspected or alleged violation.
- Meet with the student along with one more faculty member.
- Document information about the meeting and the outcome and plan.
    - All faculty members present at the meeting will sign the form.
    - The student will be offered the opportunity to add written comment(s) and sign the form.
        - Should the student refuse to sign the form, the faculty member will enter "refused" in the signature line.

The student will:

- Establish a plan of correction for the violation within 48 hours of receiving the PNBV.
    - Meet with the faculty (class or clinical) or staff member who issued the violation within 48 hours. The faculty/staff must approve the plan. Both will sign the form and the plan will be attached.
    - Submit the Student Success Plan to the Undergraduate Nursing Program Chair.
    - The plan will be re-evaluated at the end of the semester or as mutually agreed upon by the faculty/staff and the student.
- All documentation will be placed in the student file.
    - If no further violations the form will be purged after 2 years.
    - Students with more than one violation will be purged after graduation.

- If the student fails to develop a plan or does not follow through or follow up the Nursing Department Chair and Dean will be notified.

The Course Coordinator and the Undergraduate Nursing Program Chair will be notified by staff, course, and clinical faculty of any academic, professional conduct, or clinical violations. Professional behavior policy violations will be reviewed in the executive session of the Faculty Organization meeting and Course Coordinator meetings when applicable.

If a second violation arises within the same academic year, the disciplinary actions will escalate to review for removal from the program.

NOTE: If the violation is deemed severe (for any reason) by the faculty/staff the Nursing Department Chair will be notified immediately.

- The student may suffer disciplinary action to the extent of removal from the clinical site and/or course, or nursing program with the approval of the PSON Dean.

PROFESSIONAL NURSING BEHAVIOR VIOLATION

Student: _____WIN:_____ Date: _____

Faculty/Staff: _____ Course: _____

Description of Violation (include date):

_____

_____

Professional Nursing Behavior

Ethical behavior according to the ANA Code of Ethics &/or NCSBN Guidelines.	
Maintain positive, respectful relationships with other students, peers, faculty, staff, interdisciplinary professionals, and patients to include our personal appearance in such transactions.	
Demonstrates respect for peers, students, faculty, and staff by the use of professional and appropriate verbal comments, tone of voice, and written communication	
Maintenance of a safe environment for the patient in the clinical setting	
Punctuality for classroom, clinical and campus labs	
Personal appearance to be minimally business causal if not in full uniform. Approved lab coats are considered for appropriate dress.	
Consistent preparation for classroom, clinical and campus labs	
Completion of assignments within allotted parameters	
Completion of clinical compliances within allotted parameters	

Acceptance and incorporation of faculty and staff feedback	
Adherence to policies and standards established in the PSON Student Handbook or the Wilkes University Student Handbook.	
Other	

Documentation of Meeting:

Outcome (Please provide brief comments in the appropriate row):

Unfounded	
First Violation	
Second Violation	

Faculty Signature: _____ Date:_____
Faculty Signature: _____ Date:_____
Program Director's Signature: _____Date:_____
Student Comments:

_____
_____
_____
_____
Student's Signature:_____ Date:_____

Additional comments:

Academic Honesty Policy

At Wilkes, the faculty and the University community are deeply committed to academic honesty and integrity. The following are considered to be serious violations and will not be tolerated.

1. **Plagiarism**: Using another's ideas, programs, or words without acknowledgment.
2. **Collusion**: Improper collaboration in preparing assignments, computer programs, or when taking quizzes and examinations.
3. **Cheating:** Giving improper aid to another or receiving such aid from another source.

Any student who violates the Academic Honesty Policy will be subject to sanctions in accordance with the Wilkes University Policy.

Steps to resolve suspected academic dishonesty:

1. The faculty member will email and phone the student about the suspected academic dishonesty within 48 hours. The student will need to respond within 24 hours of notification. The faculty member will maintain FERPA guidelines. Documentation will begin with the initial notification to the student.
2. The faculty member and student will meet to discuss the suspected academic dishonesty.
4. If the student does not respond to meet with the faculty member or does not agree to the sanctions for the academic dishonesty behavior, the faculty member will proceed with the recommendations provided by the Chair and Dean of the Passan School of Nursing.
5. The faculty and/or Dean/Chair will contact the Dean for Student Life, Wilkes University Student Affairs department, at (570) 408-4107 (email@wilkes.edu)
6. The meeting outcomes may include the following sanctions:
   a. Grade sanctions, supplemental assignments, and/or course failure.

Considerations:

- If the student is required to repeat the course, the decision will be based on the Passan School of Nursing Academic Regulations.
- If the student acquires two or more attestations of academic dishonesty, the student will be referred to the Chair and Dean of Nursing for disciplinary action.

If a decision cannot be attained and sanctions have been established for the student based on academic dishonesty by the Chair and Dean of Nursing, the student has the right to move through the grievance process established by Wilkes University Academic Regulations https://www.wilkes.edu/campus-life/wilkes-undergraduate-student-handbook/academic-regulations.aspx

Disciplinary Action Policy

Any nursing student who violates Wilkes University and/or PSON policy or procedure will be referred to the Undergraduate Chair and Dean of Nursing for disciplinary action. This may result in suspension or expulsion from Wilkes University and/or the PSON.

Communication Policy

- To maintain confidentiality and privacy all electronic correspondence will be sent to student Wilkes University email and/or LIVE account. No other email account will be used. Students are responsible for obtaining all electronic correspondence sent via the University account.

- Cell phones and other communication devices are to be on silent mode during class. Cell phones are not to be used during class, in clinical, or in the Clinical Nursing Simulation Center (CNSC) without expressed permission from the designated faculty member. Students

will receive a warning the first time, then a one point deduction from the final course grade with each subsequent disregard of this policy.

Policy on Student Advisement

Traditional and LPN to BSN Program – nursing students are responsible for informing their advisor of any incident that may change their learning plan.

- Faculty are available during posted office hours.
- Students are responsible for making an appointment with their advisor.
- Messages may be left for the advisor by email or a phone message.
- Advisement is to help students in their education plan.
- The student is responsible for discussing all deficiency notices with their advisor.
- Personal and/or emotional problems will be referred to a university counselor.
- The student is responsible for ensuring that all degree and major requirements are met.

ABSN Program – nursing students are responsible for keeping their advisor informed of any incident that may change their learning plan.

The ASBN Program Coordinator will serve as the nursing student advisor. Students will be contacted by the coordinator by email during the first week of class, for introduction and to provide contact information. Students are responsible for contacting their advisor with any issues encountered. The advisor is responsible for timely responses to the student and for providing guidance with meeting program requirements. The student and advisor collaborate ongoing and develop a plan to meet the student's individual learning needs.

Entrance and Progression Policy in Nursing

To ENTER the Traditional Bachelor of Science Nursing Program students must:

- Achieve a score of 18 or higher on the University Math Placement Exam within two attempts, or achieve a 2.0 or higher in MTH 094 prior to taking pre-requisite science courses (See Math Competency Policy).

- Earn a 2.0 or higher in English 101

- Earn a 2.5 or higher in all prerequisite science courses (Anatomy & Physiology I (4 cr.), Anatomy & Physiology II (4 cr.), Microbiology (4 cr.), and Chemistry (4 cr.). A student will be allowed only one repeat of a science course. A student who achieves less than a 2.5 in two science courses or less than a 2.5 in the repeat of the same science course will not be able to progress into the nursing program.

- PAX will be waived for transfer students, LPN applicants, and those seeking a change of major to nursing, having completed two science courses and meeting the required GPA for major.

- Achieve a cumulative Grade Point Average (GPA) of 2.5 or higher before entering the undergraduate nursing program.

To ENTER the Accelerated Bachelor of Science Nursing (ABSN) Program students must:

- Check with the ABSN Coordinator about this aspect of screening/admission into the program.

To progress THROUGH the nursing program, all nursing students must:

- Earn a 2.5 or higher in all nursing courses

- A nursing student who earns less than a 2.5 in a nursing course is unsuccessful in that course. Students are allowed only one repeat of one nursing course to progress in the program.

- Students are required to maintain a cumulative Grade Point Average (GPA) of 2.5 or higher.

- Students who do not achieve the minimum cumulative GPA of 2.5 or higher will be placed on probation for the next semester to increase their GPA. Failure to achieve a cumulative GPA of 2.5 or higher after the probationary semester will result in program dismissal. Students will be provided only one semester for probation throughout the nursing program.

- Students must achieve a 2.5 or higher in all science courses (Anatomy & Physiology I (4 cr.) Anatomy & Physiology II (4 cr.), Microbiology (4 cr.), Chemistry (4 cr.) and Environmental Science (3 cr.). **A student who achieves less than a 2.5 in two science courses or less than a 2.5 in the repeat of the same science course, will not be able to continue in the nursing program.**

- Designated nursing courses measure outcomes using brackets. Each syllabus will provide specifics on brackets for the course.

    - Using bracketing, your final course grade is determined as follows:

        - If the average within each bracket is greater than or equal to 79%, the final grade will be the averages weighted according to the bracket value.

        - If the average of one or more brackets is less than 79%, the final grade will be the grade for the lowest bracket.

Classroom Attendance

Attendance is required for in person classes, including scheduled Interprofessional Education (IPE) events. Attendance will be taken at the beginning of each class day. In the case of an unusual circumstance (e.g., major illness, death in the family), the student must contact by email or phone, the classroom instructor no later than one-half hour prior to the beginning of the class. A student will receive a warning on the first lateness or unexcused absence, then a 1.0-point deduction from the final grade with each subsequent disregard of this policy. An excuse from a health care provider may be requested or required.

For online classes, participation in all activities is required. Attendance will be taken in remote class sessions. Students must complete discussion boards and other online activities by specified due dates. Points will be deducted for late completion using the associated assignment grading rubric.

Students are to not schedule travel or vacation at any time during the academic semester when classes or clinical are in session. Emergency situations will be discussed with the course instructor and Undergraduate Chair.

ABSN Nursing Program

Students are expected to participate in online or satellite classes from the first day of each course, which includes students in clinical courses starting clinical hours at approved clinical sites. Each course assignment including discussion posts contributes towards meeting student learning and course outcomes. Students who do not participate weekly, as per each course expectation, is subject to failing the course. A student unable to meet course requirements for a distance education course is expected to notify the instructor as soon as the student is aware of the potential conflict. Faculty are not obligated to give credit or make concessions for students' missed time. Assignments/discussions turned in late without previous approval will receive a five point deduction for every day late. The student's grade will reflect incomplete work for the week.

Students may be removed from the course for non-participation as per its terms. Failure of students to post the required responses to the discussion question(s) in week one prior to 11:59 pm EST of the first Sunday demonstrates lack of participation, which may result in being administratively dropped from the course. Students in courses with clinical hours are required to complete clinical hours and assignments as per the syllabus. Clinical hours should be completed weekly and at a minimum of 50% by the mid semester point. Application of classroom didactic theory in the clinical setting is the expectation with learning. Failure to meet the time frames of the course will result in failing grades for the appropriate assignments.

Policy on Written Assignment Submissions

The student is expected to maintain Academic Honesty and adhere to the Intellectual Responsibility and Plagiarism Policy as stated in the University Student Handbook and as stated under Academic Honesty in this Nursing Student Handbook. The following submission and grading criteria shall apply to all students when submitting papers for nursing courses:

1. Completed papers shall be submitted to the course instructor via Assignment drop box in LIVE in Microsoft Word format at the time and date specified by the instructor.
2. Five (5) points per day, including weekends, will be deducted from the final grade of the assignment not submitted by the scheduled due date and time. Eastern Standard Time (EST) will apply.
3. Graded assignments will be returned to students between two to three weeks from the assignment due date.
4. Turnitin originality check will be applied to all written nursing paper assignments. The required percentage will follow the Turnitin Policy posted in each course.

Examination Policy

Exam Soft Policy

Overview: ExamSoft is an all-in-one secure, computer-based examination platform providing students with an experience similar to the NCLEX-RN exam using a software download known as Examplify. ExamSoft provides students and faculty with a detailed analysis of the student's performance. This performance data can be used by students to guide their studying and examination preparation within a specific course and across the entire nursing program.

As of October 2023, Examplify will only support Mac, Windows, and iPad operating systems. Examplify will not run on Chromebook, Android, or Linux operating systems.

When using Exam Soft it is the student's responsibility to ensure the software is up to date, the computer is program compatible, and is fully charged. Students are not permitted to have anything open on their computer in the examination room except the testing software. The designated exam must be downloaded before the scheduled start time to allow students to begin on time.

(Examplify). At the designated exam time, students will, upon the direction of the proctor:

1. Launch the exam
2. Navigate to the "Begin Screen"
3. Await instructions from the proctor to enter the Exam Codes and begin the examination.

The examination creator will:

1. Enable the calculator and the highlight feature in the ExamSoft testing platform.

Academic Integrity - If a proctor observes a student displaying any form of academic dishonesty the student will be instructed to exit the exam. The student will receive a zero for that exam and will be reported to the Undergraduate Chair of nursing and the student's academic advisor by the exam proctor. Examples of academic dishonesty include but are not limited to using technology other than that provided by Examplify.

Upload of Exam - Students must upload their exam file before leaving the examination room. If a student is unsure if the exam file was uploaded, they may go to Examplify and check "exam history" for confirmation. Students must show their upload confirmation screen (green) to a proctor before exiting the testing room. If a student leaves the examination room without uploading or loses the file for any reason, they will receive a zero for that exam.

Late Arrival - A student who arrives late by 15 minutes or more for an exam will not be permitted to test. The student will complete the exam at a date and time to be determined by the course instructor.

Missed Examinations - The Student Handbook Examination Policy will be followed. No student will be allowed to take a final exam early. Any student who does not complete a missed exam at the designated date and time as instructed by the course instructor will receive a zero for the exam.

Exam Accommodations - Students will notify the course instructor as per the university policy for testing accommodations. The course coordinator will arrange testing accommodations. Refer to Wilkes University Accommodation Policy https://www.wilkes.edu/about-wilkes/policies-and-procedures/disability-services-accomodation-procedures.aspx#:~:text=The%20University%20College%20staff%20will,request%20appropriate%20accommodations%20each%20semester. Refer to Exam and Quiz Accommodation Policy.

Review and Posting of Exam Grades - Preliminary grades may not be available to the student in ExamSoft after a course exam. The exam creator may or may not allow an immediate review of incorrect only questions after the examination. Examination review in ExamSoft will not be enabled if any student is absent and needs to make up at a later date.

Faculty will not review the examination from ExamSoft in the classroom via projector or by any means. Exams may be reviewed individually, with students during office hours, for students to be able to review incorrectly answered questions. Under no circumstance can a student take a photo or reproduce the question in any form. All definitive grades will be posted to LIVE after item analysis by the faculty.

Examination Procedure

Each student is expected to arrive at in-person examinations or begin remote examinations on time, and are to be seated and ready to test at the designated start time.

In the case of unusual or unexpected circumstances in which the student cannot take an examination at the scheduled time, the student must contact the classroom instructor at least one hour before the start of the examination for that day. The examination will be administered within 48 hours after the scheduled date and time. Any suspected incident of student cheating will be handled per PSON and Wilkes University Policy (https://www.wilkes.edu/campus-life/wilkes-undergraduate-student-handbook/academic-regulations.aspx).

Notification of absence requires the following steps:

1. Contact the course faculty via Wilkes University email.

2. The course faculty will contact the student with available dates and times to take the test. The exam should be administered within 48 hours (not including the weekend or holidays) from the original examination or as determined by the course faculty.
3. If the student fails to make up the exam as scheduled by the faculty, it will result in a zero for that exam/quiz.
4. If ill, the professor may require a health care provider's excuse upon return to class.
5. If the reason for the excuse is athletic, a note from the team coach is required.
6. If the exam is the final for the course, a note from the healthcare provider is required. The faculty will arrange to schedule testing before the end of the semester however the student may be required to take an incomplete until the faculty can retest.

In-Classroom Testing Procedures

The student will:

1. Download the examination from ExamSoft before test time. If the student has technical issues, the student will contact ExamSoft for technical assistance at https://examsoft.con/contact/#phone-upport
2. Place all personal belongings including backpacks, water bottles, coats, hats, cell phones, and smartwatches at the front of the classroom. Please ensure the cell phone is turned off unless there is a medical reason for the cell phone to be on. If the cell phone needs to be on during the examination, please inform the professor so arrangements can be made to access the cell phone when needed.
3. Not have access to any food or drink while taking the examination, unless permission is given by the proctor with appropriate reason.
4. Have the desk facing forward and align the desk to ensure distance between test takers. Students may be asked to move to another seat or assigned to a seat for the examination session at the discretion of the faculty/proctor. Students must comply with any request from the proctor to move to another seat or receive a zero on the exam.
5. Not wear a hat, hoodie or head wear/gear of any type while taking an examination. Headwear that is religious will be allowed.
6. Ensure that the computer is fully charged or connected to the charger before the start of the examination. If the computer loses the battery charge before completing of the exam, the grade recorded by ExamSoft will stand (this may be a zero).
7. Use the restroom before the start of the examination. If the student needs to use the restroom while taking the examination, they should raise their hand, and permission will be granted. The examination clock will continue running; time continues if the student uses the restroom.
8. Not be allowed to talk at any time during the examination.
9. Have the following on the desktop: a pen/pencil, one piece of paper supplied by the faculty, and a laptop/computer.
10. Legibly print their name on the paper provided by the faculty. If additional sheets of paper are needed, the student will raise their hand, and one will be provided. After the exam, all scrap paper must be returned to the faculty/proctor. Failure to return this paper after the examination will result in academic dishonesty and professional violation. Any student who removes the paper from the testing session will receive a zero on the examination along with other disciplinary actions.
11. No questions will be answered during the examination unless related to an error or typo or for technical support. The proctor will come to assist the student. If there is no resolution to the technical problem(s), the student will be provided further instructions by the proctor.
12. Upload the examination while remaining seated as soon as it is completed or when time expires. Raise their hand so the professor can see your green screen, which indicates successful uploading of the examination into ExamSoft. Do not leave the session without confirming the upload with

the proctor. Failure to confirm "green screen" and exam upload will result in academic dishonesty and professional violation.

- Close the computer lid if this session is a quiz, after green screen confirmation and remain seated.
- Cell phone use, while awaiting classmates to finish quiz is not allowed. This will result in academic dishonesty and professional violation.

13. Leave the classroom after handing in scrap paper and gathering their belongings.
14. Be considerate of other students and leave the examination hall after completing the examination to avoid disturbing the other nursing students.

On-line Testing Procedures

The student will:

1. Log onto the online examination session ten to fifteen minutes before the scheduled testing session and be prepared to show space to the faculty/proctor. Once the area is approved the student will remain seated and wait for the testing to begin.
2. Follow all pre-testing computer setup instructions including, but not limited to, closing all applications and de-activating all anti-virus software.
3. Download the examination from ExamSoft when available and be ready for the test session to begin. Contact ExamSoft for technical assistance on downloading the examination at https://examsoft.con/contact/#phone-upport
4. Assure that the location you are in has minimal external distractions. This includes noise, talking, people in the area, animals, traffic, etc. If noise is distracting you may be asked to move or close windows to decrease noise level.
5. Use the restroom before the start of the examination. Students will not be allowed to leave the area after the start of the examination.
6. Ensure that the computer and the second device (phone or computer) are fully charged or connected to the charger before the start of the examination.
7. Display the workstation to the proctor. The working station should only have the computer, an empty piece of paper, a pen/pencil, and no food or drink allowed. The proctor may ask the student to remove or cover items that are distracting or may be viewed as containing material for the examination.
8. Have the camera on the entire time while having access to the examination. The professor must see the workstation, the computer screen, and the student throughout the examination.
9. Not have on any brim hat, hoodie, or headgear of any type while taking the examination. Head covering for religious custom is permitted.
10. Not have earbuds or headphones of any type on while taking the examination.
11. Be sitting upright while taking the examination at a table or desk area.
12. Not mute their video device during the exam. Volume may be lowered but the proctor must be able to hear the environment surrounding the student. If needed the student may get permission to wear standard foam earplugs or turning your volume down is acceptable with the proctor.
13. Not talk at any time during the examination. The chat section in Zoom/Bongo is used to ask questions or address concerns.
14. Raise their hand in the chat so the professor can see your green screen, which indicates successful uploading into ExamSoft. The student will show the scrap paper used during the exam to the proctor before leaving the session. The proctor will verify that the examination has been uploaded to ExamSoft. Any student who logs off before permission from the proctor will receive a zero on the examination along with other disciplinary actions as a result of academic dishonesty and professional violation.

All online examination sessions will be recorded and saved by the course coordinator until all students

have completed and successfully graduated from the Passan School of Nursing.

Students with testing accommodations are expected to provide this documentation to the course coordinator at the beginning of each course. If this documentation is not available to the student at the start of a course, students must provide documentation to the course coordinator as soon as possible and at least 4 working days before the first examination when accommodations are needed or as directed by the Wilkes University Office of Disability Services.

Every unit examination in all clinical and non-clinical courses will include medication dosage calculation questions and five (5) on final examinations.

Cheating of any kind is not allowed, and action will be taken if cheating occurs. For consequences of cheating, see the PSON and Wilkes University Policy at (https://www.wilkes.edu/campus-life/wilkes-undergraduate-student-handbook/academic-regulations.aspx).

Exam and Quiz Accommodations Policy

The Passan School of Nursing is committed to providing reasonable accommodations to students with disabilities. *Accommodations* are environmental or procedural adjustments that help students overcome challenges posed by their disability (IRIS, 2023). Accommodations are intended to give students with disabilities the same opportunities for success as students without disabilities. If learning accommodations are recommended by the Office of Academic Success, the following will apply.

Scheduled Exams and Quizzes

1. The student will alert the instructor and the testing center at Disability Support Services in the Office of Academic Success of their intent to take the quiz or exam at the testing center.
2. The instructor will supply the testing center at Disability Support Services in the Office of Academic Success with instructions and ExamSoft codes prior to the day of testing.
3. The student will return to the classroom immediately after completing the exam/quiz unless instructed otherwise by the instructor.
4. Students whose accommodation includes extended testing time will be required to begin the exam/quiz early so they can return to class at the same time as students without accommodations.
5. The student will return to class immediately after completing the quiz unless instructed otherwise by the instructor.

Unscheduled Quizzes

1. The instructor will send instructions and ExamSoft codes to the testing center at Disability Support Services in the Office of Academic Success via email @wilkes.edu prior to the day of the quiz.
2. Students whose accommodations include extended testing time will be alerted by the course instructor at least 30 minutes prior to the beginning of class and will have the option to take the quiz at the testing center at Disability Support Services in the Office of Academic Success.
3. If the student opts to take the quiz at the testing center, they will be required to begin the exam/quiz early so they can return to class at the same time as students without accommodations.
4. The student will return to class immediately after completing the quiz unless instructed otherwise by the instructor.

IRIS Center. (2023). Accommodations. https://iris.peabody.vanderbilt.edu/module/agc/cresource/q2/p11/

Bracketing

- Designated nursing courses measure outcomes using brackets. Each syllabus will provide specifics on brackets for the course.
    - Using bracketing, your final course grade is determined as follows:
        - If the average within each bracket is greater than or equal to 79%, the final grade will be the averages weighted according to the bracket value.
        - If the average of one or more brackets is less than 79%, the final grade will be the grade for the lowest bracket.

Traditional BSN program non-clinical nursing course bracketing example:

Bracket One (250 points – 75%)	Bracket Two (80 points – 15%)	Bracket Three (150 points – 10%)
Exam One – 50 points Exam Two – 50 points Exam Three – 50 points Final Exam – 100 points	Participation – 30 points Quizzes – 50 points	Annotated bibliography – 50 points Written paper – 100 points

Total points for course: 48

Traditional BSN program clinical nursing course bracketing example:

Bracket One (250 points – 75%)	Bracket Two (180 points – 15%)	Bracket Three (89 points – 10%)
Exam One - 50 points Exam Two - 50 points Exam Three - 50 points Final Exam - 100 points	Written Paper - 100 points Participation/Attendance - 30 points Quizzes - 50 points	CCEI – 22 points Clinical evaluation – 50 points Skills Checks - 12 points Community Service – 5 points

Total points for course: 519

ABSN program non-clinical nursing course bracketing example:

Bracket One (250 points – 75%)	Bracket Two (240 points – 15%)	Bracket Three (150 points – 10%)
Exam One - 50 points Exam Two - 50 points Exam Three - 50 points Final Exam - 100 points	Discussion Boards – 160 points Participation – 30 points Quizzes – 50 points	Annotated bibliography – 50 points Written paper – 100 points

Total points for course: 640

ABSN program clinical nursing course bracketing example:

Bracket One (250 points – 75%)	Bracket Two (340 points – 15%)	Bracket Three (89 points – 10%)
Exam One - 50 points Exam Two - 50 points Exam Three - 50 points Final Exam - 100 points	Discussion Boards – 160 points Written Paper – 100 points Participation – 30 points Quizzes – 50 points	CCEI – 22 points Clinical evaluation – 50 points Skills Checks – 12 points Community Service – 5 points

Total points for course: 679

Medication Proficiency Competency Assessment

1) Using ExamSoft, all nursing students will complete a Medication Proficiency Competency Assessment (MPCA) at the onset of each clinical nursing course to assess knowledge of medications and proficiency in calculations.

2) Students may use scratch paper, however, they are required to use the calculator function in ExamSoft to complete the exam. Handheld calculators and cell phones are not permitted

3) In NSG 210 and NSG 330, the student will complete assigned tutorials in Dosage Calc 360 and two self-assessments prior to taking the MPCA.

4) The MPCA is worth 20 points within the assigned grading bracket. The student must earn a minimum of 16 of the 20 points to be considered competent, proficient and safe to administer medications in the clinical environment. If a student does not earn 16 points or more on the first attempt of the MPCA, the course coordinator or the designated instructor will recommend remediation. The student may progress to the clinical environment, but will not be permitted to prepare or administer medications.

5) The student must complete all assigned remediation and retake the MPCA within one week of the first attempt. If the student earns 16 or more points on the second attempt, the maximum grade that can be achieved will be 16. Failure to achieve 16 points or greater on the second MPCA results in immediate clinical failure, and the student will be withdrawn from the course.

Additional considerations for the ABSN program:
The MPCA will be administered on the last day of week four utilizing Dosage Calc 360. If a student does not pass on the second attempt, the student will not be permitted to attend the NSG 330 residency.

Adding a Course

Students in the Passan School of Nursing will adhere to the Wilkes University policy on adding a course.

Withdrawal from Nursing Courses

A course withdrawal is defined as the voluntary removal of a course from the student's schedule after the end of the first week of the semester.

The PSON Undergraduate Nursing Program follows the Wilkes University course withdrawal policy as stated in the Undergraduate Bulletin: https://www.wilkes.edu/bulletin/current/undergraduate/introduction/academic-policies-procedures/withdrawal.aspx, with the following additions:

1. Students will be permitted one withdrawal from a NSG prefix course for any reason.
2. Any subsequent request to withdraw from any NSG prefix course, while carrying a grade less than 79% (or 2.5) in any bracket, will be considered a course failure for the purposes of progression in the undergraduate nursing program.

Leave of Absence

A leave of absence (LOA) is defined as a pause in student enrollment in the undergraduate nursing program for an approved period of time. Undergraduate students in the PSON may apply for an LOA from their studies in the nursing program as follows.

- The student may request approval for an LOA due to medical, military, or personal reasons.
- The student must complete the electronic undergraduate LOA application form, available at https://wilkescentral.etrieve.cloud/#/form/55
- An LOA may not exceed a period of 12 months.
- After 12 months of absence from the nursing program, the student must reapply for admission to the program.
- The students who is unable to return at the end of their approved LOA must apply for an additional LOA, not to exceed a cumulative period of 12 months.
- The student is not eligible for more than two LOAs during their time in the nursing program.
- The student who does not return to the nursing program after the approved period of time will be disenrolled from the PSON undergraduate nursing program.
- At least 60 days prior to returning from an LOA, the student must meet with their academic advisor and complete all required clinical clearances and comprehensive competency evaluation as determined by the PSON.
- Upon return from the LOA, the undergraduate chairperson, in collaboration with the Dean and appropriate faculty and staff, will determine level of placement in the undergraduate program and communicate this to the student.
- If the student does not meet with the advisor or the competency plan, they will be dismissed from the program.

Expectations for Distance Education and/or Satellite Cohort

Distance education is designed as an interactive and collaborative learning environment that requires students to actively and effectively participate in class discussions with respect and understanding for various points of view. Students are expected to participate in distance education classes from the first day of each course. A student unable to meet course requirements for a specific distance education course is expected to notify the instructor as soon as the student is aware of the potential conflict. The student's grade will reflect incomplete work for the week if communication was not initiated with the faculty member. It is the discretion of the faculty member in each course to determine what concessions would be provided to the students for each unit.

Students are expected to:

- Use the Wilkes University email system (wilkes.edu) as the primary means of communication for university issues between the students, faculty, staff, and university. To ensure a quality classroom experience students are expected to check their emails every 24-48 hours and respond to faculty within the same time frame. One email reminder will be sent to the students. If the student remains unresponsive, the ABSN Program Coordinator will be notified.

- Assure that computer hardware is setup and required software is installed.
- Complete the Wilkes University orientation program for online students.
- Notify their advisor and course instructor of any disabilities, or specialized learning needs as soon as possible.
- Assume a self-motivated, independent, and engaged learning role.
- Actively participate in all online activities, including discussion forum questions and read all course content.
- Meet course deadlines and place assignments etc. in assignment folder.
- Access the online syllabus and reference it throughout the course.
- Comply with the Wilkes University Academic Integrity Policy at all times.
- Respect copyrighted course materials and use them within accepted guidelines.
- Practices good Netiquette (http://www.albion.com/netiquette/corerules.html) throughout each course by demonstrating respect for the personal and professional growth of oneself and others through verbal and written interactions with peers, faculty, and university staff.
- Demonstrate respect for faculty, peers, and staff regardless of gender, ethnicity, and sexual orientation, religious, moral, or political beliefs.
- Maintain confidentiality regarding information communicated as it relates to patients, employers, and other students.
- Complete course work missed due to interruption of internet service or technology failure.
- Extension of assignment deadlines will be considered at the discretion of faculty.
- Maintain high ethical standards in the preparation and submission of assignments.

Any action, verbal statement, or written statement that threatens or violates the personal safety of any faculty, staff, or student, or any conduct which interferes with the online educational process will be referred to the ABSN Program Coordinator.

Faculty are expected to:

- Be prepared with all online course materials prior to the first day of class.
- Notify the student advisor if classroom issues occur such as lack of participation, poor performance, etc.
- Log into the online classroom a minimum of three times per week.
- Be engaged in the online discussion forum providing substantive discussion post feedback for students weekly.
- Provide timely grades and constructive feedback for all assignments, via the LIVE classroom (grade and assignment folders).
- Respond to student emails within 24-48 hours Monday through Friday (Weekends, Breaks and Holidays excluded).

Policy on Computer Specifications/System Requirements

Passan School of Nursing students are responsible for the compatibility of their computer systems with, and must meet the minimum technology requirements as recommended by, the Wilkes University Information Technology Services (ITS). Students enrolled in any nursing programs are required to use various online learning platforms and digital assessment (testing) platforms and must additionally meet specifications to access and utilize those technologies.

Laptops with wireless capability are strongly recommended; tablet computers are not recommended as a primary device. Also,the current digital assessment platform used in the programs will not run on Chromebooks, Android, or Linux operating systems and does not support touchscreen input devices on Mac or Windows laptops.

Wilkes ITS recommends the following minimum computer specifications:

Laptop, Windows

- Dual-Core Processor (Intel Core i5 or AMD equivalent, 2.4 GHz or higher)
- Windows 11 64 Bit
- 16 GB RAM (8 GB minimum)
- 500 GB Hard Drive (256 GB minimum)
- Wireless Card
- External Ethernet adapter

Laptop, Macintosh

- Intel Core i5 or Apple M1 Processor (2.4 GHz or higher)
- Mac OS X latest version (10.15 minimum)
- 16 GB RAM (8 GB minimum)
- 500 GB Hard Drive (256 GB minimum)
- Wireless Card
- External Ethernet adapter

Desktop, Windows

- Dual-Core Processor (Intel Core i5 or AMD equivalent, 2.4 GHz or higher)
- Windows 10
- 16 GB RAM (8 GB minimum)
- 500 GB Hard Drive (256 GB minimum)
- Ethernet card

Desktop, Macintosh

- Intel Core i5 or Apple M1 Processor (2.4 GHz or higher)
- Mac OS X latest version (10.14 minimum)
- 16 GB RAM (8 GB minimum)
- 500 GB Hard Drive (256 GB minimum)
- Ethernet Card

Policy on Grievance

Students must have appropriate recourse for action if they are having a clear and justifiable grievance in an academic and/or clinical area.

All students must follow the established procedure of this policy. This policy is not intended to preclude a student's immediate and direct access to the Dean of the Passan School of Nursing on this or any other matter. It is intended as a guide for appropriate and effective action within the school.

Procedure:

A student having difficulty in an academic or clinical area is to:

- First attempt to resolve the problem with the classroom and/or clinical instructor involved.
- If the problem cannot be resolved through discussion with the classroom and/or clinical instructor, the student should initiate a meeting with the course coordinator. For ABSN students, the ABSN Coordinator will also be involved in the discussion.
- If a problem cannot be resolved through discussions with the course coordinator and or ABSN Coordinator, the student should request a meeting with the Undergraduate Chairperson.
- If the problem remains unsolved, it will be referred to the Dean of the Passan School of Nursing for review.
- If the student is not satisfied with the decision of the Dean, they may appeal the decision in accordance with the Wilkes University Grievance Policy (see Wilkes University Undergraduate Student Handbook).

Technical Standards Essential to the Practice of Nursing

The goal of Wilkes University's Passan School of Nursing is to prepare professional practitioners of nursing who have mastered the core concepts and principles of the discipline and who are prepared to meet the challenges of practice in an increasingly complex healthcare environment through evidenced-based practice and healthcare policy development. The educational program is built on a foundation that fosters ethical practice, professionalism, and lifelong learning in a dynamic and multicultural society. Fundamental to the nursing program is the sequential building of nursing knowledge through cognitive, affective, and psychomotor domains that facilitate the delivery of safe, compassionate, and competent nursing care which necessitates certain functional abilities during clinical experiential activities that are not present for didactic classroom functional abilities. Nursing faculty define these functional abilities as technical standards essential to the practice of nursing.

Technical standards are required to provide safe, effective nursing care. Students unable to carry out activities related to technical standards may not be able to meet course objectives and progress in the nursing program. Students unable to complete activities related to technical standards may also pose a risk of harm to themselves and/or to the client(s) for whom care is provided. Hence, students must have the ability to carry out activities related to technical standards for admission and progression in the nursing program.

A prospective student or enrolled student in the Passan School of Nursing with a documented disability, in accordance with Wilkes University policy, and as defined by section 504 of the 1973 Vocational Rehabilitation Act and the Americans with Disabilities Act of 1993, can request accommodations to meet the technical standards defined by the Passan School of Nursing. A student with a disability is encouraged to seek accommodations to meet the technical standards, by contacting University College to discuss reasonable accommodations.

The Passan School of Nursing will be responsible for providing reasonable accommodations for students to meet the standards. A student with a disability who requests accommodations will be required to submit this request in writing and provide pertinent supporting documentation to University College, in accordance with Wilkes University policies. Wilkes University and the Passan School of Nursing will provide appropriate accommodations, but are not required to significantly modify the requirements or nature of the nursing program.

Wilkes nursing faculty have identified the following technical standards of functional abilities essential to the practice of nursing that an individual must meet to be admitted into and progress through the nursing program as: (1) General; (2) Observational; (3) Communication; (4) Motor; (5) Critical Thinking; (6) Professionalism; and (7) Emotional, Psychological, and Mental Stability. It is expected that all students are able to meet these technical standards, and to meet program objectives.

Technical Standards of Functional Abilities Essential to the Practice of Nursing:

(1) General: Students must possess functional sensory abilities to effectively interpret data received through the senses in a consistent and accurate manner. This includes the ability to use vision, touch, hearing, smell and communication skills during client data collection and the ability to perceive pain, pressure, temperature, position, vibration, and movement.

(2) Observational: Students must possess sufficient aptitude to accurately interpret and document visual observations within the context of patient care activities, which include, but are not limited to, the interpretation of laboratory studies, medication administration and the interpretation and maintenance of accurate records.

(3) Communication: Students must have adequate ability to communicate effectively, both verbally and nonverbally, to gather information and translate that information to others in a professional, logical, and accurate manner. Students must have sufficient command of the English language to read, write, interpret, comprehend, and legibly document the language in multiple formats. Students must have the ability to speak the English language to support communication with patients, their family members, and health care professionals. In addition to this, students must have the ability to recognize, interpret, and respond to nonverbal behavior in themselves and others. Students must also be able to communicate proficiently with instructors and other students in both verbal and written formats.

(4) Motor: Students must have sufficient strength, mobility, flexibility, coordination and dexterity to perform patient care activities and emergency procedures. Students must also possess the gross and fine motor skills necessary to safely and effectively perform clinical psychomotor skills. These patient care activities, emergency procedures, and psychomotor skills require students to have sufficient levels of neuromuscular control and eye-to-hand coordination to complete (a) the techniques of examination which include inspection, palpation, percussion, auscultation, and other diagnostic maneuvers; (b) the ability to develop the psychomotor skill necessary to (i) perform or assist with procedures, treatments, medication administration; (ii) manage and operate diagnostic and therapeutic sterile medical equipment, and (iii) perform patient care maneuvers and activities which include but are not limited to lifting, transferring, and assisting with mobility.

(5) Critical Thinking: intellectual, conceptual, and quantitate abilities: Students must be able to develop skills necessary to manage situations inherent in nursing.
This necessitates problem-solving skills, which require students to measure, evaluate, analyze and synthesize objective and subjective data to make safe, immediate, well-reasoned and sound judgments, often in unpredictable situations. Students must also be able to incorporate new information from peers, teachers, and nursing and medical literature when making clinical judgments during patient assessment, intervention, evaluation, teaching and development of short and long term patient goals.

(6) Professionalism: Essential behavioral and social attributes: It is essential for students enrolled in nursing programs to possess specific personal attributes integral to the professional practice of nursing. Students are referred to the professionalism policy listed on page [14] of the undergraduate nursing student handbook for a complete listing of the essential behaviors and social attributes required for the practice of nursing.

(7) Emotional, Psychological, and Mental Stability: ability to manage stressful situations: Students enrolled in nursing programs must possess the ability to display effective and empathetic behaviors under stressful and rapidly changing situations while interacting with diverse individuals and groups. Students must also possess mental stability and the ability to readily respond to urgent, often unpredictable situations calmly without hindering the ability of other members of the health care team to promptly address and treat the emergent needs of clients.

Clinical Experience Policy

Clinical Dress

As consistent with the expectations of the practice environment, professional dress, and attention to personal hygiene are mandatory in the clinical setting. Attire and personal grooming are expected such that they neither distract from nor compromise the professional integrity of the Passan School of Nursing or the nursing profession. Students must also follow all pertinent guidelines of the assigned clinical agency in regard to dress policy.

1. Uniform
A galaxy blue scrub pants and a galaxy blue scrub top with the Wilkes Flying “W” or Wilkes University Passan School of Nursing embroidered in gold thread over the left upper chest area. Students may also purchase the optional long sleeve and/or short sleeve white shirt specified on the uniform price list sheet to wear under their scrub top and the optional galaxy blue embroidered jacket, to wear over their uniform. White leather uniform shoes or all white leather sneakers with no color markings and white socks are also required. Clogs, open back shoes, or mesh material shoes, are not permitted. The Wilkes University Student ID, stethoscope, watch with a sweeping second hand, black ink pen, small notebook, bandage scissors, and penlight are also required equipment for clinical practice.

Traditional BSN students are to wear a white lab coat with the Wilkes University Passan School of Nursing patch/embroidery on the left upper arm sleeve and the Wilkes University ID badge is to be worn over appropriate business/professional dress clothing when obtaining clinical assignment or for attending various experiences in the PSON.

Note: See your instructor for the exact uniform worn in your assigned agency. For example, in some psychiatric agencies, business/professional clothing rather than a uniform is worn. In Obstetrics, the wearing of agency scrubs may be required.

2. Hair
A student's hair should not interfere with the delivery of patient care. For safety and sanitary reasons, as well as for appearance, all students with long hair must have it secured away from their face and off their shoulders when in clinical agencies and in the CNSC. Well-trimmed beards, sideburns, and mustaches are acceptable. Artificial eyelashes or eyelash extensions are not to be worn unless approved by a clinical instructor. Hair should always be clean and well-groomed. Galaxy blue, white, black, or gold solid colored headband may be worn.

3. Makeup
Makeup should be used in moderation. Patients may be allergic to fragrances therefore, perfume, cologne, and scented lotion should not be applied on clinical days.

4. Nails
Nails should be short, clean, and rounded. Clear or light pink nail polish is permissible. Artificial nails, acrylics, tips, dips, gel polish, or other nail overlays are restricted when providing direct patient care.
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5. Jewelry and Tattoos
a. A wedding ring or small-sized non-ornate ring is permitted.
b. Ornate or dangling earrings are not permitted. If ears are pierced, one small post earring per ear is permitted. No hoop earrings, bars, gages, or large stud earrings are to be worn.
c. No other body piercing jewelry should be visible, including tongue, eyebrow, nose, or lip piercing.
d. No other visible jewelry is permitted.
e. Tattoos need to be covered if the tattoo is considered inappropriate. Inappropriate tattoos include, but are not limited to, words, displays and/or images deemed culturally insensitive, violence, drugs and or drug paraphernalia, nudity, sexual interactions, alcohol, or tobacco products and profanity.

The student will receive one written warning, and if the student continues to violate the dress code, they will be dismissed from clinical and will be required to complete a clinical makeup day.

Student Conduct

Students are preparing for initial licensure as a registered nurse and will be expected to abide by the Code of Conduct and the conduct expectations outlined in the Nurse Practice Act.

A student may not be permitted in clinical nursing courses under the following circumstances:
1. Evidence of a Felony Conviction
2. Positive Drug Test: The student tests positive for drugs during the Urine for Drug Screen Test required as a condition of participating in clinical courses (see below) or
3. Criminal Record: The student's most current FBI Criminal History Report includes any reference to a criminal conviction (including summary offense or charge not resolved through an alternative intervention program such as the Pennsylvania Accelerated Rehabilitative Disposition Program).

*If resolved, it is the student's responsibility to contact the agency to which they are assigned for the specific clinical course. The student must obtain a written statement indicating the assigned contracted clinical agency is aware of the resolved issue and is granting permission for the student to complete the clinical requirements at the agency. The written statement must be submitted to the Student Services Coordinator as part of the Castle Branch clearance procedure, at least 30 days before the start of the semester. If they do not, they will not be able to attend clinical and/or be enrolled in a clinical course.

Students cannot matriculate into clinical nursing courses having a criminal record, or positive urine for drug screen results. It is the student's responsibility to notify the Passan School of Nursing if an incident occurs that would impact their nursing student status, resulting in the dismissal from the program.

Confidentiality

In accordance with clinical agency regulations, students and faculty must subscribe and adhere to agreements protecting the confidentiality of patient information and adhere to the following guidelines:

- Pertinent patient identification including, name, social security number, or codes, will not be copied.
- Patient charts will not be removed from the confines of the nursing unit.
- Patient identification will not be discussed or mentioned in any public domain such as an elevator, hallway, cafeteria, etc.
- Patient initials will only be used on all teaching/learning assignments.
- Assignments posted by faculty will contain room numbers, patient initials, and pertinent clinical data.
- Students and faculty will follow all agency policies.
- Students will log off electronic devices when finished using them at the assigned agency.

Physical Requirements

It is the policy of the PSON that students must meet the following criteria for admission and completion of the nursing program.

All students must have a physical examination.

1. A student who has a limitation and/or disability, which may potentially interfere with the student's achievement of educational objectives, may be required to submit to an evaluation by a Healthcare provider designated by Wilkes.
2. The situation will be reviewed by the Dean of the School in consultation with that Healthcare provider.
3. The Dean of the School will review information from any pertinent source: Student Course Instructor, Clinical Instructor, Nursing Advisor, Healthcare Provider, Student's Parents (or other person/i.e., vocational counselor), with student's request Student Certified Profile and Medical Record
4. The Dean of the Passan School of Nursing will make the final decision.

Medical Impact and Potential Risks for Pregnant Students in Clinical

Pregnant students should be aware of potential risks to the fetus and students associated with some learning experiences such as, but not limited to, caring for clients with infectious and communicable diseases, strenuous activity, and toxic substances including radiation and chemotherapy, and the potential for bodily harm.

If a nursing student seeks an accommodation related to pregnancy, then it is the responsibility of the student to consult with the course coordinator and clinical instructor prior to clinical experiences, or as soon as the accommodation is requested, to identify clinical agency policies related to pregnant students and the impact of these policies on the student's ability to meet all clinical outcomes.

The nursing student requesting accommodations related to pregnancy is required to provide additional documentation from their health care provider noting the restriction and/or clearing them to perform clinical assignment duties. This documentation will be kept in the student's file. Additionally, when a student is returning during the semester after delivery, medical clearance from a health care provider stating that the student may resume clinical assignment duties without restrictions is required and shall be kept on record in the student's file. Neither Wilkes University nor its affiliating clinical agencies assume responsibility for any harm that might occur to a pregnant student or fetus.

Completion of Required Clinical and Simulation Based Learning Experiences

All clinical nursing courses have required simulation-based experiences (SBE) integrated into the course outline. SBEs are an integral piece of the clinical experience and tie directly into student outcomes for each clinical nursing course. Students must successfully complete all SBEs as scheduled in the course outline.

The Director of Clinical and Simulation-Based Learning (CSBL), in collaboration with CNSC staff and Course Coordinators, will schedule SBEs, including practice, remediation, and retesting. The CNSC is the primary site for SBEs.

For SBEs other than practice and remediation, students must abide by the clinical dress code policy. Students must be in uniform, with their student ID, and any applicable equipment, upon arrival at the CNSC. If an emergency arises that prevents a student from making a scheduled appointment, the student must notify the CNSC at 570-408-4089, the clinical instructor and the course coordinator PRIOR to the scheduled activity. Both the Director of CSBL and the Course Coordinator must deem excuses for missing SBEs valid. The Director of CSBL and the Course Coordinator will collaborate to determine and schedule appropriate make-up activities for any missed SBE.

SBEs include but are not limited to skill demonstrations; formative and summative scenario-based simulations and high stakes simulations. Students must complete all required preparatory work as communicated via the course packet. Classroom and clinical faculty should encourage students to practice as necessary prior to scheduled evaluations.

Skill Demonstrations

Clinical faculty and CNSC professional staff evaluate students' technical skills using standardized skill checklists. Students who are not successful on the first attempt at a skill demonstration must complete assigned remedial work and make an appointment for another attempt. Until a student can successfully perform skills in the simulated environment, they cannot perform the skill in the clinical setting. When a student cannot perform specific skills in the clinical setting, the clinical faculty will document this in the clinical evaluation. If the student cannot perform specific skills for more than two (2) weeks, the clinical instructor will place them on a clinical contract.

Formative Simulations

CNSC staff and course faculty, in collaboration with the Director of CSBL will design and execute formative SBEs. Formative SBEs assist students in learning soft skills such as communication, clinical reasoning, clinical nursing judgment and interprofessional collaboration. CNSC professional staff and course faculty use a variety of assessment and evaluation instruments in formative simulations; however, learning is the focus of these SBEs. CNSC professional staff and course faculty may recommend remedial work based on student achievement of course objectives and desired student outcomes.

CNSC staff use the Lasater Clinical Judgment Rubric (LCJR) in the assessment of a student's clinical nursing judgment development. A LCJR score of 11 indicates the student's clinical nursing judgment is beginning to develop. An LCJR score of 12-22 indicates the student's clinical nursing judgment is currently developing. An LCJR score of 23-33 indicates an accomplished level of clinical nursing judgment. A LCJR score of 34-44 indicates the student's clinical nursing judgment is exemplary. The Director of CSBL will prepare, compare, and report mean LCJR scores at the beginning and end of the nursing program for each graduating student cohort as a means of assessing programmatic outcomes.

Summative Simulations

CNSC staff and course faculty, in collaboration with the Director of CSBL, design and execute summative SBEs in the CNSC. In summative SBEs, clinical faculty and CNSC staff evaluate students' clinical competence using the Creighton Clinical Evaluation Instrument (C-CEI). Clinical competence in a specific clinical scenario is defined as a C-CEI score of 18 or higher on a scale of 0-22. This is equivalent to a grade of 82%. Students achieve points on the C-CEI through demonstration of specific identified actions, without prompting, during the pre-briefing, scenario, or debriefing component of the SBE. Students who do not achieve a C-CEI score of 18 or higher on the first attempt at a summative evaluation, must complete assigned remedial work. The Course Coordinator, in collaboration with the Director of CSBL, will assign a timeframe for completion of the remedial work, and for a second evaluation. A CNSC staff and clinical faculty evaluate the student during the second attempt. If a clinical faculty is not available for the second attempt, two CNSC professional staff will conduct the evaluation. If a student must complete a second evaluation, the recorded grade will be the maximum passing score of 18.

High-Stakes Simulations

CNSC staff and course faculty, in collaboration with the CNSC Director design and execute a high-stakes SBL activity for students prior to the commencement of their practice in the clinical environment. This occurs in NS210 and NSG 330. In high-stakes SBL activities, clinical faculty and CNSC professional staff evaluate students' clinical competence using the Creighton Clinical Evaluation Instrument (CCEI). Clinical competence is defined as a C- CEI score of 18 or higher on a scale of 0-22. In the high-stakes simulation, the CCEI score indicates the student's ability to meet basic clinical competencies related to safety. Students achieve points on the CCEI through demonstration of specific identified actions, without prompting, during the pre-briefing, scenario, or debriefing component of the SBL activity.

- If a student does not achieve a CCEI score of 18 or higher on the first attempt:
    - The student will complete assigned remedial work, including but not limited to a structured, one-hour, one-on-one remediation session with a CNSC staff member.
    - The Course Coordinator, in collaboration with the CNSC Director, will assign a timeframe for completion of the remedial work, and for a second evaluation.
    - Two faculty or professional staff, who are different than the original evaluators and not those who remediated the student, will evaluate the student during the second attempt at the same simulation.
    - If the student achieves a CCEI score of 18 or higher on the second attempt, the course instructor will record the student's CCEI grade as the average CCEI from the first and second attempts, not to exceed 18 points.
    - If the student does not achieve a CCEI score of 18 or higher on the second attempt, the student cannot progress to the clinical environment. The instructor will enter the CCEI grade as the average of the two CCEI scores and a grade of 0 for the clinical evaluations.
    - If a student achieves a CCEI score of 18 or higher on the second attempt but fails to meet all expected outcomes in the medication administration section of the CCEI, the student cannot progress to clinical.
        - The Course Coordinator, in collaboration with the CNSC Director, will assign a timeframe for completion of the remedial work, and for a second evaluation.
        - Two faculty or professional staff, who have not previously evaluated or remediated the student, will evaluate the student in a simulated medication administration using the Medication Administration CCEI.
        - If the student achieves a CCEI score of 18 or higher on the Medication Administration CCEI, the course instructor will record the student's CCEI grade as the average CCEIs from the two Postoperative Simulations and the Medication Administration CCEI, not to exceed 18.
        - If the student does not achieve a CCEI score of 18 or higher on the Medication Administration CCEI, the student cannot progress to the clinical environment. The instructor will enter the CCEI grade as the Medication Administration CCEI score and a grade of 0 for the clinical evaluations.

- If a student achieves a CCEI score of 18 or higher on the first attempt, but fails to meet all expected outcomes in the medication administration section of the CCEI:
    - The student will complete assigned remedial work, including but not limited to a structured, one-hour, one-on-one remediation session with a CNSC staff member
    - The Course Coordinator, in collaboration with the CNSC Director, will assign a timeframe for completion of the remedial work, and for a second evaluation.
    - Two faculty or professional staff, who are different than the original evaluators and not those who remediated the student, will evaluate the student in a simulated medication administration using the Medication Administration CCEI.
    - If the student achieves a CCEI score of 18 or higher on the Medication Administration CCEI, the course instructor will record the student's CCEI grade as the average CCEI from the Postoperative Simulation and the Medication Administration CCEI.
    - If the student does not achieve a CCEI score of 18 or higher on the Medication Administration CCEI, the student cannot progress to the clinical environment. The instructor will enter the CCEI grade as the Medication Administration CCEI score and a grade of 0 for the clinical evaluations.

The performance in the clinical environment is highly correlated with performance in the simulation environment. If a student does not demonstrate clinical competency in a high-stakes simulation, they cannot progress into the clinical setting and will be unable to achieve student outcomes for the course. The student will earn the bracket three grade (clinical) as the final grade for the course.

Clinical Information

The student is responsible for being familiar with the agreement concerning clinical instruction. The clinical instructional program is an integral and essential part of the education program designed to prepare students for a career in nursing. As a student of Wilkes University, compliance with the following Student Agreement Concerning Clinical Instruction is required:

It is specifically understood and agreed that the students, while participating in the major of nursing, are not employees of the Institution, nor substitutes taking the place of regular employees of the Institution. Furthermore, students are not and shall not be entitled to be covered by the Workman's compensation rendered as part of the Clinical Education Program.

The responsibilities of the Passan School of Nursing include:

a. Supplying any information required by the Institution prior to the arrival of the students except as prohibited by the Family Education Right and Privacy Act of 1974.
b. Selecting and assigning students who will participate in the clinical experience.
c. Assuring that a faculty member of Passan School of Nursing shall be always present and/or available that student nurses are engaging in clinical practice.
d. Assigning to the Institution only those students who have fulfilled all the health requirements.
e. Arranging professional liability insurance for all students. Please note that this coverage is only for assignments during student clinical experiences. It does not cover any student employment.

The responsibilities of the Institution shall include providing:

a. For the care of all patients. At all times, the ultimate responsibility for patient care shall be that of the Institution. Any patient may be withdrawn from student assignment for a valid reason.
b. All necessary patient care supplies needed by clients.
c. Opportunity for a jointly planned program of clinical experience.

The responsibilities of students shall include:

a. Following all established policies for the Institution (including regulations concerning parking procedures).
b. Wearing the appropriate uniform and approved ID when picking up assignments and giving patients care.
c. Reporting to the clinical area promptly and being prepared to give assigned care.
d. Refraining from discussion or publication as per HIPAA and Passan School of Nursing Social Media Policy.
e. Maintaining the clinical skills checklist each semester as per the written instructions on the clinical skills checklist.
f. Completing the community service requirement.
g. Submitting to random drug screen testing through Wilkes University's Health Services when requested by the student's assigned clinical agency.
   i. Any expense for random drug screen testing is the responsibility of the student.
   ii. If selected for a random drug screen testing the student must notify the Coordinator of Student Services.
   iii. If the student has a positive urine for drug screen result the student will not be permitted to attend clinical and will be referred to their State's Nurse Assistance Program.

- The Passan School of Nursing reserves the right to dismiss a student who is deemed unsafe, demonstrated by dangerous, inappropriate, irresponsible, or unethical behavior that actually or potentially places the student, patient, patient's family, or health team members in jeopardy.
- Despite the earned grade of 2.5 or higher in the theory component of any clinical course, a clinical failure will result in a 0 as the final course grade. Courses using bracketing grading as described in the progression policy will follow that grading scheme.

Examples of unacceptable clinical behavior include but are not limited to:

a. Inadequate preparation for the clinical experience.
b. Attending the clinical experiences under the influence of drugs and/or alcohol.
c. Refusal to care for an assigned patient based on patient characteristics such as gender and gender identity, age, race, culture, religious beliefs, or diagnosis.
d. Acts of omission or commission in the care of patients, such as physical abuse, placing the patient in a hazardous position, condition, or circumstance; mental/emotional abuse; and medication errors.
e. Disruption of patient care or unit functioning related to poor interpersonal relationships with agency health team members, peers, or faculty.
f. Any physical or mental behavior that affects one or more parameters of safe clinical practice and/or jeopardizes the well-being of patients, patients' families, health team members, peers, or faculty.
g. Any behavior that violates professional qualities, such as violation of patient confidentiality or solicitation of patient services leading to personal gain. A student or faculty member may request an independent faculty evaluation in the clinical area.

Policy for Attendance at Clinical

It is the student's responsibility to meet all course outcomes satisfactorily. Therefore, attendance at all clinical experiences is mandatory. If a student's circumstances demand special consideration, it is the responsibility of the student to notify the clinical coordinator at the time of pre-registration for the upcoming semester. This will not guarantee the request can be honored, based upon availability.

After two days of clinical absences, the student will be unsuccessful in the clinical component of the course. Students may be readmitted to the course only by action of the PSON Undergraduate Nursing Department Chairperson and the Dean of the PSON.

ABSN Program: Students assigned to a clinical preceptor must complete the predetermined clinical schedule throughout the course and the specified number of clinical hours needed for PSON graduation requirements. Clinical hours are to be completed during day or evening hours. **Night shift is not permitted.** Clinical hours are to be completed weekly and not compressed in less than planned semester weeks.

The procedure for reaching the specific clinical instructor or clinical preceptor in the event of clinical absence will be discussed during clinical orientation. It is the student's responsibility to contact their clinical instructor or clinical preceptor prior to the start of clinical.

Not all clinical rotations will provide opportunities to make up missed clinical experiences. Various agency policies and orientations may prohibit students from attending an alternate agency during a specific rotation. As a result, students are responsible for the following:

Clinical will be attended until the last week of class. Students having one or more clinical absences must make up this missed time in the clinical setting during final exam week. Failure to complete missed clinical hours by the last scheduled final examination of the semester will result in a grade of a 0 for the course.

Policy Regarding Absence Due to Inclement Weather

Wilkes University Passan School of Nursing follows University policy regarding delays and closing for inclement weather for classroom and clinical activities in face-to-face courses. * Regarding clinical attendance, if the University closes then clinical is canceled. If a compressed schedule is issued, hospital based clinical that start at 7 am will be canceled. If the University opens at 10am, students scheduled for an activity in the CNSC will report at 10am. If the University opens at 12pm (Noon), all 7 am clinical sessions will be canceled. Scheduled evening clinicals will be held. *For hybrid, on-line, and virtual based class courses, students should follow the instructions of the course faculty. Students may be required to complete a virtual assignment in lieu of in person clinical if clinical is canceled due to inclement weather.

Transportation to the Clinical Agency

Students are independently responsible for their transportation to and from all clinical agencies.

Skills and Final Exam Retesting for Returning Students

Students with non-consecutive enrollment in the nursing curriculum sequence must demonstrate competence in skills before starting their next clinical nursing course. In addition, any student with a leave of absence greater than two semesters must also retake final exams in all previously completed clinical courses as a self-assessment prior to beginning their next clinical nursing course.

Students who have successfully passed any of the NLN mobility challenges must successfully demonstrate competence in skills prior to beginning clinical nursing courses.

Specific skills for which competency must be demonstrated are identified to the students by the Undergraduate Chairperson in collaboration with Course Coordinators and evaluated by the Clinical Nursing Simulation Center (CNSC) staff, using skills checklists. It is the students' responsibility to arrange skill testing with the CNSC staff. Once completed, the CNSC staff will notify the Undergraduate Chairperson of testing results.

ASSUMPTION OF RISK AND RELEASE AGREEMENT

Student Professional Field Experience

Participation Acknowledgement. I am participating in a professional field experience as part of the academic program requirement(s) at Wilkes University (the "Experience"). I assert that I am enrolled in one or more classes listed for this program, and I understand that experiences in those classes will be covered by this Agreement. I understand that these experiences will be conducted at the various
off-campus locations (the "Location(s)"). I understand that these experiences may include but are not limited to the following: assessments, classroom observations, clinical work, internships, labs, modules, practicums, research, role transitions, and service learning.

The Location(s). I understand that unstable or unexpected conditions in the Location(s) may require changes in the planned Experience or might cause inconvenience or harm to me. I further understand that Wilkes University ("Wilkes") does not own, operate, or control the Location(s). I recognize that certain aspects of the cultural climate of the Location(s) may be materially different from that of my own culture or that of the Wilkes Community. I further recognize that any experiences or other activities in the Location(s) may be very different than exist in the Wilkes Community.

Assumption of Risks. I realize that there may be inherent risks to my health or wellbeing because of my participation in this Experience, which Wilkes cannot anticipate, change, or improve. Such risks include but are not limited to any risk inherent in this type of Experience, inexperience, or unfamiliarity with this type of Experience or its requirements, unfamiliarity with the Location(s), travel to, from and around the Location(s), unfamiliarity with laws, culture or customs, unfamiliarity with work environment conditions or requirements, riot, violence, terrorism, exposure to sickness or disease, allergic reaction, contaminated food or water, unfamiliar climate, complications from weather conditions, inadequate or unavailable healthcare facilities or assistance, inadequate, faulty, inappropriate or lack of training or instruction, inadequate, faulty, inappropriate or lack of equipment, accident, or mistake. I recognize that these risks may result in inconvenience, loss, injury, or damage to me, including personal injury, up to and including my death, or damage or loss of my personal property.

Waiver of Liability. I understand and agree that Wilkes does not assume responsibility or liability for and has not made, does not make, and cannot make any representations whatsoever regarding my personal health and safety or that of my property while participating in this Experience. I release Wilkes from all claims, including negligence that may arise from my participation in this Experience, whether foreseen or unforeseen, known, or unknown and I assume full responsibility for any injuries, damages, or losses that may arise out of my participation in this Experience, up to and including my death.
Acknowledgment. I hereby acknowledge that I have read and understand the terms of this agreement. I also understand that if I am not willing or able to complete the required Experience, completion of the Program may be delayed.

Student Name: _____ WIN: _____

Student's Signature: _____ Date: _____

THIS PAGE WILL BE KEPT ON FILE

Health Form Policy Profile Requirements for Clinical Experiences

All students entering clinical courses are required to create a profile on Castle Branch (CB). The profile and any rechecks/updates must be completed by April 15th for ABSN students who start in May/summer semester, by June 30th for Traditional and ABSN students who start in August/fall semester, by July 22nd for ABSN students who start in August/fall by January 5th for Traditional and ABSN students who start in January/spring semester. All physical examinations, clearances, and other requirements must be completed by their due date, if not, there will be loss of a clinical seat. Students are advised to make two (2) copies of their profile for their own records. **The Wilkes University Passan School of Nursing assumes no responsibility for agencies that refuse the student admission to clinical based on incomplete health records, clearances, vaccinations, profiles and other requirements, and students' refusals to obtain any additional requirement(s) of the clinical agency.**

Health Screening, Clearances, Certifications, and Requirements for Castle Branch

Health Insurance - All students are required to have health insurance. Students need to provide proof of insurance. **This is an annual requirement.**

Physical Health Examination- Students are required to have a completed yearly physical examination form. **This is an annual requirement (Download form from Castle Branch site).**

TB Screening- All students must submit results for the 2 STEP PPD then a single step yearly PPD or a yearly negative QuantiFERON Gold blood test thereafter. All students must have their PPD's completed prior to the start of clinical. If positive PPD or QuantiFERON Gold, submit a
clear chest X-ray report and TB Questionnaire available on Castle Branch site. **This is an annual requirement.**

CPR Credentialing – All nursing students are required to provide proof of current CPR credentialing. **The acceptable CPR course is BCLS for Health Care Providers from the American Heart Association (2-year renewable).** The card must be signed by the student, or an ecard may be submitted.

Urine for Drug Screen: A urine for drug screen must be submitted before clinical starts.

- Students must follow directions posted on the Castle Branch site when completing the Urine for Drug Screen. **This is an annual requirement.**
- If the student has a positive urine for drug screen result, they will not be allowed to attend clinical and will be referred to the State Nurse Assistance Program.

Measles and Mumps – one of the following is required:

- Documentation of two doses live vaccine

OR

- Positive antibody titers for both components

- Provider verification of disease with date
- Medically documented history of disease (physicians verification and date required)
- If titer is negative or equivocal your Health Care Providers plan must be submitted

Rubella- one of the following is required:

- Documentation of one dose of rubella vaccine on or after first birthday or
- Positive antibody titer
- If titer is negative or equivocal your Health Care Providers plan must be submitted

Varicella - one of the following is required:

- Documentation of 2 doses of the vaccine at least 28 days apart or
- Positive antibody titer
- Lab confirmation of diagnoses
- Healthcare provider verification of history of disease for varicella or shingles which includes date of the disease
- If titer is negative or equivocal your Health Care Providers plan must be submitted

Hepatitis B – one of the following is required:

- Documentation of 3 vaccines or
- Positive antibody titer or
- Signed declination waiver

Influenza or Declination – one of the following is required:

- This is an annual requirement and is due by October 15th
- Documentation of a flu shot administered during the current flu season or Declination Waiver

COVID 19 - Students must submit a photocopy of the front and back of their vaccination card and booster doses.

Tdap (Tetanus, Diphtheria, acellular Pertussis) – Proof of Tdap vaccination is required within the past 10 years.

FBI and Criminal Background Checks – Each current student of the Passan School of Nursing shall, obtain a current PA-Fingerprint DHS Applicant Funded-Live Scan FBI Criminal History Report by authorizing a criminal background check through CastleBranch (www.CastleBranch.com). Each student is also obligated to request an updated FBI Criminal History Report at any time during the period between annual background checks when circumstances have changed that may affect that student's FBI Criminal History Report; failure to obtain such interim report under these circumstances shall be grounds for dismissal. International students are required to obtain PA Fingerprint-Dept of Aging-Applicant Funded Live Scan.

If any such DHS or Dept of Aging FBI report includes any reference to a criminal conviction (including summary offense or charge resolved through an alternative intervention program such as the Pennsylvania Accelerated Rehabilitative Disposition Program), the student shall be suspended immediately pending a review of the Criminal History Report and its impact on the student's ability to complete clinical training and becoming licensed. In the event the FBI Criminal History Report reveals a felony conviction, the student shall be dismissed from the Passan School of Nursing and shall be assisted by the University's Office of Student Affairs in transferring credits earned in order to complete a degree in another discipline. In the event the FBI Criminal History Report reveals a misdemeanor conviction, summary offense or charge resolved through an alternative intervention program such as the Pennsylvania Accelerated Rehabilitative Disposition Program, the student shall be permitted to continue with studies provided the criminal record does not prevent the student from obtaining suitable clinical placements as required by the Passan School of Nursing. For this purpose, the student shall assume full responsibility for obtaining permission from the assigned contracted clinical agency (and may be required by a clinical placement agency to release a copy of the Criminal History Report in connection with efforts to secure a clinical placement). In all cases, the student shall be referred to the State Nurse Assistance Program.

Child Abuse History Clearance: Students must submit a Child Abuse History Clearance. This clearance must be completed before clinical starts. Students are to follow the State Child Abuse Clearance procedure for obtaining clearance as directed by CB profile. If the student has a positive Child Abuse History Clearance, the student will not be permitted to attend clinical and will be referred to the appropriate State Designated Program.

eLearning - Complete OSHA and HIPAA courses in CastleBranch

Policy on Additional Clinical Requirements

If a student is assigned to an agency that has additional requirements, including, but not limited to; additional bloodwork, background checks, drug screenings, vaccinations, etc., the student will be responsible for abiding by the clinical agency request. Every effort will be made to assist the student in satisfying the additional requirements. Any financial obligation related to this requirement will be the sole responsibility of the student. The Wilkes University Passan School of Nursing assumes no responsibility for agencies that refuse the student admission to clinical based on incomplete health records, clearances, profiles and requirements and students' refusals to obtain any additional requirement(s) of the clinical agency. Students who refuse or fail to obtain the requirements or fail to meet deadlines, will forfeit their clinical seat and will be referred to the Undergraduate Chair and/or the ABSN program coordinator. The student may need to wait until the clinical course is offered again. They may also be dismissed from the nursing program depending on the infraction.

Impaired Cognitive Function Policy

Circumstances may occur in which a student needs to take over-the-counter or prescribed medications or substances. The medications or substances may impair cognition and the student's ability to function safely in the clinical environment. This occurrence may endanger patients or the student. Hence, the student holds the responsibility for being aware of the effect these medications/substances may have on their ability to function safely in the clinical setting.

Any nursing student who demonstrates signs and/or symptoms of impaired function, altered neurocognitive function, or who consumes substances that impair function which affects the ability of the student to administer safe care in a clinical health setting will be immediately removed by the clinical instructor/preceptor from providing patient care, undergo drug testing in accordance with CastleBranch instructions, and undergo neurocognitive function testing as directed by the Nurse Assistance Program (NAP). Students must sign a consent allowing PSON faculty permission to review student's PNAP report.

Failure to comply with the required testing and monitoring will automatically be considered a positive test and may impact academic progression.

- The student will be removed from clinical practice pending the final results and has met with the PSON Undergraduate Chair and/or Dean to discuss the results of the testing or the denial of such tests and further progression in the program.
- Fees for testing will be the student's responsibility.
  Fees associated with a safe mode of transportation to testing will be the student's responsibility.

Policy on Sharps, Needle Sticks, and Blood and Body Fluid Exposure and/or Injuries

Most sharp, needle stick, and blood and body fluid injuries occur when students are:

1. Disposing of used sharps and needles.
2. Administering parenteral injections or infusion therapy to uncooperative patients.
3. Recapping needles after use.
4. Handling linens or trash containing uncapped needles and blood and body fluids.
5. Cleaning up after patient care procedures in which needles are used.
6. Emptying patient collection devices containing blood and body fluids.

In the event a student accidentally pricks themselves with a used needle or sharp instrument or comes in contact with the blood or body fluids of a patient in the health care agency or person in the CNSC, the exposure incident must be reported immediately to their Clinical Instructor/Preceptor, Clinical Scheduling Specialist, Course Coordinator, Unit Nurse Manager, and/or Manager of the CNSC. The cut, puncture, nick, or scratch caused by the sharp or needle stick and/or skin exposed to blood or body fluids should be washed thoroughly with soap and water. Any open site should bleed freely for a few seconds prior to covering it with a clean dry dressing. The student will be referred to their primary health care provider for post-exposure evaluation and follow-up in accordance with the OSHA standard.

The risk of needle-stick injuries can be reduced by discarding used needles in puncture resistant disposal containers without first recapping, bending, or breaking them by hand. Risk of injury may also be reduced when students obtain assistance when administering injections or infusion therapy to uncooperative patients in the clinical setting and when using caution when cleaning up after procedures that include the use of needles and blood and bodily fluids. Also, needle-stick injuries may be reduced when students utilize the needle-disposal units at the CNSC and throughout their assigned clinical agencies.

When a student is at an assigned clinical agency and is accidentally exposed to a sharp, needle stick, or blood and body fluid exposure the student must report the incident to his/her clinical instructor. When an injury occurs, the student will be required to:

1. Follow the clinical agency's policy and procedure for such injury/exposure incidents.
2. Complete Sharps, Needle Sticks, or Blood and Body Fluid Exposure Injuries.
3. Follow-up with their health care provide

Wilkes University

PASSAN SCHOOL OF NURSING

Student Sharps, Needle Stick, and Blood and Body Fluid Exposure Injury Form

Describe the route of injury/exposure and the circumstances related to the incident:

I, _____, have been instructed by a staff member or nurse faculty member to contact my primary health care provider for post exposure evaluation and follow-up care related to my accidental injury/exposure.

Student Printed Name:

Student Signature: Date:

Instructor Signature: Date:_____

Healthcare Provider/Staff Member: Date:__

When completed, this document must be returned to the Clinical Course Coordinator/Oversight.

Health Insurance Portability and Accountability Act (HIPAA)

Purpose: Wilkes University is dedicated to ensuring nursing students in the Passan School of Nursing follows the Health Insurance Portability and Accountability Act of 1996 (HIPPA) guidelines from the US government.

Disciplinary Measures: Noncompliance with any part of this policy is grounds for immediate and permanent dismissal from the PSON Undergraduate Nursing Program.

Overview of the law: HIPAA stands for the Health Insurance Portability and Accountability Act. The law has many components. The area most important to nurses is the mandate to preserve the privacy of patients' private health information.

The law encompasses three related rules that govern the access, transfer, use and disclosure of legally protected health information:

- The HIPAA Privacy Rule, which protects the privacy of individuals' health information
- The HIPAA Security rule, which governs the privacy and use of electronic health data
- The HIPAA Breach Notification Rule, which requires notification to individuals if their protected health information is illegally accessed or shared

HIPAA regulates covered entities, which are healthcare providers, plans and clearinghouses, who create, use and distribute protected health information (PHI). PHI is defined as all individually identifiable health information in any form (including written, spoken, and electronic). HIPAA is not intended to operate as a 'one time' law, but a process that requires ongoing education, learning, monitoring and compliance. HIPAA does not bar all disclosure of PHI. On the contrary, disclosure of PHI is often necessary in your role as a nursing student. In many cases PHI must be disclosed for clinical reasons. In other cases, PHI must be disclosed for public welfare or for safety reasons.

Examples of PHI covered by HIPAA include:

- Demographic information (patient name, date of birth, gender, address, social security number)
- Health conditions, including diagnoses and test results
- Clinical data (laboratory/diagnostic test results, procedures, medications, etc.)
- Billing and payment information
- Photographs, especially full-face photographs that make the patient identifiable

Why should I care about HIPAA?

- Nurses as well as nursing students are at the forefront of handling, managing, and disclosing private health information, via communication with providers, documentation in the electronic health record (EHR), and interaction with patients and their loved ones.

- As health records increasingly move online and are shared with a wider variety of individuals and institutions, the RN's role in HIPAA compliance will continue to grow.

HIPAA violations, including unintentional violations, now carry serious financial and civil penalties.

- Institutions can be fined up to $100 for each HIPAA violation and up to $25,000 for all violations of the same type during the calendar year
- Individuals can face criminal penalties with fines of up to $250,000 and 10 years imprisonment for willful disclosure of protected information for "commercial advantage or malicious harm."

Nursing Student Responsibilities in HIPAA

HIPAA is a complex law, but two main principles should inform compliance:

The "Need to Know" Principle

According to this principle, when you access PHI you should ask yourself: do I and others need to know this information for me to carry out my patient assignment?

- For example, to properly care for your patient, you need to know your patient's clinical information such as current lab results and recent medical history. You do not need to know clinical information about the patient in the care of another nurse unless you are directly assisting with the care of that patient.

The "Minimum Necessary" Principle

According to this principle, when you access PHI you should ask yourself: am I using or disclosing the smallest amount of PHI necessary to do my job?

- For example, if you are directing a family member to your patient's room in a public or semi-public area, you need only say the room number. You do not need to add extra information that could be overheard by others who do not have a right, or a need to know the information, such as:
  "Your mother just got back from heart surgery. She's doing much better now").

Under HIPAA you can and should disclose PHI:

- During medical treatment
- To facilitate payment for services rendered
- When authorized by the individual patient
- For disaster notification purposes
- For national security purposes
- For law enforcement purposes, per the guidelines of a correctional facility
- In cases of abuse, neglect, or domestic violence, or for purposes of public safety

Children under the age of 18 years may have PHI released with the consent of a parent or legal guardian, but there are some cases when an individual under the age of 18 years may consent for the release of their own PHI. Those situations include individuals less than 18 years who are:

- Emancipated
- Married
- Pregnant

Tips for maintaining compliance with HIPAA:

- ✓ Follow the "Need to Know" and "Minimum Necessary" principles at all times
- ✓ Do not speak about patients in public places, or in places where you may be overheard, such as in lobbies, elevators, or outside of your institution
- ✓ Do not leave PHI unattended or where others may view it. Turn over documents that contain PHI when they are on your work station, and whenever possible do not make your computer screen easily viewable by others, even when you are "logged in"
- ✓ Do not share passwords and login information with anyone. When you are done charting, log off your computer so that no one accidentally documents under your name
- ✓ Do not simply throw PHI in the trash; shred it or place it in bins designated for shredding
- ✓ Do not look up PHI for anyone other than the patients for which you are caring. This means you should never look up information for family or friends (even if they ask you), or look up information about another nurse's patient, unless that patient's clinical information is directly relevant to safely caring for your own patients
- ✓ Do not access, carry with you, or refer to PHI except during work hours and using the rules and regulations mandated by your organization. You should never carry home patient clinical information or notes unless all identifying information has been removed from such documents, and you should not access PHI from a personal computer
- ✓ Do not ever take photographs, video recordings, or audio recordings of patients, including infants, for any reason.

Health Information Technology for Economics and Clinical Health Act (HITECH) is part of the American Recovery and Reinvestment Act (ARRA) of 2009. It creates incentives related to healthcare information technology, including incentives for the use of electronic health record (EHR) systems among providers. Because HITECH legislation results in an expansion in the exchange of electronically protected health information (ePHI), it also widens the scope of privacy and security protections under the Health Insurance Portability and Accountability Act (HIPAA), including increasing legal liability for non-compliance and more enforcement actions.

References

1) Health Insurance Portability and Accountability Act. Pub. L. No. 104-191, § 264, 110 Stat.1936.
2) Nursing OnPoint. (n.d.). HIPAA for nurses.
https://nursingonpoint.com/clinical-resources/documentation-laws-regulations/hipaa-for-nurses/

Procedure

- Upon entering the PSON Undergraduate Nursing Program, students receive HIPAA education via Castlebranch. The education is reviewed annually via the Undergraduate Student Handbook
- Students will sign the verification page acknowledging that they have received the training.
- Upon entering the clinical setting, the clinical instructor will review principles of HIPAA with students, including any relevant facility-specific information.
- The Dean of the College of Health and Education (CHE) and the PSON Undergraduate Chairperson will review all reported occurrences of noncompliance with this policy or HIPAA.

- **Disciplinary action resulting from noncompliance of HIPAA may include measures such as removal from the clinical site, clinical failure, and/or immediate and permanent dismissal from the PSON Undergraduate Nursing Program.**
- The decision of the Dean and Chair is binding, and no appeals will be entertained.
- Examples of behavior that constitutes noncompliance with HIPAA
    - ✓ Posting patient pictures/information on social media
    - ✓ Accessing PHI on patients for which you are not providing care
    - ✓ Failure to protect the privacy of the electronic health record (EHR) (Not logging out of the EHR or not limiting visibility of the computer screen)
    - ✓ Removing any type of paper documentation containing a patient's name or other PHI from the clinical setting
    - ✓ Discussion about patients in public areas (cafeteria, elevator, parking garage)
- Any nursing student who witnesses noncompliance with any element of HIPAA in the clinical setting should report it immediately to their clinical instructor.

Student Name (Printed) _____

Student Signature _____

Date Signed _____

Indicate Program Level
_____ Sophomore
_____ Junior
_____ Senior
_____ ABSN Summer
_____ ABSN Fall
_____ ABSN Spring
_____ LPN to BSN

Student Community Service Requirement

The mission of the Passan School of Nursing is founded upon the Wilkes tradition of community service. Community service is defined as "…those activities that enrich, benefit, or strengthen the community of which Wilkes is a part. Service activities include, but are not limited to, University service…" (Wilkes University Faculty Handbook).

To satisfactorily complete the clinical component of each clinical nursing course, each student must complete 5 hours of community service in addition to the required clinical hours. Documentation of community service hours must be uploaded to the Community Service Verification assignment by the last day of clinical. If not all 5 hours are completed in one activity, multiple forms can be uploaded to achieve the five-hour total.

***If documentation of service hours is not submitted by the end of the clinical rotation, this will result in an incomplete as the course grade.*

Community service hours must be completed one semester at a time at a recognized community organization. Earlier completion of the community service requirement must have prior approval by nursing faculty.

Precaution Guidelines for Nursing Students Caring for Clients with Infectious Diseases

A. Blood and Body Fluid Precautions:

1. Wear gowns if contamination of clothing with clients' blood of body fluids is anticipated (Standard Precautions).
2. Wear gloves when in contact with blood and body fluids.
3. Perform thorough hand washing before and after administering care or wearing gloves.
4. Wear masks when anticipated respiratory contact with droplet secretions, e.g., a coughing client who is unable to cover nose and mouth or when suctioning a client. (May require student to be fit-tested for mask).
5. Wear protective eye wear (eyeglasses or goggles) when anticipating contact from blood or body fluids, or copious respiratory secretions.
6. Avoid accidental contact with sharp items contaminated with blood (needles, scalpels, razors). Do not recap needles. All sharp objects, which are disposable, should be discarded in puncture resistant containers marked as biohazard.
7. Avoid direct contact with blood and body fluids if nurse has open lesions.
8. Handle lab specimens with gloves and label with biohazard warning.
9. Bag and mark soiled linen as a biohazard for laundry handlers.
10. Clean spills of blood and body fluids with a 1:10 solution of bleach.

B. Nursing Students:

Students should notify their instructor if they are/become pregnant and review the student pregnancy policy in this handbook.

C. During Invasive Procedures:

Wear a gown, two pairs of gloves, masks and eye coverings. Any agency policies additional to the above guidelines will be followed, such as fit testing for N95 respirator.

*Existing agency policy will supersede this policy. If there is no agency policy, the stated guidelines will be followed.

Clinical Based Learning Experiences

The laboratory component of each nursing course is a learning experience which provides the student with an opportunity to practice the theory taught in the classroom. The Clinical Nursing Simulation Center, community, and clinical settings are the areas where learning takes place. Clinical laboratory objectives are derived from the course objectives. These learning experiences can serve a variety of purposes: initial exposure to a topic or skill, application of skills and knowledge, reinforcement, supplemental and expansion of classroom material, individual guidance, and preparation for the scheduled clinical experience.

Clinical Nursing Simulation Center (CNSC)

The CNSC provides activities and materials for achieving the course objectives using printed and audio-visual materials and simulated experiences. Some of these activities are independent study, while others involve supervised learning. The faculty assigns experiences in the simulation center to help the student meet the course's objectives. A terminal date is mandated by the faculty for required learning activities. Failure to meet these dates results in a lower course grade. Mastery of learning activities is evidenced on a satisfactory- unsatisfactory basis. The student may request an evaluation before the terminal date.

Clinical Laboratory

The learning experiences in the clinical laboratory comprise observations and/or interaction with clients in a variety of settings. In the clinical setting, the student can best integrate knowledge and skill in the practice of nursing. The following nursing courses have laboratory components: NSG210, NSG213, NSG235, NSG237, NSG241, NSG242, NSG340, and NSG345.

Students enrolled in the ABSN program will attend a 2-week residency program during the NSG330 course. The residency consists of high-stakes Simulation Based Learning (SBL) activity and clinical skills demonstrations prior to the commencement of their practice in the clinical environment. Students must demonstrate competency in order to progress into the clinical setting. Students must also successfully complete a one week on-campus residency at the conclusion of the program.

Policy on Critical Incident Reports

Nursing students involved in any incident in a clinical agency concerning a patient or visitor are to fill out, under the direct supervision of a faculty member, that agency's Incident Report as well as the Passan School of Nursing form. The report is to be signed by the student involved as well as the faculty member observing the preparation of the Incident Report.

The Incident Report should be written clearly, outlining just the facts, and shall not contain faculty or student opinions.

A copy of the Incident Report is to be sent to the Dean of the Wilkes University Passan School of Nursing. A copy of the Wilkes Incident Report goes into the student's file. At the time of the student's graduation, the secretarial staff in the Passan School of Nursing will destroy all Incident Reports in the student file.

Critical Incident Report

To report unusual student behaviors, accidents, or incidents which involve a patient or visitor in a clinical agency.

Student Name: _____ Course: _____

Clinical Agency: _____ Date: _____

Describe Situation:

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Membership in Professional Nursing Organizations/University Clubs

Zeta Psi Chapter of Sigma Theta Tau International (STTI), the Nursing Honor Society for Nurses

Membership to Zeta Psi, Wilkes University's Chapter of Sigma Theta Tau International (STTI), the Honor Society for Nursing is by invitation only, and is based on established criteria and governing guidelines of STTI. Membership eligibility includes academic excellence in course work and scholarship. A student must have a minimum overall Grade Point Average (GPA) of 3.5 and are in the top 35% of the graduating class. Leadership development and service to the community, aimed at improving health and well-being, are additional considerations for chapter membership. The governing guidelines dictate that students be at least half-way thru the nursing curriculum The Zeta Psi Chapter nominating committee, in conjunction with chapter leaders, will determine nursing student eligibility, based upon established chapter criteria and governing guidelines mentioned about. The Zeta Psi Chapter Induction ceremonies take place twice a year, in the spring and fall semesters.

Wilkes University Society of Student Nurses (SSN)

Wilkes University's Society of Student Nurses (SSN) is a club open to all undergraduate nursing students free of charge. The club's mission is to encourage nursing students to become involved in professional development and community service activities. The club is a great resource for becoming involved in nursing-related activities on and off campus.

National Student Nurses Association (NSNA), Student Nurse Association of Pennsylvania (SNAP), and Nursing Student Organization (NSO)

As part of a holistic effort to foster each individual's commitment to being an active participant in the profession of nursing, as well as to be consistent with expectations for professional individuals, membership in the National Student Nurses Association (NSNA) is recommended. Nursing Student Organization (NSO) Officers or student representatives/delegates must be a member of the NSNA.

Article IV: Officers and Student Representative on Nursing Faculty Committees of the Organization

Section I: Officers and Student Representatives:

a.) The officers of the Nursing Student Organization shall be one President, Vice-President, Secretary, Treasurer, and a representative from each of the Senior, Junior, and Sophomore classes. Upon entering the first clinical nursing course, each student will be provided with the paperwork necessary for membership in the NSNA, and will be required to complete the forms for said membership as well as the payment of all corresponding yearly membership fee in order to progress in the nursing program. This process will subsequently be repeated annually for membership renewal necessary to maintain membership until graduation or withdrawal from the program.

b.) All elected officers and representatives are responsible to the N.S.O for participation in committee work and for reporting activities of committees at N.S.O. meetings.
c.) All elected officers and representatives must maintain good academic standing. If any of the elected officers or representatives do not maintain good academic standing, the N.S.O. may appoint a replacement by Executive Council Action.
d.) If any of the elected officers or representatives do not fulfill the duties for which he/she is responsible, the N.S.O. may appoint a replacement by Executive Council Action.
e.) The Executive Council shall be comprised of the President, Vice-President, Secretary, Treasurer, and Faculty Advisor.

Section II: Eligibility:

Members of the organization are eligible for all above-mentioned offices in the NSO.

Student Representatives

The Nursing Student Affairs Committee, Nursing Curriculum Committee, and Student Nurses Association of Pennsylvania (SNAP) Chapter will have a student representative from each level in the traditional nursing program.

Wilkes University's Nursing Student Organization (NSO) is a Chapter of the National Student Nurses Association (NSNA). Officers (President, Vice President, Secretary, Treasurer and Class Representative) are elected for each class in the spring semester of the sophomore year, in accordance with the NSO Bylaws. These class representatives will be invited to represent students in their respective level to both Nursing Student Affairs and Curriculum Committees until graduation, in accordance with the NSO Bylaws.

Each student representative is a participating and contributing member of these committees. In this capacity the student has a right to:

- Request that an item be placed on the agenda,
- Request clarification of any topic discussed during a meeting, and
- Request the tabling of a motion.

The student representatives are responsible for the following:

- Review the agenda and be prepared to fulfill their role as student representative (be informed of topics to be discussed)
- Eliciting input from the constituency being represented. The student representative represents a group of students; therefore, participation and contribution are to be a reflection of this constituency.
- Attending all regularly scheduled meetings except those portions of meetings which are closed to students due to the confidentiality of matters discussed. Executive sessions are called when an individual student has a problem requiring faculty action.

Faculty are responsible for providing students with the opportunity and time to share and prepare for meetings. They will support student representatives, provide clarification and information when needed, and assist students in decision-making.

Student Employment

To identify the criteria under which the student may be employed.

- Student employment shall be on a voluntary basis and not as a requirement for use of clinical facilities.
- Students must work within the job description outlined at the individual hiring institution.
- Nursing majors employed may not wear their student uniforms or be identified as Wilkes nursing majors.
- When students are employed in health agencies, they may not engage in professional nursing activities outside their designated job description.
- Wilkes nursing majors are responsible for their own acts and should not accept assignments beyond their level of competence.

Policy on Graduation

It is the student's responsibility to meet all requirements for graduation.

Traditional and LPN to BSN nursing students should report to the office of the Registrar two semesters prior to graduation to submit an order for a diploma, to review the requirements for the appropriate degree, and to complete all necessary forms required prior to graduation. ABSN students will complete a degree audit at the start of their third semester, guided by the program coordinator.

Nursing students can order the Wilkes University Passan School of Nursing pin the semester prior to graduation. The cost of the pin will be designated by the jeweler according to the price of gold and silver at that time.

Policy on National Education Verification Form

Students during the final semester of their nursing program must successfully meet all NCLEX-RN preparation assignments for the release of the National Education Verification Form (NEV) to the State Board of Nursing. This form indicates that the student has met the minimum educational requirements to sit for the NCLEX-RN.

NCLEX preparation assignments include:

- HESI Comprehensive Readiness Exam score of 850 or higher (Students unable to achieve 850 by the second attempt will be required to pay for additional testing attempts).
- HESI LIVE or Remote (ABSN students) Review Course.
- UWorld "On Target" Status, with completion of a minimum of 60% of total questions as calculated by UWorld.

Licensing Requirement

Candidates for a license to practice in the health field are required to have "good moral character." The Boards of Nursing to the states by which students will be employed takes into consideration, when deciding on the applications for registration and license to practice under their jurisdiction, whether candidates have been convicted of any felony or misdemeanor. Candidates are referred to the regulations specified in the Professional Nurse Law.

It is the student's responsibility to meet all requirements for the National Council of State Board

Licensing Examination (NCLEX-RN) and specific state requirements for licensure.

Students must submit an application for NCLEX-RN to the Pearson VUE. If the student plans on taking the examination in Pennsylvania, the Dean of the Passan School of Nursing will explain the procedure.

Students planning to take the NCLEX-RN outside of Pennsylvania must:

- Submit an application to the appropriate State Board Office according to each state's requirements. Each state has different procedures.

- Students should contact the State Board of Nursing in the state where they plan to be licensed for complete information specific to that state's requirements. Each state has different application procedures to follow.

Appendix A

Projected Student Expenses

Traditional BSN Program

2023-2024 Academic Year

Nursing Expenses & Fees	Freshmen	Sophomores	Juniors	Seniors	Misc.
National Student Nurses Association (NSNA) , Student Nurse Association of Pennsylvania (SNAP), and Nursing Student Organization (NSO)	$45**	$45**	$45**	$45**	
Zeta Psi Chapter of STTI Nursing Honor Society			Membership Fee***	Membership Fee***	
Uniform Galaxy Blue Shirt		$30-$35			
Uniform Galaxy Blue Pants		$30-$35			
Uniform Shoes/Sneakers		$50 & up			
Stethoscope		$35 & up			
Blood Pressure Cuff		$45 & up			
Bandage Scissors		$6			
Pen Light		$6			
Safety glasses with enclosed sides		$5-$10			
AHA BCLS for the Health Care Provider Course	$60 & up		$60 & up		
Criminal Record Check		$50 & up	$50 & up	$50 & up	
PA Child Abuse History Clearance		$15 & up	$15 & up	$15 & up	
Physical Exam, Immunizations, & PPD		$100 & up*	$100 & up*	$100 & up*	
Urine Drug Screen		$50 & up*	$50 & up*	$50 & up*	
Castle Branch Profile		$180 & up	$180 & up	$180 & up	
CB Bridges		$50 & up	$50 & up	$50 & up	
* MAY BE COVERED BY A STUDENT'S MEDICAL INSURANCE					
**FEE COVERS NATIONAL AND LOCAL LEVELS					

Expenses and Fees are Subject to Increases Based on Company and Clinical Regulations Changes

Appendix B

Projected Student Expenses

Accelerated BSN Program

2023-2024 Academic Year

Nursing Expenses & Fees	**Semester I**	**Semester II**	**Semester III**	**Misc.**
Zeta Psi Chapter of STTI Nursing Honor Society			Membership Fee***	
Uniform Galaxy Blue Shirt		$30-$35		
Uniform Galaxy Blue Pants		$30-$35		
Uniform Shoes/Sneakers		$50 & up		
Stethoscope		$35 & up		
Blood Pressure Cuff		$45 & up		
Bandage Scissors		$6		
Pen Light		$6		
Safety Glasses with enclosed sides		$5-$10		
AHA BCLS for the Health Care Provider Course	$60 & up			
Criminal Record Check	$50 & up			
PA Child Abuse History Clearance	$15 & up			
Physical Exam, Immunizations, & PPD	$100 & up*			
Urine Drug Screen	$50 & up*			
Castle Branch Profile	$180 & up			
CB Bridges	$50	$50	$50	
* MAY BE COVERED BY A STUDENT'S MEDICAL INSURANCE				

Expenses and Fees are Subject to Increases Based on Company and Clinical Regulations Changes

Appendix C

Passan School of Nursing Clinical Contract

Course:_____ Location:_____

Instructor:_____ Student:_____

As part of the on-going evaluation process, and after review of anecdotal notes and course objectives, the following observations have been made:

_____

_____

_____

_____

Based on the above observations the student must complete the following corrective actions to meet the clinical objectives:

_____

_____

_____

_____

If _____is unable to complete the corrective actions outlined above and meet the clinical objectives by (Date) _____, a clinical failure will result.

Clinical Instructor Printed Name: _____

Clinical Instructor Signature: _____Date: _____

Student Printed Name: _____

Student Signature: _____Date: _____

Appendix D

WILKES UNIVERSITY
PASSAN SCHOOL OF NURSING
COMMUNITY SERVICE RECORD

Date:_____ Location/organization:_____

Student name:_____

Hours of service:_____

Brief description of service:_____

_____

_____

_____

_____

_____

Supervisor/contact person: **(Original Signature Required)**_____

Title:_____

Telephone:_____