UNDERGRADUATE STUDENT HANDBOOK
2019 - 2020
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STATEMENT ON POLICIES

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

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 an 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
Reviewed: UGSA 2018
ACCREDITATION FOR PASSAN SCHOOL OF NURSING

Regional Accreditation
The Passan School of Nursing is regionally accredited by Middle States Association of Colleges and Schools. The following link provides the accreditation status for Wilkes University (http://www.wilkes.edu.edu/bulletin/current/graduate/introduction/accreditation.aspx)

Program Accreditation
CCNE Accreditation Statement (June, 2018)
“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 (http://www.ccneaccreditation.org).”

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)
BACCALAUREATE NURSING PROGRAM OUTCOMES:

The learning outcomes for all programs on the undergraduate level (Traditional, Accelerated, LPN/BSN and RN/BSN) consist of:

1. Integrate knowledge from the humanities, the physical and social sciences, nursing theory, and applied research as the foundation for the evidence based practice and education of nurses.
2. Cultivate knowledge and leadership skills to design, manage, and coordinate safe, high quality, and cost effective patient centered care.
3. Translate relevant and current evidence as it relates to the research process; clinical judgement; interprofessional viewpoint; and patient and family values as applied to practice.
4. Use evolving information technology to assess and deliver quality healthcare.
5. Provide opportunities to influence healthcare policy and practice through advocacy within a rapidly changing global environment.
6. Facilitates interprofessional collaboration in the delivery of high quality and safe patient care.
7. Develop strategies targeting health promotion and disease prevention to improve individual and population health.
8. Assimilate professionalism and the fundamental values of altruism, autonomy, human dignity, integrity, advocacy, and social justice to the practice of nursing.
9. Prepare the baccalaureate graduate nurses to provide appropriate and culturally sensitive care to individuals and populations, with variations in the complexity of care across the lifespan and through the continuum of healthcare environments.

Reviewed: USAC/CH 02/16
Revised: UGSA 2018

BACCALAUREATE NURSING STUDENT OUTCOMES:

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

Revised: UGSA 2018
Revised: SM 10/30/18
Revised: JF 6/2019
LPN to BSN Program

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

- Graduation from an accredited school with a grade of 3.0 or higher
- Successful completion of Anatomy & Physiology I & II, Microbiology, and Chemistry with a grade of 2.5 or higher
- Successful completion of English 101 and Psychology 101 with a grade of 2.0 or higher
- Interview with Chairperson of the Undergraduate PSON

National League for Nursing (NLN) mobility examinations will determine academic placement in the curriculum and facilitate the LPN to RN transition. NLN mobility examinations include:

- Fundamentals of Nursing
- Nutrition
- Obstetrics
- Pediatrics
- Mental Health
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 use 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
DISCIPLINARY ACTION POLICY

Any nursing student who violates a Wilkes and/or PSON policy or procedure will be referred to the undergraduate chairperson and dean of PSON for disciplinary action. This may result in being suspended or expelled from Wilkes University and/or PSON.
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 __________ 2019-2020 ______________

Circle one:

Sophomore    Junior    Senior    Accelerated Baccalaureate    LPN-BSN    RN-BSN

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
Reviewed: UGSA: 2018
Revised: UGSA: 2019
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 violation of this policy.

Professionalism is demonstrated by a student who:

- adheres to the rules governing students found in the Wilkes University Student Handbook 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 or vacation at any time during the course of the academic semester when classes or clinical are in session. Emergency situations will be discussed with course instructor and undergraduate program chairperson.

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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 Passan 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.
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 Academic Honesty Policy while enrolled in a course will fail the course.

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.
POLICY ON STUDENT CONDUCT

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

A student may not enroll in clinical nursing courses under the following circumstances:

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

   * If resolved, it is the student's responsibility to contact the agency to which (s)he is assigned for the specific clinical course. The student must obtain a written statement indicating the assigned contracted clinical agency is aware of the resolved issue and is granting permission for the student to complete the clinical requirements at the agency. The written statement must be submitted to the coordinator of Student Services as part of the CastleBranch clearance procedure, a minimum of 30 days prior to the start of the semester or (s)he will not be able to attend clinical and or be enrolled in a clinical course.

Students cannot matriculate into clinical nursing courses having a criminal record, or positive urine for drug screen 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.

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Revised: USAC/mg 07/14
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CONFIDENTIALITY POLICY

In accordance with new hospital and agency regulations, students and faculty must subscribe and adhere to agreements protecting the confidentiality of patient information. Within and outside 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.

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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 are 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
- Instagram

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.

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Reviewed: USAC/CH05/16
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Revised: UGSA: 2019
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: ____________________________ 2019-2020

Circle one:

Sophomore       Junior       Senior       Accelerated Baccalaureate       LPN-BSN       RN-BSN

THIS PAGE WILL BE KEPT ON FILE
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.
ENTRANCE AND PROGRESSION POLICY

In order to ENTER the Nursing Program students must:

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

- Earn a 2.0 or higher in English 101

- Earn a 2.5 or higher in all prerequisite science courses (BIO 113, BIO 115, BIO116, CHM 111). Students will be allowed to repeat a science course one time for a grade less than 2.5. A student who achieves less than a 2.5 in two science courses will not be able to progress into the nursing program.

- All transfer students, change of major students, and Accelerated Baccalaureate students will complete the ATI/TEAS exam. Wilkes University Passan School of Nursing requires that the students score 70% or higher. Potential students are allowed 2 attempts to achieve a 70% or higher on the ATI/TEAS exam.

- Achieve a cumulative Grade Point Average (GPA) of 2.5 or higher prior to entry into the undergraduate nursing program; Accelerated BS GPA of 3.0 or higher.

In order to progress THROUGH the nursing program, all nursing students must:

- Earn a 2.5 or higher in all nursing courses.

- A nursing student who earns less than a 2.5 in a nursing course may repeat that course once.

- A nursing student who earns less than a 2.5 in a second nursing course or a senior level nursing student earning less than a 2.5 in a course will meet with a committee comprised of three nursing faculty. A thorough investigation of student performance will be conducted. A recommendation from the committee will be forwarded to the Chairperson and the Dean for final approval. The student will be notified in writing of the decision which may result in termination from the program.

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

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

- Students must achieve a 2.5 or higher in EES 242 in order to progress in the program. A student who achieves less than a 2.5 in two science courses will not be able to continue in the nursing program.
WITHDRAWAL FROM A COURSE

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

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 required to follow the established procedure of this policy. This policy and procedure are not intended to preclude a student’s immediate and direct access to the Dean of the Passan School of Nursing on this or any other matter. 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, 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, the course coordinator, and the classroom and/or clinical instructor.
d. If the problem remains unsolved, it will be referred to the Dean of the Passan School of Nursing for review.
e. If the student is not satisfied with the decision of the Dean, he/she may appeal the decision in accordance with the Wilkes University Grievance Policy (see Wilkes University Undergraduate Student Handbook).
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 are 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.

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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, and 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.

Reviewed: USAC/wr 08/12
Reviewed: USAC/wr 08/13
Reviewed: USAC/mg 07/14
Revised: USAC/mam 02/15
Revised: USAC/CH 05/16
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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 Passan 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.
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 Passan School of Nursing will make the final decision.
COMPLETION OF REQUIRED CLINICAL AND SIMULATION BASED LEARNING EXPERIENCES

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

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

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

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

Skill demonstrations

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

Formative simulations

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

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

CNSC professional staff and course faculty, in collaboration with the CSBL Director, design and execute summative SBL activities in the CNSC. In summative SBL activities, clinical faculty and CNSC professional staff evaluate students' clinical competence using the Creighton Simulation Evaluation Instrument (C-SEI). Clinical competence in a specific clinical scenario is defined as a C-SEI score of 18 or higher on a scale of 0-22. This is equivalent to a grade of 82%. Students achieve points on the C-SEI through demonstration of specific identified actions, WITHOUT prompting, during the pre-briefing, scenario or debriefing component of the SBL activity. A student's C-SEI score counts as 5% of the course grade, as designated on the course syllabus.

Students who do not achieve a C-SEI score of 18 or higher on the first attempt at a summative evaluation, must complete assigned remedial work. The Course Coordinator, in collaboration with the CSBL Director, assigns a timeframe for completion of the remedial work, and for a second evaluation. A CNSC professional staff and clinical faculty evaluate the student during the second attempt. If a clinical faculty is not available for the second attempt, two CNSC professional staff will conduct the evaluation. If a student is required to complete a second evaluation, the grade earned will be the mean of the three (3) C-SEI scores.

High-Stakes Simulations

CNSC professional staff and course faculty, in collaboration with the CSBL Director, design and execute a high-stakes SBL activity for students prior to the commencement of their practice in the clinical environment. This occurs in NSG 210 and NSG 330. In high-stakes SBL activities, clinical faculty and CNSC professional staff evaluate students' clinical competence using the Creighton Simulation Evaluation Instrument (C-SEI). Clinical competence is defined as a C-SEI score of 18 or higher on a scale of 0-22. In high-stakes simulation, the C-SEI score indicates the student's ability to meet basic clinical competencies related to safety. Students achieve points on the C-SEI through demonstration of specific identified actions, WITHOUT prompting, during the pre-briefing, scenario or debriefing component of the SBL activity.

Students who do not achieve a C-SEI score of 18 or higher on the first attempt at a high-stakes evaluation, must complete assigned remedial work, including but not limited to a structured, one-hour, one-on-one remediation session with a CNSC professional staff member. The Course Coordinator, in collaboration with the CSBL Director, assigns a timeframe for completion of the remedial work, and for a second evaluation. A CNSC professional staff and the course coordinator evaluate the student during the second attempt. As performance in the clinical environment is highly correlated with performance in the simulation environment, if a student does not demonstrate clinical competency in a high-stakes simulation, (s)he cannot progress into the clinical setting and will be unable to achieve student outcomes for the course. The student will earn a 0.0 for the course (NSG 210 or NSG 330). The Course Coordinator for NSG 210, or the Accelerated Program Coordinator for NSG 330, and Undergraduate Chairperson, together with the CSBL Director, will meet with the student to review his or her course performance, to make the student aware of the course grade of 0.0 and to advise the student on academic progression. The student cannot attend any further activities related to the course (NSG 210 or NSG 330).

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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.

4. 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 4:00 pm on the scheduled due date, or at the discretion of the professor.

5. Graded papers will be returned to students no later than three weeks from the due date.

6. Turnitin Originality check will be included on all written nursing paper assignments. The required percentage for all class assignments will be at the discretion of the instructor.

7. 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.

**EXAM SOFT POLICY**

Students should arrive in the classroom with a fully charged, program compatible computer with the designated exam downloaded to be able to start by the scheduled time if a testing area has not been assigned. Students are not permitted to have anything open on their computer in the examination room except the testing software (Examplify). At the designated exam time, students will, upon the direction of the proctor:

1. Launch the exam
2. Navigate to the “Begin Screen”
3. Await for instructions from proctor

Scrap paper will be provided to each student. No personal paper, calculators or phones will be permitted by the student in the exam area. Signed, scrap papers will be collected following the examination by the proctor.

**Academic Integrity**

If a proctor observes a student displaying any form of academic dishonesty, after validation with another proctor who is present in the testing room, the student will be instructed to exit the exam and will be escorted out of the testing room. The student will receive a zero for that exam and will be reported to the undergraduate chair of nursing and the students’ academic advisor.

Examples of academic dishonesty include but are not limited to using technology other than that provided by Examplify.

**Upload of Exam**

Students must upload their exam file prior to leaving the examination room. If a student is unsure if the exam file uploaded he/she may go to Examplify and check “exam history” for confirmation. Students must show their upload confirmation screen (green) to the proctor before exiting the testing room. If a student who leaves the examination room without uploading or loses the file for any reason, they will receive a zero for that exam.

**Late Arrival**

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

The Student Handbook Examination Policy will be followed. Any student who does not complete the examination at the designated date and time, is required to complete the make-up examination within 48 hours. The make-up date and time will be determined by the instructor.

Exam Accommodations

Students will notify course instructor as per the university policy of need for accommodations. Testing accommodations will be arranged by the Passan School of Nursing.

Posting of Grades

Preliminary grades will be available to the student at the conclusion of the course exams, with the exception of the Final Exam. All definitive grades will be posted to D2L.

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Revised: USAC 2018

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 Director of Clinical and Simulation-Based Learning (CSBL). The student must provide proof of completion of assigned remediation to the clinical course coordinator before he/she is allowed to sit for the exam on the second attempt. The second attempt must be completed within one week of the first 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: N213, N235, N237, N241, N242, 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 Class.
15% = Medication Examination Quizzes Administered Week 3 (5%), 4 (5%), and 5 (5%) of Classes.

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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 5 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 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.

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POLICY ON INTEGRATED TESTING

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 5% in each identified course.

Proctored **Normed** 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>4 hours = 3 points</td>
<td>9/90%</td>
</tr>
<tr>
<td>Proficiency Level 1</td>
<td>5</td>
<td>6 hours = 3 points</td>
<td>8/80%</td>
</tr>
<tr>
<td>Proficiency Level less than 1</td>
<td>4</td>
<td>8 hours = 3 points</td>
<td>7/70%</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 by the assigned due date and time in order to obtain the maximum allotted points. The required remediation point allocation is based upon the following guidelines:

Proficiency level of 2  
4 hours = 3 points

Proficiency level of 1  
6 hours = 3 points

Below 1  
8 hours = 3 points

A Proctored Non-Normed Exam will be administered in N210, and will be based upon the following:

<table>
<thead>
<tr>
<th>Proficiency Score</th>
<th>Proctored Score</th>
<th>Total Points that Grade will Increase to</th>
<th>Focused Review Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proficiency Level 3</td>
<td>81% - 100%</td>
<td>You will receive 100%</td>
<td>No remediation required</td>
</tr>
<tr>
<td>Proficiency Level 2</td>
<td>71% - 80%</td>
<td>80% - 90%</td>
<td>2 hours required</td>
</tr>
<tr>
<td>Proficiency Level 1</td>
<td>51% - 70%</td>
<td>70% - 80%</td>
<td>3 hours required</td>
</tr>
<tr>
<td>Proficiency Level &lt; 1</td>
<td>&lt; 50%</td>
<td>50% - 70%</td>
<td>4 hours required</td>
</tr>
</tbody>
</table>

POLICY ON NATIONAL EDUCATION VERIFICATION FORM

Senior students must successfully meet all NCLEX-RN preparation assignments in order for the 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 5 or higher.
• Comprehensive readiness exam score of 850 or higher (results < 849 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, or at the discretion of the professor. 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.

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Revised: UGSA: 2019

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 patients 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.

6. Despite the earned grade of 2.5 or higher in the theory component of any clinical course, a clinical failure will result in a 0 as the final course grade.

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.

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

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 University 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, hospital based clinicals that start at 7 a.m. are canceled. In the event that the University opens at 10 a.m., students who are scheduled for any activity in the CNSC will report at 10 a.m. Should the University open at 12 p.m. (noon), all 7 a.m. clinicals will be canceled and scheduled evening clinical will be held.

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Reviewed: UGSA: 1/2019

TRANSPORTATION TO CLINICAL

Students are responsible for their transportation to and from all clinical experiences.
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 loss of the clinical slot. 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 than 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** –
  - Each current student of the Passan School of Nursing shall, on or before June 30th of each year, obtain a current FBI Criminal History Report by authorizing a criminal background check through CastleBranch (www.CastleBranch.com). Each student is also obligated to request an updated FBI Criminal History Report at any time during the period between annual background checks when circumstances have changed that may affect that student’s FBI Criminal History Report; failure to obtain such interim report under these circumstances shall be grounds for dismissal. If any such report includes any reference to a criminal conviction (including summary offense or charge resolved through an alternative intervention program such as the Pennsylvania Accelerated Rehabilitative Disposition Program), the student shall be suspended immediately pending a review of the Criminal History Report and its impact on the student’s ability to complete clinical training and becoming licensed. In the event the FBI Criminal History Report reveals a felony conviction, the student shall be dismissed from the Passan School of Nursing and shall be assisted by the University’s Office of Student Affairs in transferring credits earned in order to complete a degree in another discipline. In the event the FBI Criminal History Report reveals a misdemeanor conviction, summary offense or charge resolved through an alternative intervention program such as the Pennsylvania Accelerated Rehabilitative Disposition Program, the student shall be permitted to continue with studies provided the criminal record does not prevent the student from obtaining suitable clinical placements as required by the Passan School of Nursing. For this purpose, the student shall assume full responsibility for obtaining permission from the assigned contracted clinical agency (and may be required by a clinical placement agency to release a copy of the Criminal History Report in connection with efforts to secure a clinical placement). In all cases, the student shall be referred to the Pennsylvania Nurse Assistance Program (PNAP).

• **Child Abuse History Clearance** - All Students are required to submit a Pennsylvania Child Abuse History Clearance by June 30th for start of fall semester and January 5th of spring semester. 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.
  - 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 for OSHA
  o HIPAA – completed courses on CastleBranch related to HIPAA

ADDITIONAL CLINICAL REQUIREMENTS

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

Revised: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Revised: UGAC/CH 05/16
Reviewed: UGSA: 2018
Revised: UGSA 2019
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 Passan 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 Passan School of Nursing will destroy all Incident Reports in the student file.
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
Reviewed: UGSA: 2018
Revised: USGA: 2019
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
Reviewed: UGSA: 2018

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.
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.
GRADUATION

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

The traditional and LPN/BSN student should report to the office of the Registrar two semesters prior to graduation to submit an order for a diploma, to review the requirements for the appropriate degree, and to complete all necessary forms required prior to graduation. The accelerated nursing student should report at the start of the third semester to review and complete the process for 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.

Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Reviewed: UGAC/CH 6/16
Reviewed: UGSA: 2018

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 Passan 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.

Reviewed: USAC/wr 08/12
Reviewed: USAC/wr 08/13
Reviewed: USAC/mg 07/14
Revised: USAC/mam 02/15
Reviewed: UGAC/CH 6/16
Reviewed: UGSA: 2018
PHILOSOPHY AND TAXONOMY OF
CLINICAL BASED LEARNING 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, N213, N235, N237, N241, N242, N330, N331, N332, N340, and N345.

Reviewed: USAC/mam 02/15
Reviewed: USAC/ CH 6/16
Reviewed: USAC: 2018
Revised: UGSA: 2019
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 N.S.O. (Nursing Student Organization) 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.
Membership to Zeta Psi, Wilkes University’s Chapter of sigma Theta Tau International (STTI), The Honor Society for Nursing is by invitation only, and is based on established criteria and governing guidelines of STTI. Membership eligibility includes first, academic excellence in coursework and in scholarship. A student must have a minimum overall Grade Point Average (GPA) of 3.5 and are in the top 35% of the graduating class. Leadership development and service to the community aimed at improving the health and well-being are additional considerations for chapter membership. The governing guidelines dictate that students be at least half-way thru the nursing curriculum. The Zeta Psi Chapter nominating committee, in conjunction with chapter leaders, will determine nursing student eligibility, based upon established chapter criteria and governing guidelines mentioned above. The Zeta Psi Chapter Induction ceremonies take place twice a year, in the spring and fall semesters.
### APPENDIX A

**PROJECTED STUDENT EXPENSES TRADITIONAL BACCALAUREATE STUDENTS (2018-2019 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>$45***</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>Membership Fee***</td>
<td>Membership Fee***</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform Shirt</td>
<td>$30-35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform Pants</td>
<td>$25</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>
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<tr>
<td>Stethoscope</td>
<td>$30 and up</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Bandage Scissors</td>
<td>$6 and up</td>
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<tr>
<td>Hemostats</td>
<td>$6 and up</td>
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<tr>
<td>Pen Light</td>
<td>$6 and up</td>
<td></td>
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<tr>
<td>BP Cuff</td>
<td>$40 and up</td>
<td></td>
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<tr>
<td>AHA BCLS for the Health Care Provider Course</td>
<td>$35 and up</td>
<td>$35 and up</td>
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<tr>
<td>ATI TEAS Test</td>
<td></td>
<td></td>
<td></td>
<td>$66 and up</td>
<td></td>
</tr>
<tr>
<td>Criminal Record Check</td>
<td>$50 and up</td>
<td>$50 and up</td>
<td>$50 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>
<td></td>
</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>
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<tr>
<td>Urine for Drug Screen</td>
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<td>Castle Branch Profile</td>
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<td>CB Bridges</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
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<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

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

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Revised: USAC/ng 07/14  
Reviewed: USAC/mam 02/15  
Revised: USAC/CH 6/16  
Revised: UGSA/CH 5/17  
Revised: UGSA: 2018  
Reviewed: UGSA 2019
## APPENDIX B

### PROJECTED STUDENT EXPENSES ACCELERATED BACCALAUREATE STUDENTS
(2018-2019 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>
<td>$45***</td>
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<td>Hemostats</td>
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<tr>
<td>Capstone Project Fee</td>
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<td>$12 and up</td>
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<tr>
<td>Castle Branch Profile Certified Background Resources</td>
<td>$175 and up</td>
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</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.**
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:

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

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)
Addendum for
RN to BSN Program Students

2019 - 2020
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.

The following link provides information regarding state authorizations:

ATTESTATION TO PASSAN 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 course instructor. 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
Revised: UGSA: 2018
RN to BSN Online 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 during 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 for online students and during N290 for other students.
- 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 for online students.
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.
EXPECTATIONS FOR DISTANCE EDUCATION AND/OR SATELLITE COHORT

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

Students are expected to:
• 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 (live.wilkes.edu). 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, including discussion forum questions and read all course content.
• Meet course deadlines and place assignments etc. in assignment folder.
• Access the online syllabus and reference it throughout the course.
• Comply with the Wilkes University Academic Integrity Policy at all times.
• Respect copyrighted course materials and use them within accepted guidelines.
• Practices good Netiquette (http://www.albion.com/netiquette/corerules.html) throughout each course by demonstrating respect for the personal and professional growth of oneself and others through verbal and written interactions with peers, faculty, and university staff.
• Demonstrate respect for faculty, peers, and staff regardless of gender, ethnicity, and sexual orientation, religious, moral, or political beliefs.
• Maintain confidentiality regarding information communicated as it relates to patients, employers, and other students.
• Complete course work missed due to interruption 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 (Grade and Assignment Folders).
• Respond to student emails within 24-48 hours Monday through Friday. Weekend hours are at the individual discretion of the course faculty member.

Revised: RN-BS/ch 05/16
Reviewed: USAC/EH/CH 05/16
Reviewed: UGSA: 2018

COURSE ATTENDANCE

Students are expected to participate in online or satellite classes from the first day of each course, which includes students in clinical courses starting clinical hours at approved clinical sites. Each course assignment including discussion posts contributes towards meeting student learning and course outcomes. Students who do not participate weekly, as per each course expectation, is subject to failing the course. A student unable to meet course requirements for a distance education course is expected to notify the instructor as soon as the student is aware of the potential conflict. Faculty are not obligated to give credit or make concessions for student missed time. Assignments/discussions turned in late without previous approval will receive a five point deduction for every day late. The student’s grade will reflect incomplete work for the week. Students may 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
Reviewed: UGSA: 2018

ACADEMIC ADVISEMENT

All students will be assigned a Student Services Advisor (SSA) or faculty advisor. The advisor 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.

Revised: RN-BS/eh 05/15
Reviewed: USAC/eh/eh 05/16
Reviewed: UGSA: 2018
COURSE TECHNOLOGY INTEGRATION

Student are responsible for the compatibility of their computer systems with Wilkes University technology requirement. Please see the following link for further in information: http://wilkes.edu/academics/graduate-programs/grad-campus-life/technology-resources.aspx

Revised: USAC: 2018

PROCTOR NOW

Student enrolled in courses with examinations are required by policy to complete these by taking proctored exams online from anywhere using a webcam and a high speed internet connection. The fee for this service is listed in this handbook. Further information is available in the class room. Course faculty will provide further direction on these requirements, as appropriate.

Revised: USAC: 2018
Revised: UGSA 2019

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 are not intended to preclude a student’s immediate and direct access to the Dean of the Passan School of Nursing on this or any other matter, 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 or faculty advisor, who may then facilitate a conference call with the student and the instructor. If the issue is not resolved, the SSA or faculty advisor will route the concern to the appropriate person, 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).

Revised: USAC/EH/CH 05/16
Revised: USAC: 2018
CLINICAL REQUIREMENTS –Online RN-BSN Program

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:

- Signed Undergraduate Nursing Clinical Agency Preceptor Form
- Copy of Preceptor’s Curriculum Vitae
- Copy of Preceptor’s RN license (if preceptor is an APRN, you must submit a copy of this license as well)
- 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 as an RN with appropriate credentials
- Provide a copy of current State licensure and/or verification statement and curriculum vitae

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 Passan 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.

Revised: RN-BS/ ch 05/15
Reviewed: USAC/EH/CH 05/16
Revised: UGSA: 2018
Revised: UGSA: 2019
CLINICAL CLEARANCE REQUIREMENTS

Students are responsible for arranging clinical experiences, selecting preceptors, submitting in a timely manner all appropriate paperwork and completing the required clinical clearance process. Students may not choose family members for preceptors or mentors. All clinical hours logged by students for course requirements must be completed on unpaid work time.

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.

CLINICAL DRESS CODE AND ID BADGES

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. In addition, students are required to adhere to all health care organizational policies where clinical is being conducted.

GRADUATION

It is the student’s responsibility to meet all requirements for graduation.
ZETA PSI CHAPTER OF THE SIGMA THETA TAU INTERNATIONAL (STTI) NURSING HONOR SOCIETY FOR NURSES

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

PROJECTED STUDENT EXPENSES RN to BSN STUDENTS (2019-2020 ACADEMIC YEAR)

<table>
<thead>
<tr>
<th>Additional Nursing Expenses and Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Proctor Now (Distance Education Only)</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>$50 and up**</td>
</tr>
<tr>
<td>Child Abuse History Clearance</td>
<td>$10 and up**</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>
<tr>
<td>Castle Branch Profile</td>
<td>$175 and up**</td>
</tr>
</tbody>
</table>

* MAY BE COVERED BY STUDENT’S MEDICAL INSURANCE
** MAY VARY BY STATE

Reviewed: USAC/mg 07/14
Reviewed: USAC/mam 02/15
Reviewed: USAC/ CH 6/16
Reviewed: UGSA: 2018
Revised: UGSA/mg 06/19