

Wilkes University

PASSAN SCHOOL OF NURSING

**UNDERGRADUATE NURSING
PROGRAM STUDENT HANDBOOK**

2022-2023

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Student Responsibility of Being Informed of Undergraduate Student Handbook Signature Page

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

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

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

Student Printed Name: _____

Student Signature: _____

Date signed: _____

Student Handbook Year: 2022-2023

Indicate your level/program:

___ Sophomore

___ Junior

___ Senior

___ Accelerated (ABSN) Summer

___ Accelerated (ABSN) Fall

___ Accelerated (ABSN) Spring

___ LPN to BSN

Social Networking Policy and Signature Page

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

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

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

A student is responsible for reviewing *A Nurse's Guide to the use of Social Media and a Nurse's Guide to Professional Boundaries* by the National Council of State Boards of Nursing (NCSBN). The student's name and signature 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: 2022-2023

___ Sophomore

___ Junior

___ Senior

___ Accelerated (ABSN) Summer

___ Accelerated (ABSN) Fall

___ Accelerated (ABSN) Spring

___ LPN to BSN

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

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

Previous:

(Name)

(Address)

(Phone #)

Current:

(Name)

(Address)

(Phone #)

The Passan School of Nursing

Mission:

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

Vision:

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

Accreditation for the Passan School of Nursing

Regional Accreditation:

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

Program Accreditation:

Commission on Collegiate Nursing Education (CCNE) Accreditation Statement

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

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

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

Baccalaureate Nursing Program Outcomes

Traditional, Accelerated, and LPN to BSN Programs:

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

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

Baccalaureate Nursing Student Outcomes

Traditional and Accelerated Program:

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

LPN to BSN Program:

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

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

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

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

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

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

American Nurses Association Code of Ethics for Nurses

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

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

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

Statement on Policies

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

Professional Policy

As consistent with expectations of the practice of professional nursing, proper behavior and attitudes are expected for students enrolled in all nursing courses. Those who do not comply with this professionalism policy will result in disciplinary actions at the discretion of the Course and/or Clinical Instructor, Chair, and Dean. Students will receive one warning during the semester. There will be a 1.0 point deduction from a student's final course grade, with each subsequent violation of this policy, which may result in the student's inability to successfully complete the course and progress in the program.

Professionalism is demonstrated by a student who:

- 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 for class and clinical practice
- Is reliable, dependable, and accountable for one's actions
- Produces quality work in a timely manner
- 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, and is 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, 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 and clinical)

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.

Academic Honesty Policy

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 when taking quizzes and 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 will be subject to sanctions in accordance with the Wilkes University Policy.

Disciplinary Action Policy

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

Communication Policy

- To maintain confidentiality and privacy all electronic correspondences will be sent to student Wilkes University email and/or LIVE account. No other email account will be used. Students are responsible for obtaining all electronic correspondences sent via the University account.
- Cell phones and other communication devices are to be on silent mode during class. Cell phones are not to be used during class, in clinical, or in the Clinical Nursing Simulation Center (CNSC) without expressed permission from the designated faculty member. Students will receive a warning the first time, then a 1.0 point deduction from the final course grade with each subsequent disregard of this policy.

Policy on Student Advisement

Traditional and LPN to BSN Program – It is the responsibility of nursing students to keep their advisor informed of any incident that may change their plan of learning.

- Faculty are available during posted office hours.
- Students are responsible for making an appointment with their advisor.
- Messages may be left for the advisor by email or a phone message.
- Advisement is for the purpose of assisting students in their education plan.
- It is the responsibility of the student to discuss all deficiency notices with their advisor.
- Personal and/or emotional problems will be referred to a University counselor.
- It is the student's responsibility to ensure that all degree and major requirements have been met.

ABSN Program – It is the responsibility of nursing students to keep their advisor informed of any incident that may change their plan of learning.

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

Entrance and Progression Policy in Nursing

In order to ENTER the Traditional Bachelor of Science Nursing Program students must:

- Achieve a score of 18 or higher on the University Math Placement Exam within two attempts, or achieve a 2.0 or higher in MTH 094 prior to taking pre-requisite science courses (See Math Competency Policy).
- Earn a 2.0 or higher in English 101
- Earn a 2.5 or higher in all prerequisite science courses (Anatomy & Physiology I (4 cr.), Anatomy & Physiology II (4 cr.), Microbiology (4 cr.), and Chemistry (4 cr.). A student will be allowed only one repeat of a science course. A student who achieves less than a 2.5 in two science courses or less than a 2.5 in the repeat of the same science course will not be able to progress into the nursing program.
- PAX will be waived for transfer students, LPN applicants, and those seeking a change of major to nursing, having completed two science courses and meeting required GPA for major.
- Achieve a cumulative Grade Point Average (GPA) of 2.5 or higher prior to entry into the undergraduate nursing program.

In order to ENTER the Accelerated Bachelor of Science Nursing (ABSN) Program students must:

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

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 is unsuccessful in that course. Students are allowed only one repeat of one nursing course in order to progress in the program.

- Students are required to maintain a cumulative Grade Point Average (GPA) of 2.5 or higher.
- Students who do not achieve the minimum cumulative GPA of 2.5 or higher will be placed on probation for the next semester to increase their GPA. Failure to achieve a cumulative GPA of 2.5 or higher after the probationary semester will result in program dismissal. Students will be provided only one semester for probation throughout the nursing program.
- Students must achieve a 2.5 or higher in all science courses (Anatomy & Physiology I (4 cr.) Anatomy & Physiology II (4 cr.), Microbiology (4 cr.), Chemistry (4 cr.) and Environmental Science (3 cr.). **A student who achieves less than a 2.5 in two science courses or less than a 2.5 in the repeat of the same science course, will not be able to continue in the nursing program.**
- Designated nursing courses measure outcomes using brackets. Each syllabus will provide specifics on brackets for the course.
 - Using bracketing, your final course grade is determined as follows:
 - If the average within each bracket is greater than or equal to 79%, the final grade will be the averages weighted according to the bracket value.
 - If the average of one or more bracket is less than 79%, the final grade will be the grade for the lowest bracket.

Classroom Attendance

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

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

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

ABSN Nursing Program

Students are expected to participate in online or satellite classes from the first day of each course, which includes students in clinical courses starting clinical hours at approved clinical sites. Each course assignment including discussion posts contributes towards meeting student learning and course outcomes. Students who do not participate weekly, as per each course expectation, is subject to failing the course. A student unable to meet course requirements for a distance education course is expected to notify the instructor as soon as the student is aware of the potential conflict. Faculty are not obligated to give credit or make concessions for 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 removed from the course 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.

Policy on Written Assignment Submissions

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

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

Examination Policy

All students are expected to arrive at in person exams or begin remote exams on time. In the unusual or unexpected circumstance in which a student cannot take an exam at the scheduled

time, the student must contact the **classroom instructor no later than one hour prior to the start of the exam for that day**. An exam will be administered within 48 hours after the scheduled date and time. Any suspected incident of student cheating will be handled in accordance with University Policy.

Notification of absence requires the following steps:

1. Contact course instructor.
2. If ill, a health care provider's excuse may be required by the instructor upon return to class.
3. The makeup examination will 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 will:

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

Every unit examination in all clinical and non-clinical courses will include two (2) medication dosage calculation questions and five (5) on final exams.

Bracketing

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

Traditional BSN program non-clinical nursing course bracketing example:

| | | |
|-------------|----------------------------------|-------------------------------------|
| Bracket One | Bracket Two (80 points – 15%) | Bracket Three (150 points – 10%) |
|-------------|----------------------------------|-------------------------------------|

| | | |
|---|--|--|
| (250 points – 75%) | | |
| Exam One - 50 points Exam Two - 50 points Exam Three - 50 points Final Exam - 100 points | Participation - 30 points Quizzes - 50 points | Annotated bibliography – 50 points Written paper – 100 points |

Total points for course: 480

Traditional BSN program clinical nursing course bracketing example:

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

Total points for course: 519

ABSN program non-clinical nursing course bracketing example:

| | | |
|-------------|-------------|---------------|
| Bracket One | Bracket Two | Bracket Three |
|-------------|-------------|---------------|

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

Total points for course: 640

ABSN program clinical nursing course bracketing example:

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

Total points for course: 679

Exam Soft Policy

When using Exam Soft it is the student's responsibility to ensure software is up to date and laptops are fully charged. 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

(Exemplify). 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. Students will return scrap paper to a proctor when their exam is completed.

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 Exemplify.

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 they may go to Exemplify and check "exam history" for confirmation. Students must show their upload confirmation screen (green) to a proctor before exiting the testing room. If a student 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. No student will be allowed to take a final exam early. Any student who does not complete a missed exam at the designated date and time as instructed by the course instructor will receive a zero for the exam.

Exam Accommodations - Students will notify the course instructor as per the university policy of need for testing accommodations. Testing accommodations will be arranged by course coordinator of the course.

Review and Posting of Exam Grades - Preliminary grades may or may not be available to the student in Exam Soft at the conclusion of a course exam, with the exception of the Final Exam.

Exams must be open in the classroom or reviewed individually with students during office hours, for the purpose of students able to review incorrectly answered questions. Under no circumstance can a student take a photo or reproduce the question in any form. All definitive grades will be posted to LIVE after item analysis.

Medication Proficiency Competency Assessment

Students must complete a medication proficiency competency assessment at the start of each academic semester, with the exception of NSG210 and NSG330. This examination will assess medication knowledge and calculation proficiency. Handheld calculators are permitted when taking this test.

Students are encouraged to provide written work showing how the problem was solved. Cell phones cannot be used as a calculator. It is essential for students to practice and learn abbreviations and conversions prior to taking the test. Students who identify themselves as needing remedial work on basic math should seek assistance at the University College.

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 course coordinator. The course coordinator will review a student's medication proficiency assessment with them. The second attempt must be completed within one week of the first attempt. Students will be allowed to provide patient care in the clinical environment, and but may not administer medications until this test is passed.

If the student does not achieve a minimum grade of 80% on the second medication proficiency assessment attempt, the student will NOT be able to meet the clinical objectives and will result 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: NSG213, NSG235, NSG237, NSG241, NSG242, NSG331, NSG332, NSG340, and NSG345.

The Medication Proficiency Competency Assessment Policy for NSG 210 and NSG 330:

Students enrolled in NSG 210 and NSG 330 will be required to complete two computer-based medication proficiency self-assessments. These self-assessments will carry no weight towards their grade for these courses. For NSG 210, the Medication Proficiency Competency Assessment will be administered in the Clinical Nursing Simulation Center (CNSC) using pencil and paper during the assigned week of the course. For NSG 330, the Medication Proficiency Competency Assessment will be given on the last day of week four utilizing Dosage Calc 360. Additionally, if a student does not pass on the second attempt, the student will not be permitted to attend the NSG 330 residency. The student's score on this assessment will count as 5% of the NSG 210 or NSG 330 grade. Students are required to score 80% or higher on the Medication Proficiency Competency Assessment. If a student does not score 80% or higher on this assessment, they must complete assigned remediation and take a second Medication Proficiency Competency Assessment. If the student does not score 80% or higher on the second Medication Proficiency

Competency Assessment, they must withdraw from the course. If the student does score 80% or higher on the second Medication Proficiency Competency Assessment, they will progress in the course. The recorded score will be the average of the first Medication Proficiency Competency Assessment and the second Medication Proficiency Competency Assessment, this score may not exceed 80%.

Adding or Withdrawing From a Course

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

Expectations for Distance Education and/or Satellite Cohort

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

Students are expected to:

Use the Wilkes University email system (wilkes.edu) as the primary means of communication for university issues between the student, faculty, staff and university.

To ensure a quality classroom experience students are expected to check their emails every 24-48 hours and respond to faculty within the same time frame. One email reminder will be sent to the students. If the student remains unresponsive, the ABSN Program Coordinator will be notified.

Assure that computer hardware is setup and required software is installed.

- Complete the Wilkes University orientation program for online students.
- Notify their advisor and course instructor of any disabilities, or specialized learning needs as soon as possible.
- Assume a self-motivated, independent, and engaged learning role.
- Actively participate in all online activities, including discussion forum questions and read all course content.
- Meet course deadlines and place assignments etc. in assignment folder.
- Access the online syllabus and reference it throughout the course.
- Comply with the Wilkes University Academic Integrity Policy at all times.
- Respect copyrighted course materials and use them within accepted guidelines.

- Practices good Netiquette (<http://www.albion.com/netiquette/corerules.html>) throughout each course by demonstrating respect for the personal and professional growth of oneself and others through verbal and written interactions with peers, faculty, and university staff.
- Demonstrate respect for faculty, peers, and staff regardless of gender, ethnicity, and sexual orientation, religious, moral, or political beliefs.
- Maintain confidentiality regarding information communicated as it relates to patients, employers, and other students.
- Complete course work missed due to interruption 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 ABSN Program Coordinator.

Faculty are expected to:

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

Course Technology Integration

Students are responsible for the compatibility of their computer systems with Wilkes University technology requirements.

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 is not intended to preclude a student's immediate and direct access to the Dean of the Passan School of Nursing on this or any other matter. 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:

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

Technical Standards Essential to the Practice of Nursing

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

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 is encouraged to seek accommodations in order to meet the technical standards, by contacting University College to discuss reasonable accommodations. The Passan School of Nursing will be responsible to make reasonable accommodations 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 to University College, in accordance with Wilkes University policies. Wilkes University and the Passan School of Nursing will provide appropriate accommodations, but are not required to significantly modify the requirements or nature of the nursing program.

Wilkes nursing faculty have identified the following technical standards of functional abilities essential to the practice of nursing that an individual must meet 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. It is expected that all students are able to meet these technical standards, and to meet program objectives.

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

- (1) General: Students must possess functional sensory abilities 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 quantitative 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.

Clinical 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 consists of:

1. Uniform

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 their scrub top and the optional galaxy blue embroidered jacket, to wear over their uniform. 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, small notebook, bandage scissors, and penlight are also required equipment for clinical practice.

Traditional BSN students are to wear a white lab coat with the Wilkes University Passan School of Nursing patch on the left upper arm sleeve and Wilkes University ID badge is to be 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. In Obstetrics, the wearing of agency scrubs may be required.

2. Hair

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

3. Makeup

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

4. Nails

Nails should be short, clean, and rounded. Clear or light pink nail polish is permissible. Artificial nails, acrylics, tips, gel polish, or other nail overlays are restricted 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 post earring per ear is permitted. No hoop earrings, bars, gages, or large stud earrings are to be worn.
- c. No other body piercing jewelry should be visible, including tongue, eyebrow, nose, or lip piercing.
- d. No other visible jewelry is permitted.
- e. Tattoos need to be covered if the tattoo is considered inappropriate. Inappropriate tattoos include, but are not limited to, words, displays and/or images deemed culturally insensitive, violence, drugs and or drug paraphernalia, nudity, sexual interactions, alcohol or tobacco products and profanity.

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

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.

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

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

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

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

Confidentiality Policy

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

- Pertinent patient identification including, name, social security number, or codes, will not be copied.
- Patient charts will not be removed from the confines of the nursing unit.
- Patient identification will not be discussed or mentioned in any public domain such as an elevator, hallway, cafeteria, etc.
- Patient initials will only be used on all teaching/learning assignments.
- Assignments posted by faculty will contain room 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.

The Medical Impact and Potential Risks for Pregnant Students in Clinical

It is necessary that students notify their nursing advisor, 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 course coordinator and clinical instructor prior to clinical experiences to identify clinical agency policies related to pregnant students and the impact of these policies on the student's ability to meet all clinical outcomes. It is also the responsibility of the nursing student to provide documentation from a health care

provider to the course coordinator and clinical instructor allowing without restrictions to perform clinical assignment duties. An individual experiencing high risk pregnancy or difficulties with pregnancy is required to provide additional documentation from their health care provider clearing them to perform clinical assignment duties. This documentation will be kept in the student's file. Additionally, when a student is returning during the semester after delivery, medical clearance from a health care provider stating that the student may resume clinical assignment duties without restrictions is required and shall be kept on record in the student's file. Neither Wilkes University nor its affiliating clinical agencies assume responsibility for any harm that might occur to a pregnant student or fetus.

Criteria for Physically Challenged Students

It is the policy of the PSON 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

Course Instructor Clinical Instructor Nursing Advisor Healthcare Provider

Student's Parents (or other person/i.e., vocational counselor), with student's request

Student Certified Profile and Medical Record

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 the Clinical Nursing Simulation Center (CNSC), in collaboration with CNSC staff and Course Coordinators, will schedule SBL activities, including practice, remediation, and retesting. The 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 CNSC Manager 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, they cannot perform the skill in the clinical setting. When a student cannot perform specific skills in the clinical setting, the clinical faculty will document this 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, they will receive a clinical failure.

Formative Simulations

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

CNSC staff use the Lasater Clinical Judgment Rubric (LCJR) in the assessment of a student's clinical nursing judgment development. A LCJR score of 11 indicates the student's clinical nursing judgment is beginning to develop. 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 CNSC Director will prepare, compare, and report mean LCJR scores

at the beginning and end of the nursing program for each graduating student cohort as a means of assessing programmatic outcomes.

Summative Simulations

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

Students who do not achieve a C-CEI score of 18 or higher on the first attempt at a summative evaluation, must complete assigned remedial work. The Course Coordinator, in collaboration with the CNSC Director will assign a timeframe for completion of the remedial work, and for a second evaluation. A CNSC staff and clinical faculty evaluate the student during the second attempt. If a clinical faculty is not available for the second attempt, two CNSC professional staff will conduct the evaluation. If a student is required to complete a second evaluation, the recorded grade will be the minimum passing score of 18.

High-Stakes Simulations

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

Students who do not achieve a C-CEI 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 staff member. The Course Coordinator, in collaboration with the CNSC 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, they 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 (NSG210 or NSG330). The Course Coordinator for NSG210 or for NSG330, and Undergraduate Chairperson, together with the CNSC 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 associated course.

Skills and Final Exam Retesting for Returning Students

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

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

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

Clinical Information

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

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

Be aware that the responsibilities of the Passan School of Nursing include:

- a. Supplying any information required by the Institution prior to the arrival of the students except as prohibited by the Family Education Right and Privacy Act of 1974.
- b. Selecting and assigning students who will participate in the clinical experience.
- c. Assuring that a faculty member of 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.
1. Be aware that the responsibilities of the Institution shall include providing:
 - a. For the care of all patients. At all times the ultimate responsibility for patient care shall be that of the Institution. Any patient may be withdrawn from student assignment for valid reason.
 - b. All necessary patient care supplies needed by clients.
 - c. Opportunity for a jointly planned program of clinical experience.
 2. 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 HIPAA and Passan School of Nursing Social Media Policy.
 - e. Maintaining the clinical skills checklist each semester as per the written instructions on the clinical skills checklist.
 - f. Completing the community service requirement.
 - g. Submitting to random drug screen testing through Wilkes University's Health Services when requested by student's assigned clinical agency.
 - i. Any expense for random drug screen testing is the responsibility of the student.
 - ii. If selected for a random drug screen testing the student must notify the Coordinator of Student Services.
 - iii. If the student has a positive urine for drug screen result the student will not be permitted to attend clinical and will be referred to their State's Nurse Assistance Program.
 3. Be aware that the Passan School of Nursing reserves the right to dismiss a student who is deemed unsafe, demonstrated by dangerous, inappropriate, irresponsible, or unethical behavior that actually or potentially places the student, patient, patient's family, or health team members in jeopardy.
 4. Despite the earned grade of 2.5 or higher in the theory component of any clinical course, a clinical failure will result in a 0 as the final course grade. Courses using bracketing grading as described in the progression policy will follow that grading scheme.

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

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

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

Policy for Attendance at Clinical

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

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

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

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

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

Clinical will be attended until the last week of class. Students having one or more clinical absences must make up this missed time in the clinical setting during final exam week.

Failure to complete missed clinical hours by the last scheduled final examination of the semester will result in a grade of a 0 for the course.

Policy Regarding Absence Due to Inclement Weather

Wilkes University Passan School of Nursing follows University policy regarding delays and closing for inclement weather for classroom and clinical activities in face-to-face courses.* Regarding clinical attendance, if the University closes then clinical is cancelled. If a compressed schedule is issued, hospital based clinical that start at 7 am will be cancelled. In the event that the University opens at 10am, those students who are scheduled for an activity in the CNSC will report at 10am. If the University opens at 12pm (Noon), all 7 am clinical will be canceled. Scheduled evening clinical will be held.

*For hybrid, on-line, and virtual based class courses, students should follow the instructions of the course faculty. Students may be required to complete a virtual assignment in lieu of in person clinical if clinical is cancelled due to inclement weather.

Transportation to the Clinical Agency

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

ASSUMPTION OF RISK AND RELEASE AGREEMENT
Student Professional Field Experience

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

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

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

Waiver of Liability. I understand and agree that Wilkes does not assume responsibility or liability for and has not made, does not make, and cannot make any representations whatsoever regarding my personal health and safety or that of my property while participating in this Experience. I release Wilkes from all claims, including negligence that may arise from my participation in this Experience, whether foreseen or unforeseen, known or unknown and I assume full responsibility for any injuries, damages, or losses that may arise out of my participation in this Experience, up to and including my death.

Acknowledgment. I hereby acknowledge that I have read and understand the terms of this agreement. I also understand that if I am not willing or able to complete the required Experience, completion of the Program may be delayed.

Student Name: _____ WIN: _____

Student’s Signature: _____ Date: _____

THIS PAGE WILL BE KEPT ON FILE

Health Form Policy Profile Requirements for Clinical Experiences

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

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

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

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

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

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

Urine for Drug Screen –A urine for drug screen must be submitted prior to the start of clinical.

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

Measles and Mumps – one of the following is required:

- Documentation of two doses live vaccine or

- Positive antibody titers for both components
- 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 an annual requirement and is due by October 15th
- Documentation of a flu shot administered during the current flu season or Declination Waiver

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

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

FBI and Criminal Background Checks – Each current student of the Passan School of Nursing shall, obtain a current PA-Fingerprint DHS Applicant Funded-Live Scan FBI Criminal History Report by authorizing a criminal background check through CastleBranch (www.CastleBranch.com). Each student is also obligated to request an updated FBI Criminal History Report at any time during the period between annual background checks when

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

Child Abuse History Clearance- All students are required to submit a Child Abuse History Clearance. This clearance must be completed prior to the start of clinical. Students are to follow the State Child Abuse Clearance procedure for obtaining clearance as directed by CB profile. If the student has a positive Child Abuse History Clearance the student will not be permitted to attend clinical and the student will be referred to the referred to the appropriate State Designated Program.

ELearning - Complete OSHA and HIPAA courses in CastleBranch

Policy on Additional Clinical Requirements

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

need to wait until the clinical course is offered again. They may also be dismissed from the nursing program depending on the infraction.

Impaired Cognitive Function Policy

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

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

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

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

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

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

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

In the event a student accidentally pricks themselves with a used needle or sharp instrument or comes in contact with the blood or body fluids of a patient in the health care agency or person in the CNSC, the exposure incident must be reported immediately to their Clinical

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

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

Wilkes University

PASSAN SCHOOL OF NURSING

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

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

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

Student Printed Name:

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Healthcare Provider/Staff Member:

_____ Date: _____

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

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. Documentation of community service hours must be uploaded to the Community Service Verification assignment by the last day of clinical. If not all 5 hours are completed in one activity, multiple forms can be uploaded to achieve the five hour total.

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

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

Precaution Guidelines for Nursing Students Caring for Clients with Infectious Diseases

A. Blood and Body Fluid Precautions:

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

B. Nursing Students:

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, such as fit testing for N95 respirator..

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

Clinical Based Learning Experiences

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

Clinical Nursing Simulation Center (CNSC)

The CNSC provides activities and materials for achieving the course objectives 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: NSG210, NSG213, NSG235, NSG237, NSG241, NSG242, NSG340, and NSG345.

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

Policy on Critical Incident Reports

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

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

Student Name: _____ Course: _____

Clinical Agency: _____ Date: _____

Describe Situation:

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Membership in Professional Nursing Organizations/University Clubs

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

Membership to Zeta Psi, Wilkes University's Chapter of Sigma Theta Tau International (STTI), the Honor Society for Nursing is by invitation only, and is based on established criteria and governing guidelines of STTI. Membership eligibility includes 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.

Wilkes University Society of Student Nurses (SSN)

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

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

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

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

Section I: Officers and Student Representatives:

- a.) The officers of the Nursing Student Organization shall be one President, Vice-President, Secretary, Treasurer, and a representative from each of the Senior, Junior, and Sophomore classes.

Upon entering the first clinical nursing course, each student will be provided with the paperwork necessary for membership in the NSNA, and will be required to complete the forms for said membership as well as the payment of all corresponding yearly membership fee in order to progress in the nursing program. This process will subsequently be repeated annually for membership renewal necessary to maintain membership until graduation or withdrawal from the program.

- b.) All elected officers and representatives are responsible to the N.S.O for participation in committee work and for reporting activities of committees at N.S.O. meetings.
- c.) All elected officers and representatives must maintain good academic standing, 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, Secretary, Treasurer, and Faculty Advisor.

Section II: Eligibility:

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

Student Representatives

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

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

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

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

The student representatives are responsible for the following:

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

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

Student Employment

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

- Student employment shall be on a voluntary basis and not as a requirement for use of clinical 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.

Policy on Graduation

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

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

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

Policy on National Education Verification Form

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

NCLEX preparation assignments include:

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

Licensing Requirement

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

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

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

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

For those students who plan to take the NCLEX-RN outside of Pennsylvania, the following applies:

- Submit an application to the appropriate State Board Office according to each state’s requirements. Each state has different procedures.
- Students should contact the State Board of Nursing in the state where they plan to be licensed for complete information specific to that state’s requirements. Each state has different application procedures to follow.

Appendix A
Projected Student Expenses
Traditional BSN Program
2022-2023 Academic Year

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

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

Appendix B
Projected Student Expenses
Accelerated BSN Program
2022-2023 Academic Year

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

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

Appendix C

Passan School of Nursing Clinical Contract

Course: _____ Location: _____

Instructor: _____ Student: _____

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

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

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

Clinical Instructor Printed Name: _____

Clinical Instructor Signature: _____ Date: _____

Student Printed Name: _____

Student Signature: _____ Date: _____

Appendix D

**WILKES UNIVERSITY
PASSAN SCHOOL OF NURSING
COMMUNITY SERVICE RECORD**

Date: _____ Location/organization: _____

Student name: _____

Hours of service: _____

Brief description of service: _____

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

Title: _____

Telephone: _____