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MISSION

The mission of the Passan School of Nursing is to promote interprofessional practitioners of nursing, who provide quality health care in a constantly evolving multicultural world, engage in lifelong learning, and expand nursing science through scholarship, technology, and academic excellence, while engaging in community service.

VISION

The vision of the Passan School of Nursing is to be a recognized nursing education leader who prepares professional nurses for advancing nursing practice and scholarship with meaningful contributions to clinical prevention, population health, and healthcare policy development.

- Baccalaureate nursing students are prepared to meet the challenges of clinical practice in an increasingly complex healthcare environment through the application of evidenced-based practice, technology, and scholarship.
- Graduate students are prepared to assume diverse health care and leadership roles for the advancement of nursing science as expert scholars, practitioners, educators, executives, and informatics specialists.

PHILOSOPHY:

The Wilkes University Passan School of Nursing, consistent with the mission of the University, is committed to educating our students for success in a constantly evolving and multicultural world, through a commitment to individualized attention, exceptional teaching, academic excellence, and to upholding the Wilkes’ tradition of community service. Faculty in the nursing programs are dedicated to demonstrating and educating students in the importance of self-directed and lifelong learning within a technologically advanced, complex, and dynamic profession and society.

Consistent with the metaparadigm of nursing, person is viewed as a unique individual interconnected with families, communities and other groups or aggregates who are participants in nursing, and are in constant interaction within a dynamic environment. Humans have culturally derived values and beliefs that give meaning to life and health. Environment is the setting in which the human experience of health occurs. It encompasses the biological, physical, psychological, sociocultural, political, and economical experiences of humans. Health is a state having individual dynamic responses based on fluctuating interactions with the environment. Nursing is both an art and science with intentional focus on providing care of individuals among interprofessional environments while supporting the promotion of health and the prevention of disease, illness and disability, contributing to population health outcomes.

Reviewed: USAC/mg 07/14; Reviewed: USAC/mam 02/15; Reviewed: USAC/CH 02/16
UNDERGRADUATE PROGRAMS

ACCREDITATION FOR PASSAN SCHOOL OF NURSING

The baccalaureate degree in nursing/master's degree in nursing/ Doctor of Nursing Practice/, and post graduate APRN certificate programs at Wilkes University are accredited by the Commission on Collegiate Nursing Education.

The graduate nursing program in the Passan School of Nursing builds upon The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008) 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); and
- The Criteria for Evaluation of Nurse Practitioner Programs (National Task Force in Quality Nurse Practitioner Education, 2012);

BACCALAUREATE NURSING PROGRAM PURPOSES:

1. Prepare a beginning self-directed professional practitioner capable of initiating and implementing the nursing process on behalf of clients in a variety of circumstances.
2. Provide a foundation for graduate study in nursing.

BACCALAUREATE NURSING PROGRAM OUTCOMES:

At the completion of the baccalaureate nursing program the graduate will effectively:

1. Synthesize knowledge from the humanities, the physical and social sciences, nursing theory, and applied research as a basis for professional practice.
2. Use the nursing process to prevent illness and promote, maintain, and/or restore health of clients.
3. Function within the legal and ethical parameters of professional roles in managing health care with clients.
4. Collaborate as a member of the health team, with individuals, families, and communities.
5. Use research in nursing practice.
6. Demonstrate the clinical competencies expected of a beginning, self-directed professional practitioner.
ACCELERATED BACCALAUREATE NURSING PROGRAM OUTCOMES:

1. Synthesize knowledge from the humanities, the physical and social sciences, nursing theory, and applied research as a basis for professional practice.
2. Use the nursing process to prevent illness and promote, maintain, and/or restore health of clients.
3. Function within the legal and ethical parameters of professional roles in managing health care with clients.
4. Collaborate, as a member of the health team, with individuals, families, and communities.
5. Use research in nursing practice.
6. Demonstrate the clinical competencies expected of a beginning, self-directed professional practitioner.

Reviewed: USAC/mg 07/14
Revised: USAC/mam 02/15
Reviewed: USAC/CH 02/16

BACCALAUREATE (BS) WITH MAJOR IN NURSING STUDENT LEARNING OUTCOMES:

Students in the BSN with a Major in Nursing Program at Wilkes University will:

1. Synthesize theoretical, scientific and clinical knowledge in providing evidence-based care.
2. Use the nursing process to assist individuals, families and communities to prevent illness and promote, maintain and restore health.
3. Function within the parameters of professional roles in managing healthcare with clients.
4. Collaborate as a member of the healthcare team with consumers and providers of healthcare.
5. Utilize research findings in the practice of nursing care.
6. Demonstrate the professional nursing role in emerging healthcare delivery systems.
AMERICAN NURSES ASSOCIATION CODE FOR NURSES

1. The nurse provides services with respect for human dignity and the uniqueness of the client, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse safeguards the client’s right to privacy by judiciously protecting information of a confidential nature.

3. The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.

4. The nurse assumes responsibility and accountability for individual nursing judgments and actions.

5. The nurse maintains competence in nursing.

6. The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities and delegating nursing activities to others.

7. The nurse participates in activities that contribute to the ongoing development of the profession’s body of knowledge.

8. The nurse participates in the profession’s efforts to implement and improve standards of nursing.

9. The nurse participates in the profession’s efforts to establish and maintain conditions of employment conducive to high quality nursing care.

10. The nurse participates in the profession’s effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.

11. The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

-American Nurses Association
POLICY ON STUDENTS’ RESPONSIBILITY FOR BEING INFORMED ABOUT
POLICIES AND INFORMATION IN STUDENT HANDBOOK

It is the student’s responsibility to be informed and to act in accordance with the policies and other information published in the Passan School of Nursing Handbook, as well as the Wilkes University Student Handbook and the Wilkes University Bulletin. Additionally, it is the student’s responsibility to keep informed relative to new information which is communicated to all students during the course of each academic year.

Students are to read and be thoroughly familiar with the Wilkes University Student Handbook and the Wilkes University Bulletin. Furthermore, students are to stay alert to new information that is posted on the Clinical Nursing Simulation Center (CNSC) bulletin boards. It is the student’s responsibility to raise questions about any policy or procedure that may be unclear. Students are encouraged to raise questions concerning any aspect of their educational program.

Each student is responsible for reviewing the student handbook. Student signature indicates that the student has reviewed the handbook online and is obligated to adhere to all stated policies.

Student Printed Name ___________________________________________

Student Signature ______________________________________________

Date signed ____________________________________________

Student Handbook Year __ 2016-2017 ________________________

Circle one:

Sophomore       Junior       Senior       Accelerated Baccalaureate       RN - BS

THIS PAGE WILL BE KEPT ON FILE
POLICY ON CHANGES IN NAME, ADDRESS AND/OR PHONE NUMBER

Students must immediately notify the Passan School of Nursing Office Assistant of any changes in name, address and/or phone number.

PREVIOUS: ________________________________

(name)

______________________________

(address)

______________________________

(phone)

CURRENT: ________________________________

(name)

______________________________

(address)

______________________________

(phone)

Reviewed: USAC/wr 08/12
Reviewed: USAC/wr 08/13
Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Reviewed: USAC/CH 05/16
PROFESSIONALISM

As consistent with expectations of the practice of professional nursing, proper behavior and attitudes are expected for students enrolled in all nursing courses. Failure to comply with this professionalism policy will result in disciplinary actions at the discretion of the course instructor and course coordinator. Students will receive one warning during the semester, then a 1.0 point deduction (based on a 100 point scale) from the final course grade with each subsequent disregard of this policy.

Professionalism is demonstrated by a student who:

- adheres to the Wilkes University Code for Students as well as the conduct expectations outlined in the Nurse Practice Act of the Commonwealth of Pennsylvania
- follows the American Nurses’ Association (ANA) Code for Nurses
- follows the National Council of State Boards of Nursing (NCSBN) Guidelines to Professional Boundaries (www.ncsbn.org)
- follows the NCSBN Guidelines to the Use of Social Media (www.ncsbn.org)
- uses appropriate verbal and non-verbal communication
- is punctual
- is reliable, dependable, and accountable for one’s actions
- behaves in an ethical manner
- produces quality work
- accepts constructive criticism and modifies one’s behavior as necessary
- is cooperative (e.g. non-argumentative; willing and helpful)
- is non-judgmental (student demonstrates an attitude of open-mindedness towards others and situations; does not “stereotype” others or prejudge situations)
- communicates assertively with honesty and integrity (actively and appropriately engages in dialogue or discussion)
- is self-directed in undertaking tasks, self-motivated
- is respectful (demonstrates regard for self, patients, peers, faculty, staff and University property)
- is empathetic (demonstrates appreciation of others’ positions; attempts to identify with others’ perspectives; demonstrates consideration towards others)
- handles stress (remains calm, levelheaded, and composed in critical, stressful or difficult situations)
- is an active learner (seeks knowledge; asks questions, searches for information; takes responsibility for own learning)
- is confident (acts and communicates in a self-assured manner, yet with modesty and humility)
- follows through with responsibilities (in the event of being assigned to a task that calls for skills not possessed, the student’s responsibility is to seek out the assistance of the instructor).
- is diplomatic (is fair and tactful in all dealings with patients, peers, faculty and staff)
- demonstrates a desire to exceed expectations (goes “above and beyond the call of duty”; attempts to exceed minimal standards and requirements for tasks, assignments, and responsibilities)
• utilizes time efficiently (allocates and utilizes appropriate amounts of time to fulfill responsibilities; utilizes others’ time wisely; awake and alert in class)

Lack of respect for other students, professors or staff as demonstrated by comments, tone of voice, or disruptive behavior will not be tolerated. Everyone has a right to be heard and should be able to express his/her constructive comments without ridicule or interruption. When expressing opinions, making comments or sharing ideas, “I” phrases should be used.

CLASSROOM ATTENDANCE

Attendance is required including scheduled Interprofessional Education (IPE) events. Attendance will be taken at each class. In the case of an unusual circumstance (e.g. major illness, death in the family), the student must contact 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 deduction (based on a 100 point scale) from the final grade with each subsequent disregard of this policy.

An excuse from the appropriate health care provider may be requested. Refer to the Wilkes Handbook for further attendance policies.

Students should not schedule travel during the week of final exams. Emergency situations will be discussed with course instructor and undergraduate program chairperson.

DRESS POLICY

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 do not distract from nor compromise the professional integrity of the School of Nursing or the nursing profession. Students must also follow all pertinent guidelines of assigned clinical agency in regard to dress policy.

The uniform for both men and women consists of:

1. A galaxy blue scrub pant and a galaxy blue scrub top with the Wilkes Flying “W” and 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 the scrub top. White uniform shoes or all white sneakers with no color markings and white socks are also required. Clogs and open back shoes are not permitted. The Wilkes University Student ID, stethoscope, watch with a sweep second hand, black ink pen and small notebook, bandage scissors, and penlight are also required equipment for clinical practice.
A white lab coat with the Wilkes University Passan School of Nursing patch on the left upper arm sleeve and Wilkes University ID badge is to be visible worn over appropriate business/professional dress clothing when obtaining clinical assignment.

**NOTE:** See your instructor for exact uniform worn in your assigned agency. For example, in some psychiatric agencies business/professional clothing rather than a uniform is worn.

2. **Hairstyles**

The 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 the face and shoulders while involved in clinical activities. Well-trimmed beards, sideburns and mustaches are acceptable. Hair should be clean and well groomed at all times.

3. **Make-up**

Make-up should be used in moderation. Patients may be allergic to fragrances (perfume and cologne), so these should not be worn during clinical.

4. **Nails**

Nails should be short, clean, and rounded. Clear nail polish is permissible if nails are well kept. No artificial nails, acrylics, tips, or other overlays may be worn when providing direct patient care.

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 stud earring per ear is permitted. No hoop earrings or large stud earrings are permitted.
   c. No other body piercing jewelry should be visible, including tongue, eyebrow, nose, or lip piercing.
   d. No other visible jewelry is permitted.
   e. No body tattoos should be visible.

Once any jewelry, body piercing, or tattoo becomes visible to the clinical instructor, the student will be asked to conceal or remove the item. The student will receive one written warning and if the student continues to violate the dress code he/she will be dismissed from clinical.

Reviewed: USAC/wr 08/12
Reviewed: USAC/wr 08/13
Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Reviewed: USAC/CH 05/16
ACADEMIC HONESTY

At Wilkes the faculty and the entire University community share a deep commitment to academic honesty and integrity. The following are considered to be serious violations and will not be tolerated:

1. **Plagiarism:** the use of another’s ideas, programs, or words without proper acknowledgement.
2. **Collusion:** improper collaboration with another in preparing assignments, computer programs, or in taking examinations.
3. **Cheating:** giving improper aid to another, or receiving such aid from another, or from some other source.

Any student who violates the Intellectual Responsibility and Plagiarism Policy will fail the course.

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Reviewed: USAC/wr 08/13
Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Reviewed: USAC/ CH 05/16

COMMUNICATION POLICY

- All electronic correspondence will be sent to the student’s Wilkes University e-mail and/or Desire2Learn (D2L) account. No other e-mail account will be used. Students are responsible for obtaining all electronic correspondence that is sent via the University account.
- All cell phones, pagers, and other communication devices are to be on silent mode during class. Cell phones, texting, and pagers are not to be used or answered during class, CNSC, or clinical time. Students will receive a warning the first time, then a 1.0 deduction (based on a 100 point scale) from the final course grade with each subsequent disregard of this policy. Cell phones are not to be used as a calculator during exams.
- To maintain confidentiality and privacy and to assure optimal efficiency of staff: grades, test scores, or other learning material will only be given via the student’s Wilkes University e-mail and/or D2L account.

Reviewed: USAC/wr 08/12
Reviewed: USAC/wr 08/13
Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Reviewed: USAC/ CH 05/16

POLICY ON STUDENT CONDUCT

Students preparing for initial licensure as a registered nurse will be expected to abide by the Code of Conduct and the conduct expectations outlined in the Nurse Practice Act; copies of the Nurse Practice Act may be obtained from the Wilkes bookstore for a minimal fee.

Students cannot matriculate into clinical nursing courses having a criminal record, or positive urine for drug screen result. It is the student’s responsibility to notify the Passan
School of nursing if an incidence occurs that would change this status, ending with dismissal from the program.

Reviewed: USAC/wr 08/12
Revised: USAC/wr 03/13
Reviewed: USAC/wr 08/13
Revised: USAC/mg 07/14
Reviewed: USAC/mam 02/15

CONFIDENTIALITY POLICY

In accordance with new hospital and agency regulations, students and faculty must be accountable to a confidentiality agreement. Within and outside the clinical agencies students and faculty will 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 elevators, cafeteria, etc.
- Patient initials will be used on all teaching/learning assignments.
- Assignments posted by faculty will contain room number, 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.

Reviewed: USAC/wr 08/12
Reviewed: USAC/wr 08/13
Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Reviewed: USAC/CH05/16

SOCIAL NETWORKING POLICY

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.

The Policy on Student Conduct and the Confidentiality Policy, as stated in the Wilkes University Passan Nursing Undergraduate Student Handbook, applies to network usage and electronic postings. According to guidelines recommended by the National Council of State Boards of Nursing (NCSBN), it is imperative not to mention patients by name or provide any information or details that could possibly identify them, in order to protect patients’ right to privacy. Student nurses need to be aware of the potential consequences of disclosing patient-related information via social media, and mindful of employer policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality. The NCSBN’s guidelines will be reviewed with all nursing students and is available at www.ncsbn.org.

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. If questionable material postings are brought to the attention of nursing faculty, an investigation will follow to determine appropriate interventions.
Examples of social media platforms include, but are not limited to the following:

- YouTube
- Facebook
- LinkedIn
- Twitter
- MySpace

Please be aware that your entries may be seen by unintended viewers. Faculty, administrators, clinical agencies, current and potential future employers can also access information on these sites.

Nsg. Faculty Approved /USAC/wr: 4/16/12
Reviewed: USAC/wr 08/12
Reviewed: USAC/wr 08/13
Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Reviewed: USAC/CH05/16
POLICY ON SOCIAL NETWORKING:

Policy: Each 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). Student signature indicates 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: __________ 2016-2017 _________________________________

Circle one:

Sophomore    Junior    Senior    Accelerated Baccalaureate

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Nsg. Faculty Approved /USAC/wr: 4/16/12
Reviewed: USAC/wr 08/12
Reviewed: USAC/wr 08/13
Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Reviewed: USAC/CH 02/16
POLICY ON STUDENT ADVISEMENT

The responsibility of each student is to keep the advisor informed of all events that change the plan of learning.

1. Each student will make an appointment at the time of pre-registration.

2. Appointments are made by signing up on the Office Hour Schedule sign-up sheet posted on the faculty’s office door.

3. Faculty members are in their offices during the posted office hours. If no appointments are written on their sign-up sheets, they are available for drop-in visits.

4. Messages may be left for the advisor on e-mail, voice mail, or in writing.

5. Advisement is for the purpose of assisting you in formulating your educational objectives.

6. It is the responsibility of the student to discuss all deficiency notices with the advisor.

7. Personal and/or emotional problems are referred to the University counselor.

8. It is ultimately the student’s responsibility to ensure that all degree and major requirements have been met.

Reviewed: USAC/wr 08/13
Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
PROGRESSION POLICY

In order to progress into clinical nursing courses, all students must:

- Earn a 2.0 or better in all prerequisite courses:
  - BIO 113 (Microbiology); BIO 115, and 116 (Anatomy and Physiology I and II); ENG 101 (Composition); and CHM 111 (Chemistry)
- Maintain an overall Grade Point Average (GPA) of 2.5 or greater.

Traditional students who do not have a 500 math SAT score must take the Assessment Technologies Institute (ATI) Nursing Education, Test of Essential Academic Skills (TEAS) Admission Exam by June 30th.

All Accelerated Baccalaureate Degree (ABD) students and any transfer students who do not have SAT scores within the last 5 years must:

- Complete the ATI TEAS Test exam
  - Wilkes University Passan School of Nursing requires that traditional students who do not have a 500 math SAT score and transfer students score within the 55th percentile or higher, and ABD students score within the 60th percentile or higher in each of the following skill categories: Reading, Writing, and Mathematics. Must have an ATI TEAS test with a score of 58.7 or higher.
  - Any traditional or ABD students unsuccessful in achieving the minimum 55th percentile after a second attempt will be ineligible to enter the nursing program.

In order to progress through the nursing curriculum, all nursing majors must:

- Earn a 2.5 or better in all nursing courses.
- Earn a 2.0 or better in all required science courses.
- Meet expected outcomes in all nursing courses.
  - A nursing student who earns less than a 2.5 in a nursing course may repeat that course once.
    - A nursing student who earns less than a 2.5 in a second nursing course is ineligible to continue in the nursing program.
- Maintain an overall Grade Point Average (GPA) of 2.5 or greater.

Revised by faculty: 03/14
Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Revised: USAC/CH 05/16

WITHDRAWAL FROM A COURSE

Students in the Passan School of Nursing will adhere to the withdrawal policies of Wilkes University.

Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Reviewed: USAC/CH 05/16
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 are encouraged to follow the established procedure of this policy. This policy and procedure is not intended to preclude a student’s immediate and direct access to the Dean of the School of Nursing on this or any other matter, rather 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:

a. First attempt to resolve the problem with the classroom and/or clinical instructor involved.
b. If the problem cannot be resolved through informal discussions with the classroom and/or clinical instructor, who will then discuss the problem with the student and the classroom and/or clinical instructor, the student should initiate a meeting with the course coordinator, who will then discuss the problem with the student and the classroom and/or clinical instructor for the course.
c. If the problem cannot be resolved through informal discussions with the course coordinator, the student should initiate a meeting with the undergraduate chairperson who will then discuss the problem with the student and the course coordinator.
d. If the problem remains unsolved it will be referred to the Dean of the Passan School of Nursing for further action.
e. If the student is not satisfied with the decision of the Dean, he/she may appeal the decision in accordance with the Wilkes Grievance Policy (see Wilkes University Undergraduate Student Handbook).

Reviewed: USAC/wr 05/13
Reviewed: USAC/wr 08/13
Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Reviewed: USAC/CH 05/16
STUDENT REPRESENTATIVES

The Student Affairs and Curriculum Committees and Student Nurses Association of Pennsylvania (SNAP) chapter will have student representatives from each level.

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 by-laws. The class representatives represent their respective class on both the Undergraduate Student Affairs and Curriculum Committees until graduation, in accordance with the NSO by-laws.

Each student representative is a participating, contributing and voting member of the chosen committee. In this capacity the student has a right to:

a. Have items placed on the agenda.
b. Request clarification of any topic under discussion during a meeting.
c. Request the tabling of a motion.

1. The student’s responsibility is as follows:

Study the agenda and come prepared to fulfill the role as student representative by:

a. being informed on topics to be discussed.
b. eliciting input from the constituency being represented. The student representative is representing a group of students; therefore, participation and contribution is to be a reflection of this constituency.
c. 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.

2. Faculty responsibility:

a. Help provide students an opportunity and time to share and prepare for meetings.
b. Support students; provide clarification, and information, as necessary, to assist students in decision-making.

3. Students are encouraged to attend any School standing committee meetings, with the exception of Faculty Affairs, as an observer and/or participant without voting privileges.
THE MEDICAL IMPACT AND POTENTIAL RISKS FOR PREGNANT STUDENTS ATTENDING CLINICAL

It is necessary that students notify their academic advisor, clinical course coordinator and clinical instructor if they are/become pregnant. Pregnant students should be aware of potential risks associated with some learning experiences such as, but not limited to, caring for clients with infectious diseases, strenuous activity, toxic substances including radiation and chemotherapy, and the potential for bodily harm.

It is the responsibility of the nursing student to consult with the clinical course coordinator and her clinical instructor prior to her clinical experience to identify clinical agency policies related to pregnant individuals and the impact of these policies on the student’s ability to meet all course outcomes satisfactorily. It is also the responsibility of the nursing student to provide documentation from her health care provider to the clinical course coordinator and her clinical instructor clearing her to perform clinical assignment duties. An individual experiencing high risk pregnancy or difficulties with pregnancy is required to provide additional documentation from her health care provider clearing her to perform clinical assignment duties. This will be kept on record in the student’s file. Additionally, when a student is returning during the semester after delivery, medical clearance from her 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 fetus or pregnant student.

TECHNICAL STANDARDS ESSENTIAL TO THE PRACTICE OF NURSING

The goal of Wilkes University’s nursing program 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.

The 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 School of Nursing. A student with a disability, who may seek accommodations in order to meet the technical standards, is strongly encouraged to contact University College to discuss what reasonable accommodations, if any, the Passan School of Nursing could make in order for the student 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 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. Requests for accommodations must be made in accordance with established University Policies and Procedures.

Wilkes nursing faculty have identified the following technical standards of functional abilities essential to the practice of nursing that an individual must meet in order 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. Individuals unable to meet these technical standards will not be able to meet program objectives and are advised to pursue alternate careers.

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

(1) **General**: Students must possess functional sensory abilities in order 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 possess the ability to develop skills necessary to manage situations inherent in the practice of 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 have the ability 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.

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**CRITERIA FOR PHYSICALLY CHALLENGED STUDENTS**

It is the policy of this School that physically challenged students must meet the following criteria for admission and completion of the nursing program.

1. All students must have a physical examination.
2. 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.

3. The situation will be reviewed by the Dean of the School in consultation with that Healthcare provider.

4. The Dean of the School will review information from any pertinent source:

   Student
   Clinical Instructor
   Faculty Advisor
   Healthcare provider
   Student’s parents (or other person/i.e., vocational counselor) at the student’s request.
   Student Certified Profile and Medical Record.

5. The Dean of the School of Nursing will make the final decision.

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   Reviewed: USAC/mg 07/14
   Revised: USAC/mam 02/15
   Revised: USAC/CH 06/16

**COMPLETION OF REQUIRED CLINICAL NURSING SIMULATION CENTER (CNSC) EXPERIENCES**

All Clinical Nursing Simulation Center (CNSC) experiences must be successfully completed during the week identified in the course outline. These experiences include skill demonstrations and clinical simulations.

Skill demonstrations and simulations are part of the clinical experience. The simulation based learning experiences in the CNSC are scheduled during clinical hours with the exception of the Psychiatric Mental Health Nursing course. Any additional simulation based learning experiences including practice, remediation, and retesting are scheduled through the CNSC office assistant. Students need to come to clinical simulations as though they are going to clinical. Uniforms, student ID, and any applicable equipment are required on arrival to the CNSC.

If an emergency arises that prevents a student from making a scheduled appointment, the student must call the CNSC at 570-408-4089, the clinical instructor and the course coordinator. Excuses for missing simulations and demonstrations must be deemed valid by both the CNSC Director and the course coordinator.

**Skill Demonstrations & Clinical Simulations:**

Failure to successfully complete a skills demonstration or clinical simulation during the scheduled week will result in a loss of five (5) points on the next written exam.

Students who are not successful after completing a skills demonstration or clinical simulation must complete assigned remedial work and make an appointment for another attempt within five days. The remediation and second attempt is scheduled with a CNSC staff person and completed within five days.
Failure to successfully complete a skills demonstration or clinical simulation at the second attempt by the fifth day prohibits the student from performing identified skills in the clinical setting and will result in a clinical failure. When this failure occurs prior to the tenth week of the academic semester, the student will be allowed to withdraw from the nursing course, as per University policy.

POLICY ON PAPER 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 digital drop box on D2L in Microsoft Word format at the time and date specified by instructor.

2. One printed copy shall be submitted to the designated instructor assigned to read the paper at the time and date specified by instructor.

3. Students shall provide copies of journal articles and/or web site links for references used to complete the paper when asked by instructor assigned to read the paper.

3. Five (5) points per day, including weekends, will be deducted from the final grade of the paper, which is not submitted via both digital drop box and in print by 4:00pm on the scheduled due date.

4. Copies of the paper will be kept on file in the Passan School of Nursing for a period of no less than five years, after which time the papers shall be destroyed.

EXAMINATION POLICY

All students are expected to arrive at the exam on time. In cases of unusual circumstances, students must contact the classroom instructor no later than one hour prior to the start of the exam for that day.

Notification of absence requires the following steps:

1. Telephone classroom instructor (use all posted telephone numbers, if necessary)
2. Follow-up telephone call with e-mail message.
3. If ill, a health care provider’s excuse may is required by instructor upon return to class.
4. The make-up examination must be prescheduled with the instructor and taken within 48 hours from the original examination or the student will receive a zero on that examination.

Students:
1. will not have access to course material.
2. will speak directly to a proctor when requesting clarification of words or statements.
3. will not leave the room without permission of a proctor during the examination.
4. will leave the room and move away quietly upon completion of examination.
5. will not be given extra time to take the examination if they arrive late.
6. will not be allowed to use a “cell phone” as a calculator during an examination.

Students should also note that the proctor:
1. will remove the answer sheet and test paper from any student giving improper aid to another or receiving such aid from another, or from some other source.
2. will report any violators to the Dean and Chair of Undergraduate of the Passan School of Nursing.

MEDICATION EXAMINATION POLICY

Students must complete a medication exam as directed by the course faculty. This examination will assess medication knowledge and calculation proficiency. Traditional calculators are to be used. Students need to provide written work showing how the problem was solved. Cell phones cannot be used as a calculator. It is crucial to learn abbreviations and conversions prior to the exam. Students who identify themselves as needing remedial work on basic math should seek assistance at the University Learning Center.

Students must achieve at least a minimum passing grade of 80% to continue the clinical component. If the student does not achieve a minimum grade of 80%, the student must complete remediation as directed by the Clinical Nursing Simulation Center (CNSC) and repeat the exam by Friday of the first week of the semester. The student must show proof of remediation to the instructor before he/she is allowed to sit for the exam on the second attempt. Students will be allowed to attend clinical the week of the first exam attempt, but will not be permitted to administer medications.

If the student does not achieve a minimum grade of 80% on the second exam attempt, the student is unable to meet the clinical objectives resulting in a clinical failure. The student will be allowed to withdraw from the nursing course, as per University policy. The following clinical nursing courses will adhere to this policy: N212, N213, N221, N223, N226, N227, N340, N345, N331 and N332.

FOR CLINICAL NURSING COURSES N210/N330

NSG 210:

15% of the N210 course grade will be implemented in the Pre-Hospital Clinical as follows:
0% = Pre-test Examination Quiz Administered Week 1 of Classes.
15% = Medication Examination Quizzes Administered Week 3 (5%), 4 (5%), and 6 (5%) of Classes.

Any student scoring less than 80% on medication examination quizzes administered during weeks 3, 4, and 6 will be required to complete a remediation assignment. Any
students who achieve a mean score of less than 80% on all three medication examination quizzes administered during weeks 3, 4, and 6 will be required to remediate and retest during week 7. If the student is unsuccessful on the retest, the student will be required to withdraw from N210. Every examination given in N210 theory class will have medication proficiency questions correlated with course content.

Dosage calculation will be included within the first course, N330, of the Accelerated Baccalaureate Program. Students will receive information concerning the textbook and expected preparation during the summer prior to beginning the semester. Students also complete a Medication Administration Module within their Pre-hospital clinical practice time scheduled in the CNSC. Medication dosage calculation questions are incorporated into all N330 exams.

POLICY ON INTEGRATED TESTING PROGRAM

ATI testing is the integrated testing package that is used throughout the nursing curriculum.

Nursing students are required to take the ATI practice assessment exam. Remediation (2 hours focused review) is also required for all students following each practice exam.

Remediation is based upon the practice assessment test result. A transcript showing that remediation was completed is needed to sit for the proctored exam. No points will be awarded if the practice exam and focused remediation are not completed. The proctored exams will be weighted 10% in each identified course.

Proctored Exams scores will be based upon the following:

<table>
<thead>
<tr>
<th>Proficiency of Proctored Assessment</th>
<th>Points Awarded for Achievement</th>
<th>Focused Review</th>
<th>Total Points Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proficiency Level 3</td>
<td>10</td>
<td>0</td>
<td>10/100%</td>
</tr>
<tr>
<td>Proficiency Level 2</td>
<td>6</td>
<td>2 hours = 2 points</td>
<td>8/80%</td>
</tr>
<tr>
<td>Proficiency Level 1</td>
<td>5</td>
<td>3 hours = 2 points</td>
<td>7/70%</td>
</tr>
<tr>
<td>Proficiency Level less than 1</td>
<td>3</td>
<td>4 hours = 2 points</td>
<td>5/50%</td>
</tr>
</tbody>
</table>

Those students who do not obtain a proficiency level of 3 on the proctored exam, will have the opportunity to add to their points awarded through post proctored exam remediation. Post focused review remediation is required within 48 hours of the proctored exam in order to obtain the maximum allotted points. The required remediation point allocation is based upon the following guidelines:
POLICY ON NATIONAL EDUCATION VERIFICATION FORM

Senior students must successfully meet all NCLEX-RN preparation assignments in order for release of the National Education Verification Form 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:
• Mastery Level Passpoint score of 4.5 or higher.
• Comprehensive readiness exam score of 800 or higher (results <799 require remediation and retesting)
• ATI Capstone Content Review

POLICY ON ASSIGNMENT DUE DATES

Due dates for assignments are included in the course outline packet. Five (5) points per day, including weekends, will be deducted from the final grade of any assignment which is submitted after 4:00 p.m. on the due date. All student assignments are required unless otherwise indicated.

Failure to submit a written clinical assignment by the due date will result in a five (5) point deduction on the next scheduled exam.

Failure to perform return CNSC demonstrations by the specific due date will result in a five (5) point deduction on the next scheduled exam.
CLINICAL INFORMATION

The student is responsible for being familiar with the following clinical information. Student 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 Student Agreement Concerning Clinical Instruction is required.

1. 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.

2. Be aware that the responsibilities of the Passan School of Nursing include:
   a. being responsible for 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. being responsible for the selection and assignments of students who will participate in the clinical experience.
   c. being responsible for assuring that a faculty member of Wilkes University shall be present and/or available at all times 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.

3. Be aware that the responsibilities of the Institution shall include:
   a. providing 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 valid reason.
   b. providing all necessary patient care supplies needed by clients.
   c. providing opportunity for a jointly planned program of clinical experience.

4. Be aware that the responsibilities of students shall include:
   a. following all of the established policies for the Institution (including regulations concerning parking procedures).
   b. wearing the appropriate uniform and approved ID when picking up assignments and giving patient care.
   c. reporting to the clinical area promptly and being prepared to give assigned care.
   d. refraining from discussion or publication as per HIPPA 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. Submission to random drug screen testing through Wilkes University’s Health Services when requested by 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 the Pennsylvania Nurse Assistance Program (PNAP).

5. Be aware that the Passan School of Nursing reserves the right to dismiss a student who is deemed unsafe as characterized by dangerous, inappropriate, irresponsible, or unethical behavior that actually or potentially places the student, patient, patient’s family, or health team members in jeopardy.

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 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.

6. A student or faculty member may request an independent faculty evaluation in the clinical area.

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GUIDELINES GOVERNING ATTENDANCE AT THE CLINICAL EXPERIENCE

It is the student’s responsibility to meet all course outcomes satisfactorily. Therefore, attendance at all clinical experiences is mandatory.

The procedure for reaching the specific clinical instructor in the event of clinical absence will be discussed during clinical orientation. It is the student’s responsibility to contact his/her clinical instructor 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 are responsible for making up all clinical absence occurrences. A clinical occurrence represents the credit hour equivalent for one full clinical day, regardless of the length of the clinical day (6-hour, 8-hour, or 12-hour); therefore, 6-hour and 8-hour clinical days = one clinical absence and a 12-hour clinical day = two clinical absences.

Students will not be charged for the first clinical absence occurrence, regardless of the length of the clinical day (6-hour, 8-hour, or 12-hour). Students with more than one clinical absence occurrence will be charged a fee of $100.00 per clinical day (6-hour, 8-hour, or 12-hour). This fee covers the administrative cost of the additional clinical day (6-hour, 8-hour, or 12-hour), and must be paid in advance of the clinical make up. Students are responsible for their own transportation to assigned clinical agencies.

Clinical make up days will occur during the week of final examinations based upon instructor availability.

Failure to complete the required clinical hours by the last scheduled final examination of the semester will result in a grade of incomplete for the course.

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ABSENCES DUE TO INCLEMENT WEATHER START

Wilkes Passan School of Nursing follows University policy regarding delays and closing for inclement weather. Regarding clinical attendance, if the University closes then clinical is cancelled. If a compressed schedule is issued, clinicals that start at 7AM are cancelled, clinicals that are scheduled to start at 3pm and 12 hour clinicals (7am to 7pm) will begin at 3pm.

When the University remains open with classes in session but weather conditions are questionable, individual Passan School of Nursing faculty/clinical instructors, in consultation with the course coordinator, may decide to cancel their class or clinical group. In the event of class/clinical cancellation, essential learning experiences and course/clinical outcomes still need to be met. The course coordinator, in consultation with faculty member/clinical instructor, will determine the manner in which the clinical hours will be made up in order to achieve these course outcomes. Make-up sessions should not be planned for weekends, holidays, semester break, or in conflict with other classes or clinical assignments. Additional day/evening clinical may be added without cost to the student.

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TRANSPORTATION TO CLINICAL

Students are responsible for their own transportation to and from all clinical experiences.

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HEALTH FORM POLICY

Profile Requirements for Clinical Experiences

All students entering clinical courses are required to create a profile on Castlebranch (CB), along with any additional associated paperwork by going to https://portal.castlebranch.com/wc01. The profile and any rechecks/updates must be complete by June 30th for the fall semester and January 5th for the spring semester. Failure to have all examinations, clearances and requirements completed by the due date will result in a late fee of $100.00. 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, profiles and requirements and students’ refusals to obtain any additional requirement(s) of the clinical agency.

HEALTH SCREENS, CLEARANCES, CERTIFICATIONS, AND PAPERWORK REQUIREMENTS FOR CERTIFIED PROFILE.

- **Health Insurance** - All students are required to have health insurance. Students need to provide proof of insurance.
- **Health Examination** - Students are required to have a completed yearly physical examination form. **THIS IS AN ANNUAL REQUIREMENT.** (Download from Castlebranch site).
- **TB Screening** - All students must submit results for the 2 STEP PPD then a single yearly PPD thereafter. All students must have their PPD’s completed prior to the start of clinical.
  - If positive PPD submit a clear chest XRay report and TB Questionnaire available on CB 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 prior to the start of clinical.
  - Students must follow directions from the Castlebranch Website when completing the Urine for Drug Screen.
  - If the student has a positive urine for drug screen result the student will not be permitted to attend clinical and the student will be referred to the Pennsylvania Nurse Assistance Program (PNAP).
THIS IS AN ANNUAL REQUIREMENT, AND AS DIRECTED BY YOUR CLINICAL AGENCY

- **Measles and Mumps** – one of the following is required:
  - Documentation of two doses live vaccine or
  - Positive antibody titers for both components
  - Physicians 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 a yearly requirement due by OCTOBER 15th
  - Documentation of a flu shot administered during the current flu season or
  - Declination waiver

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

- **FBI and Criminal Background Checks** - All students are required to submit a yearly FBI Criminal Background Check with Finger Printing as directed by Castlebranch. THIS IS AN ANNUAL REQUIREMENT.
  - If the student has a positive criminal background check the student will not be permitted to attend clinical and the student will be referred to the Pennsylvania Nurse Assistance Program (PNAP).
  - IT IS THE RESPONSIBILITY OF THE STUDENT TO NOTIFY THE PASSAN SCHOOL OF NURSING IN WRITNG OF ANY CHANGES IN CRIMINAL BACKGROUND CHECKS THAT OCCUR BETWEEN YEARLY SUBMISSIONS.
  - Failure to notify the Passan School of Nursing will prevent further progression in the nursing program.
• **Child Abuse History Clearance**: All Students are required to submit a Pennsylvania Child Abuse History Clearance annually. This clearance must be completed prior to the start of clinical. Students are to follow the Pennsylvania child abuse clearance procedure for obtaining clearance as directed by CB profile.
  
  o If the student has a positive Child Abuse History Clearance the student will not be permitted to attend clinical and the student will be referred to the Pennsylvania Nurse Assistance Program (PNAP).

• **eLearning**
  
  o OSHA – complete courses on Castlebranch OSHA
  o HIPAA – completed courses on Castlebranch related to HIPAA

**ADDITIONAL REQUIREMENTS**

If a student is assigned to an agency that has additional requirements, such as, but not limited to; additional bloodwork, background checks, drug screenings, the student will be responsible for abiding by the clinical agency request. Every effort will be made to assist the student in obtaining the additional requirements. Any financial obligation related to this 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.
SHARPS, NEEDLE STICK, AND BLOOD AND BODY FLUID EXPOSURE 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.

In the event a student accidentally pricks him/herself with a used needle or sharp instrument or comes in contact with the blood or body fluids of another individual in the health care agency or CNSC, the exposure incident must be reported immediately to a staff or faculty member. 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 with a clean dry dressing. The student will be referred to his/her 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. Additionally, the incidence of needle-stick injuries may be reduced when students utilize the needle-disposal units located 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 injure/exposure incident.
2. Complete Sharps, Needle Sticks, or Blood and Body Fluid Exposure Injuries.
3. Follow-up with their health care provider.

Reviewed: USAC/mam 02/15
Reviewed: UGSC/CH 05/16
STUDENT SHARPS, NEEDLE STICK, OR 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____________

Nursing Faculty/Staff Member________________________________Date____________

Healthcare Provider /Staff Member____________________________Date_____________

When completed, this document must be returned to the Coordinator of Student Services.

Revised: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Revised: UGAC/CH 05/16
POLICY ON 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 School of Nursing form. The report is to be co-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 School of Nursing will destroy all Incident Reports in the student file.

Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Reviewed: USAC/CH 05/16
CRITICAL INCIDENT REPORT

Purpose:

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

Student Name: ___________________________ Course: ___________________________

Clinical Area: ___________________________ Date: ___________________________

Describe Situation:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Student Signature ___________________________ Date __________

Faculty Signature ___________________________ Date __________

Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Reviewed: USAC/CH 06/16
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).

In order 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. Original documentation of community service hours must be provided to the clinical instructor prior to the end of each clinical rotation for each clinical nursing course; photocopies of service hours will be accepted only when 10 or more hours of community service with the same community organization is completed. If documentation of service hours is not provided to the clinical instructor prior to 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.

Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Reviewed: USAC/CH 6/16

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 facility.

- 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 that are outside their designated job description.

- Wilkes nursing majors are responsible for their own acts and should not accept assignments beyond their level of competence.

Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Reviewed: USAC/CH 6/16
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.
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 is as a biohazard for laundry handlers.
10. Clean spills of blood and body fluids with a 1:10 solution of bleach.

B. Nursing Students:

1. It is recommended that students notify their instructor if they are/become pregnant and review the student pregnancy policy located in this handbook.

C. During Invasive Procedures:

1. Wear a gown, two pairs of gloves, masks and eye coverings. Any agency policies additional to the above guidelines will be followed.

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

Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Reviewed: USAC/CH 6/16

GRADUATION

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

Two semesters prior to graduation, a candidate for graduation should report to the Office of the Registrar to submit an order for a diploma, to review the requirements for the appropriate degree, and complete all necessary forms required prior to graduation.

Nursing students can order the Wilkes University Passan School of Nursing pin during the spring semester. Cost of the pin will be designated by the jeweler according to the price of gold and silver at that time.
LICENSING REQUIREMENT

Candidates for a license to practice in the health field are required to have “good moral character.” The Pennsylvania State Board of Nursing 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.

1. Students must submit application for NCLEX-RN to the PA State Board of Nursing. If the student plans on taking the examination in Pennsylvania, the Dean of the School of Nursing will explain the procedure.
2. For those students who plan to take the NCLEX-RN outside of Pennsylvania, the following applies:
   a. Submit an application to the appropriate State Board Office according to each state’s requirements. Each state has different procedures.
   b. Contact the State Board in the state where you plan to be licensed for complete information specific to that state’s requirements.
3. All students taking the NCLEX-RN must submit the application to Pearson-Vue.

PHILOSOPHY AND TAXONOMY OF CLINICAL NURSING SIMULATION CENTER EXPERIENCE

Introduction

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

The Clinical Nursing Simulation Center provides activities and materials for achieving the course objectives by the use of 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 assist the student in meeting the objectives of the course. 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. It is the clinical setting that the student can best integrate knowledge and skill in the practice of nursing.

The following nursing courses have a laboratory component: N210, N212, N213, N221, N223, N226, N227, N340, N345, N330, N331 and N332.

Reviewed: USAC/mam 02/15
Reviewed: USAC/CH 6/16

**MEMBERSHIP IN PROFESSIONAL NURSING ORGANIZATIONS**

**STUDENT MEMBERSHIP IN THE NATIONAL STUDENT NURSES’ ASSOCIATION (NSNA) AND THE STUDENT NURSES’ ASSOCIATION OF PENNSYLVANIA (SNAP)**

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 strongly recommended. Any NSO Officer or student representative/delegate 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, President-Elect, 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 and if any one of the elected officers or representatives does not remain in good academic standing, the N.S.O. may appoint a replacement by Executive Council Action.
d.) If any one of the elected officers or representatives does 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, President-Elect, Secretary, Treasurer, and Faculty Advisor.

Section II: Eligibility:

Members of the organization are eligible for all above-mentioned offices in the N.S.O.

Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Reviewed: USAC/CH 6/16

ZETA PSI CHAPTER OF THE SIGMA THETA TAU INTERNATIONAL (STTI) NURSING HONOR SOCIETY

Membership into the Zeta Psi Chapter’s Nursing Honor Society is by invitation only and is based upon the established criteria and governing guidelines of the Zeta Psi Chapter and the STTI Nursing Honor Society professional organization. Established criteria include academic excellence in course work and in scholarship, leadership development, and service to the community aimed at improvements in the health and well-being of society. The governing guidelines that honor societies of nursing must follow require students to be at least half way thru the nursing program; hence all nursing students reaching the half-way point of their nursing curriculum are referred to the nominating committee of the Zeta Psi Chapter for consideration. The nominating committee, in conjunction with chapter leaders, determines student eligibility based upon established chapter criteria and governing guidelines and sends out formal letters of invitations to eligible students.

Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Reviewed: USAC/CH 6/16
## APPENDIX A

### PROJECTED STUDENT EXPENSES TRADITIONAL BACCALAUREATE STUDENTS (2016-2017 ACADEMIC YEAR)

<table>
<thead>
<tr>
<th>Additional Nursing Expenses and Fees</th>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>JUNIOR</th>
<th>SENIOR</th>
<th>MISC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Student Nurses Association (NSNA), Student Nurse Association of Pennsylvania (SNAP), and Nursing Student Organization (NSO)</td>
<td>$40***</td>
<td>$45***</td>
<td>$45***</td>
<td>$45***</td>
<td></td>
</tr>
<tr>
<td>Zeta Psi Nursing Honor Society By Invitation Only: Based on Course GPA, Leadership, and Service to Community</td>
<td></td>
<td>Membership Fee***</td>
<td>Membership Fee***</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform Shirt</td>
<td>$25-30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform Pants</td>
<td>$15-25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab Coat/Scrub Jacket</td>
<td>$20-40</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform Shoes</td>
<td>$40 and up</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stethoscope</td>
<td>$30 and up</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bandage Scissors</td>
<td>$6 and up</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hemostats</td>
<td>$6 and up</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pen Light</td>
<td>$6 and up</td>
<td></td>
<td></td>
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<tr>
<td>BP Cuff</td>
<td>$40 and up</td>
<td></td>
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</tr>
<tr>
<td>AHA BCLS for the Health Care Provider Course</td>
<td>$50 and up</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ATI TEAS Test</td>
<td></td>
<td></td>
<td>$50 and up</td>
<td></td>
<td>$66 and up</td>
</tr>
<tr>
<td>Criminal Record Check</td>
<td>$33 and up</td>
<td>$33 and up</td>
<td>$33 and up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA Child Abuse History Clearance</td>
<td>$10 and up</td>
<td>$10 and up</td>
<td>$10 and up</td>
<td></td>
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</tr>
<tr>
<td>Physical, Immunizations, and PPD</td>
<td>$100 and up*</td>
<td>$100 and up*</td>
<td>$100 and up*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urine for Drug Screen</td>
<td>$50 and up</td>
<td>$50 and up</td>
<td>$50 and up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School of Nursing Assessment Fee</td>
<td>$_____** per semester starting with N210</td>
<td>$_____** per semester</td>
<td>$_____** per semester</td>
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</tr>
<tr>
<td>Nursing Central E-Book Download Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$160**</td>
</tr>
<tr>
<td>Capstone Project Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$12 and up</td>
</tr>
<tr>
<td>Certified Background Check</td>
<td>$128 and up</td>
<td>$128 and up</td>
<td>$128 and up</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* MAY BE COVERED BY STUDENT’S MEDICAL INSURANCE
** WILL BE BILLED BY FINANCIAL MANAGEMENT OFFICE
***FEE COVERS NATIONAL AND LOCAL LEVELS

ALL FEES ARE SUBJECT TO INCREASE BASED UPON COMPANY AND HOSPITAL CLINICAL REGULATION CHANGES.

Revised: USAC/mg 07/14
Reviewed: USAC/mam 02/15; Revised: USAC/CH 6/16
## APPENDIX B

### PROJECTED STUDENT EXPENSES ACCELERATED BACCALAUREATE STUDENTS (2016-2017 ACADEMIC YEAR)

<table>
<thead>
<tr>
<th>Additional Nursing Expenses and Fees</th>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
<th>SEMESTER THREE</th>
<th>MISC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Student Nurses Association (NSNA), Student Nurse Association of Pennsylvania (SNAP), and Nursing Student Organization (NSO)</td>
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</tr>
<tr>
<td>School of Nursing Assessment Fee</td>
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<td>$_____** per semester</td>
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***FEE COVERS NATIONAL AND LOCAL LEVELS

### ALL FEES ARE SUBJECT TO INCREASE BASED UPON COMPANY AND HOSPITAL CLINICAL REGULATION CHANGES.

Reviewed: USAC/mam 02/15
Revised: USAC/ CH 6/16
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 in order to meet the clinical objectives:

_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________

If ________________________________ is unable to complete the corrective actions outlined above and meet the clinical objectives by _____________, it will result in clinical failure.

Clinical Instructor Printed Name: _____________________________________________
Clinical Instructor_________________________________ DATE: _____________
(Signature)

Student Printed Name: _____________________________________________________
Student_________________________________________ DATE: _____________
(Signature)

Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Revised: USAC/ CH 6/16
ACCREDITATION

Wilkes University is an accredited member of the Middle States Association of Colleges and Schools and its graduate and professional programs are approved by the Department of Education of the Commonwealth of Pennsylvania. In addition to total program accreditation, certain special areas are recognized by professional organizations. The Master’s Degree in Business Administration (MBA) program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), and the graduate program leading to the Master of Science Degree with a major in Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE).

STATE AUTHORIZATION AND REGISTRATION REQUIREMENTS

Authorization requirements for distance education vary by state. Wilkes University is currently in the process of pursuing individual state authorizations and approvals, as necessary, for its online course delivery. Wilkes is not required to have state authorization in all 50 states and may choose not to enroll students from states where we are not authorized. Any questions related to the university’s approval to offer programs in a specific state should be forwarded to our Admissions team. Please note: Since distance education requirements vary by state, distance education students who change their residency to a state in which Wilkes University is not approved to operate may be unable to remain enrolled at Wilkes University or may have their academic progression delayed until proper approvals may be obtained.

The following link provides information regarding state authorizations:

ATTESTATION TO SCHOOL OF NURSING PROGRAM STUDENT HANDBOOK

Nursing students are required to review each semester the *RN to BSN Program Addendum and the Undergraduate Student Handbook* from the Wilkes University, School of Nursing. An affixed signature attests that the student has reviewed the electronic handbook online, has no further questions on the policies, agrees to all stated policies, and will maintain responsibility for all updates to the handbook each semester while enrolled in the Program at the Wilkes University School of Nursing. Students are required to submit one attestation statement for their file, while enrolled in the program at Wilkes University. Please submit this form electronically to your enrollment specialist. Thank you.

____________________________________________________________________________

Student Printed Name:

____________________________________________________________________________

Student Signature (printed name accepted as signature):

____________________________________________________________________________

Date Signed

Revised: RN-BS/eh 05/15
Reviewed: USAC/EH/CH 05/16
RN to BSN PROGRAM
ATTESTATION TO CLINICAL CLEARANCE
REQUIREMENTS and MATH PLACEMENT EXAM

Undergraduate nursing students are required to meet all clinical requirements prior to enrolling in any clinical course. I have reviewed the Undergraduate Nursing Student Handbook and understand I am responsible for the following:

1. Provide completed Clinical Agency and Preceptor/Mentor form, Preceptor’s CV and license PRIOR to beginning NSG 290
   a. Students who do not provide this documentation prior to the start of NSG 290 will be removed from the course and must wait until the next start date to begin

2. Create a Castle Branch Profile and begin completing all listed requirements, understanding that fingerprints and child abuse clearances may take up to 4 months
   a. Students will be provided access to Castle Branch on Day 11 of NSG 290 and must begin completing all requirements immediately
      b. All Castle Branch requirements must be successfully completed no later than week 15 of NSG 290. Students who do not meet this deadline will not be allowed to take NSG 347 as scheduled and will be required to take a Leave of Absence until the next course offering (provided all requirements are met)

I understand I may be responsible for a portion of the cost associated with Castle Branch.

I understand failure to meet the clinical requirements prior to the start of a clinical course will result in the need to take a Leave of Absence which may have significant financial implications.

I understand MTH 150 is a required course in the RN-BSN program. I understand and agree to the following:

- If I was not awarded transfer credit for this course, I will be required to take the Mathematics Placement Test through Wilkes University.
- I must achieve a score of 18 or above to be eligible to enroll in MTH 150.
- If I earn a score of less than 18, I will be required to enroll in and successfully pass MTH 094 prior to enrolling in MTH 150.
- I will be responsible for the tuition costs associated with MTH 094.
- I am required to complete the Mathematics Placement Test no later than day 8 of week 1 of NSG 290.
- If I do not complete the Mathematics Placement Test by day 8 of week 1 of NSG 290, I will be automatically enrolled in MTH 94.
Student Printed Name: ________________________________

Student Signature (printed name accepted as signature): ________________________________

Date Signed: __________________________

Revised: USA/EH/CH 06/16
COMMUNICATION POLICY

- All electronic correspondence will be sent to the student’s Wilkes University e-mail and/or Desire2Learn (D2L) account. The student’s personal e-mail on file may be used if required to contact a student. Students are responsible for obtaining all electronic correspondence that is sent via the University account.
- Consult with your preceptor regarding the use of any electronic devices during clinical.
- To maintain confidentiality and privacy and to assure optimal efficiency of staff: grades test scores, or other learning material will only be given via the student’s Wilkes University e-mail and/or D2L account.
- Submit all course assignments via the course drop box only.

Reviewed: USAC/wr 08/12
Reviewed: USAC/wr 08/13
Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Revised: RN-BS/eh 05/15
Reviewed: USAC/EH/CH 05/16
ATTESTATION TO POLICY ON SOCIAL NETWORKING
RN to BSN PROGRAM STUDENTS

Policy: Each 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). Student signature indicates that the student has utilized the NCSBN website (www.ncsbn.org), has located and reviewed both brochures, and understands the material contained within them. Students are required to submit one attestation statement for their file, while enrolled in the program at Wilkes University. Please submit this form electronically to your enrollment specialist. Thank you.

Student Printed Name: ________________________________________________________________

Student Signature: ____________________________________________________________________

Date Signed: _________________________________________________________________________

Student Handbook Year: __________________________________________________________________

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Reviewed: USAC/EH/CH 05/16
EXPECTATIONS FOR DISTANCE EDUCATION

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:

• Utilize the Wilkes University email system (wilkes.edu) as the primary means of communication for university issues between the student, faculty, staff and university and the live email in D2L as the primary source for course related communication between the student and faculty. To ensure a quality classroom experience students are expected to check their emails every 24-48 hours and respond to faculty within 72 hours of the initial email. One reminder email will be sent to the student. If the student remains unresponsive, the RN to BSN 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 identified.
• Assume a self-motivated, independent, and engaged learning role.
• Actively participate in all online activities, open and read all course content.
• Meet course deadlines and place assignments etc. in Dropbox provided.
• Have access to the online syllabus and refer to 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, sexual orientation, religious, moral, or political beliefs.
• Maintain confidentiality regarding information communicated related to patients, employers, and other students.
• Obtain course work missed due to interruption in 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 RN-BSN Program Coordinator.

Faculty is 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, within 5 days for 8 week courses and 2 weeks for 12 week courses, via the learning management system classroom (Dropbox).
• Respond to student emails within 24-48 hours.

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COURSE ATTENDANCE

Students are expected to participate in online classes from the first day of each course, which includes students in clinical courses starting clinical hours at approved clinical sites. 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. The student’s grade will reflect incomplete work for the week. Students may ultimately be disenrolled for non-participation as per the terms of the course. 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 demonstrate 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.

Revised: USAC/ch 05/16

ACADEMIC ADVISEMENT

All online students will be assigned a Student Services Advisor (SSA). The SSA will reach out to students by email during the first week of class, introducing themselves, and providing their contact information. Students are responsible for contacting the 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.

Student Services may be contacted at:

studentservices@onlinenursing.wilkes.edu

Student Services General Line: (844) 399-5334 (Option 1)

Online Faculty members are available by e-mail, and students may also request a conference call with their instructor. The conference call will be facilitated by their Student Services Advisor.

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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 are encouraged to follow the established procedure of this policy. This policy and procedure is not intended to preclude a student’s immediate and direct access to the Dean of the School of Nursing on this or any other matter, rather 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:

a. First attempt to resolve the problem with the classroom and/or clinical instructor involved.

b. If the problem cannot be resolved through informal discussions with the classroom and/or clinical instructor, who will then discuss the problem with the student and the classroom and/or clinical instructor, the student should initiate a meeting with the SSA, who may then facilitate a conference call with the student and the instructor. If the issue is not resolved, the SSA will route the concern to the appropriate person (OIM), who will then discuss the problem with the student and the classroom and/or clinical instructor for the course.

c. If the problem continues to be unresolved the student will contact the Coordinator of the RN-BSN program. If the problem remains unsolved it will be referred to the Chair of undergraduate nursing.

d. If the problem remains unsolved it will be referred to the Dean of the Passan School of Nursing for further action.

e. If the student is not satisfied with the decision of the Dean, he/she may appeal the decision in accordance with the Wilkes Grievance Policy (see Wilkes University Undergraduate Student Handbook).

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EQUIVALENCE OF GRADES UNDERGRADUATE PROGRAMS

The theory grade is determined by the following:

- 4.0 = 92 – 100%
- 3.5 = 88 – 91%
- 3.0 = 84 – 87%
- 2.5 = 79 – 83%
- 2.0 = 75 – 78%
- 1.5 = 70 – 74%
- 1.0 = 65 – 69%
- 0.0 = less than 65%

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CLINICAL REQUIREMENTS

You will need to initiate a profile in Castle Branch which includes a comprehensive list of requirements for clinical clearance. Because some clearances may take a minimum of 3 months to receive, you must begin this process immediately upon receiving instructions. Please go to http://www.wilkes.edu/academics/graduate-programs/masters-programs/nursing/graduate-nursing-forms.aspx and click on “Further Requirements from Castle Branch” for additional information on this process. Students not meeting all clinical requirements by Sunday, 11:59 PM EST one week prior to the start of the Monday clinical course, cannot begin clinical. Students will not be enrolled in clinical courses until all requirements for Wilkes University and Castle Branch are satisfied. Students not enrolled by the second week of the semester start will need to wait for the next course offering to register. Students will be disenrolled from the course if Castle Branch information expires during the semester, after the student begins clinical, and the student does not update the information.

- Students will be required to submit the following documents:
  - a. Signed Undergraduate Nursing Clinical Agency Preceptor Form (form may be downloaded at http://www.wilkes.edu/academics/graduate-programs/masters-programs/nursing/graduate-nursing-forms.aspx.
  - b. Copy of Preceptor’s Curriculum Vitae
  - c. Copy of Preceptor’s RN license (if preceptor is an APRN, you must submit a copy of this license as well)
  - d. Copy of Board Certification (if applicable)

- Preceptor Requirements:
  - Hold a bachelor’s degree in nursing
  - Educated in the area which he/she is teaching or providing supervision or be extensively clinically experienced in those areas.
  - Licensed in his/her State and hold appropriate credentials
  - Provide a copy of current State licensure and/or verification statement and curriculum vita
  - Your preceptor will receive an email containing the course description, course objectives, and preceptor responsibilities during the first week of the course.
  - Please note that many clinical agencies have additional requirements related to the practicum experience that exceed those required by the School of Nursing. You are required to meet these requirements in addition to those outlined above. If you have any questions or need any assistance, please let us know as soon as possible as this is a time sensitive process.

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ADDITIONAL REQUIREMENTS

If a student selects an agency that has additional requirements, the student will be responsible for abiding by the clinical agency requirements. Any financial obligation related to this will be the sole responsibility of the student. The student will be required to follow the clinical agency’s policies.

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CLINICAL DRESS CODE

Students are required to wear appropriate professional business attire, including a white lab coat and name tag for all clinical experiences. Professional attire includes dress pants or skirt and conservative top (no shorts, jeans, open-toed shoes, or low cut shirts). The lab coat must be clean and pressed. The student university ID badge is to be worn at all times in the clinical setting. Students are expected to comply with any additional dress code requirements of the clinical agency. Non-compliance with the dress code policy will result in clinical failure.

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GRADUATION

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

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ZETA PSI CHAPTER OF THE SIGMA THETA TAU INTERNATIONAL (STTI) NURSING HONOR SOCIETY

Membership into the Zeta Psi Chapter’s Nursing Honor Society is by invitation only and is based upon the established criteria and governing guidelines of the Zeta Psi Chapter and the STTI Nursing Honor Society professional organization. The nominating committee, in conjunction with chapter leaders, determines student eligibility based upon established chapter criteria and governing guidelines and sends out formal letters of invitations to eligible students.

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Reviewed: USAC/EH/CH 05/16
## Projected Student Expenses RN to BSN Students

(2016-2017 Academic Year)

<table>
<thead>
<tr>
<th>Additional Nursing Expenses and Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Proctor Now</td>
<td>$15 per exam</td>
</tr>
<tr>
<td>AHA CPR for Health Care Providers Course</td>
<td>$50 and up</td>
</tr>
<tr>
<td>Criminal Record Check</td>
<td>$26 and up**</td>
</tr>
<tr>
<td>Child Abuse History Clearance</td>
<td>$10**</td>
</tr>
<tr>
<td>Physical, Immunizations, and PPD</td>
<td>$100 and up*</td>
</tr>
<tr>
<td>Urine for Drug Screen</td>
<td>$50 and up</td>
</tr>
</tbody>
</table>

* MAY BE COVERED BY STUDENT’S MEDICAL INSURANCE

** MAY VARY BY STATE