



Lindsey Wilson College

Program of Nursing

BSN Student Handbook

Bob & Carol Goodin Nursing & Counseling Center

210 Lindsey Wilson Street
Columbia, KY 42728

Office: 270-384-7352

Email: nursing@lindsey.edu

FAX: 270-384-7353
Office 117

LWC Main Number: (270) 384-2126 or (800) 264-0138

www.lindsey.edu



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

Review of Policies, Procedures, and Content

All policies, procedures, and content of the **2017-2018 Lindsey Wilson College (LWC) Program of Nursing Student Handbooks** are reviewed by the Program of Nursing (PON) faculty annually.

Changes in Policies, Procedures, and Program Information

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

Website and Published Documents

The PON website reflects current information. Because the site is updated frequently, information on this website supersedes all PON printed materials.

Important Academic Web Pages

LWC Program of Nursing [here](#)

LWC College Catalog [here](#)

Foundational Documents

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

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

<http://www.aacn.nche.edu/education/bacessn.htm>

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

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-2015-Part-1.pdf>

Nursing: Scope and Standards of Practice, 2nd Edition (American Nurses' Association [ANA], 2010).

<http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/NursingStandards>

Nursing's Social Policy Statement: The Essence of the Profession (American Nurses' Association [ANA], 2010).

<http://www.nursingworld.org>

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

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

http://www.kbn.ky.gov/NR/rdonlyres/2CA34A5E-0A80-44CA-BBEF-74E704B1885D/0/Approval_Status_PONS.pdf

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Welcome

Dear BSN Nursing Student:

On behalf of the Lindsey Wilson College (LWC) Program of Nursing (DNH) Faculty and Staff, it is with great pleasure and excitement that we welcome LWC nursing students to the 2017-2018 academic year. Whether you are a new student to the nursing program, or a returning student, this year promises to be filled with challenging experiences and educational opportunities. We are glad you are a part of the gifted and excellent student body at Lindsey Wilson, and we look forward to facilitating your academic journey in the year ahead.

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

Please be aware there are other LWC official publications that contain essential student information. These documents include the *Lindsey Wilson 2017-2018 College Catalog* [here](#), and the *Lindsey Wilson College 2017-2018 Official Student Handbook* [here](#).

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

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

Have a great academic year!

Lindsey Wilson College
Division of Nursing & Health
Faculty and Staff

Program of Nursing Faculty and Staff Directory

Program of Nursing Main Office	(270) 384-7352 Email: nursing@lindsey.edu
FAX NUMBER	(270) 384-7353
Kristen Branham MSN RN, AE-C Instructor of Nursing	(270) 384-7339 Email: branhamk@lindsey.edu
Cindy Bretz, Administrative Assistant	(270) 384-7448 Email: bretzc@lindsey.edu
Dr. Emiley Button, DNP APRN-BC Division Chair Assistant Professor of Nursing	(270) 384-7442 Email: buttone@lindsey.edu
Ashley Hancock MSN RN Assistant Professor of Nursing	(270) 384-7445 Email: hancocka@lindsey.edu
Angie Johnson DNP RN Assistant Professor of Nursing	(270) 384-7352 Email: johnsona@lindsey.edu
Megan Keltner, BSN, RN Nursing Recruiter/Lab Coordinator	(270) 384-7496 Email: keltnerm@lindsey.edu
Jennie Shelpman Part Time Office Associate	(270) 384-7308 Email: shelpmanj@lindsey.edu
Donnetta Tungate MSN RN, CDE Instructor of Nursing	(270) 384-7440 Email: tungated@lindsey.edu
Susan Vickous MSN RN, CNE Instructor of Nursing	(270) 384-7441 Email: vickouss@lindsey.edu
Simulation Learning Lab	(270) 384-7336 Email: nursinglab@lindsey.edu

Section I General Information

Accreditation

Lindsey Wilson College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award associate's, bachelor's, master's, and doctoral degrees. The College is also accredited by the University Senate of The United Methodist Church.

The Master of Education in Counseling & Human Development is accredited through the Council for the Accreditation of Counseling and Related Educational Programs (CACREP).

The Bachelor of Arts in Education, the Bachelor of Science in Education, and the Master of Education Teacher as Leader are accredited by the Kentucky Education Professional Standards Board (EPSB).

The Education program at Lindsey Wilson College is accredited by the National Council for Accreditation of Teacher Education (NCATE) (<http://www.ncate.org>). This accreditation covers initial teacher preparation programs and the advanced Teacher as Leader program. However, the accreditation does not include individual education courses that the institution offers to P-12 educators for professional development, relicensure, or other purposes.

The Bachelor of Arts in Business Administration and the Associate of Arts in Business Management are accredited by the International Assembly of Collegiate Business Education (IACBE).

The Baccalaureate degree program at Lindsey Wilson College is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington DC 2001, 202-887-6791.

The Lindsey Wilson College Nursing program is a member of the American Association of Colleges of Nursing (AACN) (1 Dupont Circle NW, Suite 530, Washington DC 20036).

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

- The Kentucky Council on Higher Education has authorized Lindsey Wilson College to offer the program at various locations in the state.
- The Ohio Board of Regents has authorized Lindsey Wilson College to offer the programs at Cincinnati Technical & Community College in Cincinnati and at Southern State Community College in Hillsboro and in Washington Court House.
- The State Council of Higher Education for Virginia (SCHEV) has certified Lindsey Wilson College to operate in Virginia and to offer the programs at Southwest Virginia Community College, Mountain Empire Community College, and Wytheville Community College.
- The West Virginia Higher Education Policy Commission has authorized Lindsey Wilson College to operate in West Virginia at the Southern West Virginia Community & Technical College: Logan Campus.
- Lindsey Wilson College is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. In order to view detailed job placement and completion information on the programs offered by Lindsey Wilson College, please visit <http://www.tn.gov/thec> and click on the Authorized Institutions Data button.

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- The Tennessee Higher Education Commission has authorized Lindsey Wilson College to operate in Tennessee at Volunteer State Community College.

Lindsey Wilson College Policy on Accreditation

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

College Creed

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

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

LWC Mission Statement

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

Institutional Goals

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

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

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

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

LWC Program of Nursing Mission Statement

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

LWC Program of Nursing Vision

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

- Be the regional leader in providing an exceptional nursing education,
- Create the best possible environment for the individual growth of students,
- Graduate students that are prepared for life and professional nursing practice in a complex rapidly changing world and health care environment, and
- Advance health at the local, regional and global arena through scientific evidence and sound professional practice.

LWC Program of Nursing Goals

- 70% of graduating BSN students will complete the program within a five year period.
- 80% of students will indicate satisfaction with the LWC nursing program.
- 90% of the graduating student will achieve a passing score on the National Council Licensure Examination for registered nurses (NCLEX – RN) during the first test. This goal pertain the Pre-licensure track only.
- 90% of graduates desiring employment as a registered nurse will be employed within one year of graduation.
- 80% of alumni completing the Alumni Survey will demonstrate satisfaction with their undergraduate baccalaureate education.
- 80% of the surveys returned by employers will indicate satisfaction with the performance of the LWC BSN program graduates.

LWC BSN Program Philosophy and Guiding Professional Standards

Nursing

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations (ANA, 2015).

Health

Health is an experience that is often expressed in terms of wellness and illness, and may occur in the presence or absence of disease or injury (ANA, 2015).

Environment

Environment is the surrounding context, milieu, conditions, or atmosphere in which a registered nurse practices (ANA, 2015). The environment is complex and changing, influenced by many factors, which include, but are not limited to genetics and genomics, scientific advances, increased prevalence of chronic disease, an aging population, changing demographics, environmental threats, lifestyles, increased technology, informatics, experiences across the lifespan and preventive care.

Patient

The person, client, family, group, community, or population who is the focus of attention and to whom the registered nurse is providing services as sanctioned by the state regulatory bodies (ANA, 2015).

Patient Centered Care

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

Baccalaureate Generalist Nursing Education

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

Baccalaureate Generalist Professional Nursing Practice

The collective professional activities of nurses characterized by the interrelations of human responses, theory application, nursing actions, and outcomes (ANA, 2015). Nursing practice is supported by nursing knowledge, nursing theory, research and liberal education. Nursing practice provides holistic, Christian caring across the lifespan and provides the human link for the translation of the plan of care between the healthcare system and the patient. Three distinct roles emerge from the nursing discipline:

Provider of Care

As provider of care, the nurse

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

Designer, Coordinator, and Manager of care

As a designer, coordinator and manager of care, the nurse

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

Member of the Profession

As a member of the profession, the nurse

- functions as a knowledgeable professional by utilizing a well-delineated and broad knowledge-base for practice;
- executes critical reason, clinical judgment, communication and assessment skills;

- demonstrates a developed and appropriate set of values and ethical framework for decision making
- remains knowledgeable and active in policy processes within healthcare delivery and systems of care.
- Commits to lifelong learning and advocacy for the patient and the profession.

Essential Learning General Education Program

Lindsey Wilson College's Essential Learning General Education program provides a foundation for lifelong development of intellectual, social, and spiritual qualities traditionally associated with liberally educated persons and necessary for success in 21st century workplaces. The Essential Learning General Education program is designed to provide opportunities for undergraduate degree-seeking students to achieve mastery of *essential student learning outcomes* (ESLOs) by completing a rigorous, vertically-integrated curriculum comprised of courses using a variety of high-impact learning practices.

Essential Student Learning Outcomes (ESLOs)

The liberal arts – mathematics and natural sciences, social and behavioral sciences, humanities and fine arts, and oral and written communication – are central to Lindsey Wilson College's mission of serving students' education needs, which are expressed in the following *essential student learning outcomes* (ESLOs).

A Lindsey Wilson College graduate will:

1. **Communicate effectively**
 - Written Communication
 - Oral Communication:
2. **Employ effective skills of inquiry and analysis**
 - Numeracy
 - Information Fluency
 - Creative Inquiry
 - Critical Inquiry
3. **Be a culturally aware, engaged citizens of the nation and the world**
 - Knowledge of local and global issues and trends
 - Knowledge of one's own culture and cultural patterns of diverse groups and societies
 - Competence to communicate across cultural boundaries:
 - Knowledge and skills required for ethical reasoning
4. **Apply and integrate knowledge**
 - Application and reflection on context and connections within disciplines:
 - Integration of knowledge across disciplines
 - Application of learning to new situations within and beyond the campus
5. **Have gained depth of knowledge in a discipline**
 - Completion of a major
 - Competence in a major

LWC BSN Program Student Learning Outcomes

Upon completion of the pre-licensure BSN program, students will:

1. Utilize written, verbal, nonverbal and emerging technologies to communicate effectively;
2. Demonstrate clinical reasoning/judgment, critical thinking, and caring to design and deliver safe, evidence-based, spiritually and culturally appropriate, patient-centered care;

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

Section II Academics and Curriculum

Bachelor of Science in Nursing (BSN) Graduation Requirements

Catalog Requirements

To graduate from Lindsey Wilson College, students must meet all general education and major requirements specified in effect when they entered the College or all requirement specified in a subsequent year. If a student leaves the College for a calendar year or longer, he or she must satisfy all graduation requirements in effect in the catalog year when the student returns or in a subsequent year.

Credit Hours

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

Bachelor's degree candidates must complete:

- a. Essential Learning general education requirements (typically 36-64 credit hours), consisting of:
 1. Core courses (27-38 credit hours) that are drawn from the traditional liberal arts;
 2. Intermediate courses (6-12 credit hours) that are typically drawn from the student's major or minor; and
 3. Mastery courses (3-12 credit hours) that are typically drawn from the student's major or minor.
- b. A major (typically 45 credit hours including 12 or more credit hours of 3000-4000 level major courses in order to develop a depth of knowledge in a discipline);
- c. 3000-4000 level courses comprising a minimum of 39 credit hours; and
- d. Elective courses.

Residency Requirements for BA/BS/BSN Degrees

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

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

Adding/Dropping a Course

Students enrolled in the following courses cannot drop these classes during the semester: READ 0713, 0723, 0733, 0903, 1013 and 1023; STSK 1003; ENGL 0903 and 0904; and ESL 0803, 0804 and 0854.

For undergraduate classes at the Columbia campus, adding a course, dropping a course, or changing from one section of a course to another section of the same course requires the approval of the advisor and the instructor for each course involved as indicated on the Add/Drop Form. The change must be reported to the Business Office and the Registrar's Office on an Add/Drop Form, which may be obtained from the Registrar's Office. For AIM courses, adding a course, dropping a course, or changing from one section of a course to another section of the same course requires the approval of the Director of the Evening Program. For courses taught at Community sites, adding a course, dropping a course, or

changing from one section of a course to another section of the same course requires the approval of the Site Coordinator for the campus. For Online Program courses, approval is needed from the Student Advisor or Success Coach. Permission to add courses will not be given after the last date for late registration. Authorization for dropping a course will not be approved after more than 75% of the instructional days for a course are completed, as outlined below:

Course	Deadline	Submitted by the Student to
Columbia undergraduate and graduate full semester courses	No later than 30 days before the end of the semester	Registrar
AIM courses (A.P. White Campus)	By the sixth week of class	Director of the AIM Program or the Registrar
AIM courses (Scottsville)	By the sixth week of class	Scottsville Enrollment Manager or the Registrar
Online	No later than 30 days before the end of a full 16 week course <i>or</i> By the sixth week of the class	Registrar
Courses at Community Campuses	By the third weekend of class	Site Enrollment Coordinator or the Registrar

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

Financial Information

Please see LWC College Catalog regarding financial information and financial assistance [here](#).

BSN Program of Nursing Exit Form

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

Important Information

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

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

Lindsey Wilson College Program of Nursing Course Substitution Policy

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

Students initiate the form with assistance from their academic advisor.

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

For the pre-licensure program, NURS 2013 and NURS 2024 are the only courses in the College's pre-licensure BSN nursing curriculum considered for transfer acceptance.

*If one year has lapsed since any nursing course work was completed, the student must start the pre-licensure BSN nursing program course of study with NURS 2044 and NURS 2013.

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

Mid-term Grade Reports

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

Semester End Grade Reports

All final grades are reported to the Registrar's Office at the end of each semester. All students may view their end of semester grade reports online through BannerWeb

Incomplete Grades

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

Repeating a Course

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

Academic Integrity

Academic integrity is essential to the existence of an academic community. Every student is responsible for fostering a culture of academic honesty, and for maintaining the integrity and academic reputation of Lindsey Wilson College. Maintaining a culture that supports learning and growth requires that each student make a commitment to the fundamental academic values: honesty, integrity, responsibility, trust, respect for self and others, fairness and justice.

To foster commitment to academic integrity, faculty are asked to require each student to place and sign the following Honor Code on tests, exams and other assignments as appropriate: ***On my honor as a student, I have neither given nor received any unauthorized aid on this assignment/exam.***

Violations of the academic integrity policy include cheating, plagiarism or lying about academic matters. Plagiarism is defined as any use of another writer's words, concepts, or sequence of ideas without acknowledging that writer by the use of proper documentation. Not only the direct quotation of another writer's words, but also any paraphrase or summary of another writer's concepts or ideas without documentation is plagiarizing that writer's materials. Academic dishonesty is a profoundly serious offense because it involved an act of fraud that jeopardizes genuine efforts by faculty and students to teach and learn together. It is not tolerated at Lindsey Wilson College.

Students who are determined to have plagiarized an assignment or otherwise cheated in their academic work or examinations may expect an "F" for the activity in question or an "F" for the course, at the discretion of the instructor. All incidents of cheating or plagiarism are reported by the instructor to the Academic Affairs Office along with copies of all relevant materials. Each instance of cheating or plagiarism is counted separately. A student who cheats or plagiarizes in two assignments or tests during the same semester will be deemed guilty of two offenses. If the evidence is unclear, or if a second offense occurs, the VP for Academic Affairs or Associate Academic Dean will refer the case to the Judicial Board for review. Violations will ordinarily result in disciplinary suspension or expulsion from the College, depending on the severity of the violation involved.

Note: The College has access to SafeAssign, a web product used to detect plagiarized documents. Faculty members are encouraged to use this tool.

Questioning a Grade -- The Student Academic Complaint Policy

A student, who wishes to question **an assignment grade, or other academic issue**, should follow the procedure below:

1. Whenever possible, the student will first go to the faculty member who has assigned the disputed grade. Complaints regarding grades should be made within seven (7) days of receipt of the disputed grade and, if possible, will be decided by the faculty member within seven (7) days of receipt. If the disputed grade is the final grade for the course, "receipt" is defined by when the final grade is posted online by the registrar. (Please refer to the next section for appealing a final grade.)

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2. Unless there are extenuating circumstances, the student may, within seven (7) days request in writing a review of such decision by the Chair of the division in which the grade was assigned. Upon receipt of such request, that Chair will direct the faculty member and the student to each submit, within seven (7) days, if possible, a written account of the incident, providing specific information as to the nature of the dispute.
 3. Upon receipt of these written accounts, the Chair will meet, if possible, within seven (7) days with the faculty member and the student in an effort to resolve the dispute and will render his or her decision in writing.
 4. If either the student or the faculty member desires to appeal the decision of the Division Chair, the student or faculty member may, within seven (7) days by written request to the chair, ask that the matter be reviewed by a Grade Appeals Panel convened by the Academic Affairs Office.
 5. If the disputed grade is assigned at the end of a fall or spring semester and the student and faculty member cannot meet to resolve the issue, the student should contact the faculty member by e-mail within seven (7) days of receipt of the disputed grade. If the issue cannot be resolved by e-mail within the time limit, steps 2, 3 and 4 of the appeal may extend into the beginning of the semester immediately following receipt of the disputed grade by following the timeline above.

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

1. Confer with the faculty member who assigned the disputed grade.
2. If the disputed grade cannot be resolved, a written request for a grade appeal must be submitted to the Academic Affairs Office before the first day of the semester following the one in which the grade was issued. The written request must include the specific basis for the appeal.
3. The Academic Affairs Office will convene a Grade Appeals Panel.

**The Grade Appeals Panel is comprised of the Vice President for Academic Affairs, the Associate Academic Dean, and the Director or Chair of the Academic Unit/Division that houses the course for which the grade is appealed. If one of the members is the faculty member who issued the grade, an alternate will be appointed. The student and the faculty member may appear separately before the panel to explain their positions. The hearing is non-adversarial. Neither the faculty member nor the student may be accompanied by other individuals to the meeting of the Grade Appeals Panel. The Grade Appeals Panel will notify the student and the faculty member of its decision, if possible, within seven (7) days of the meeting.*

NOTE: During winter break or during the summer, timelines may be extended due to participants' unavailability.

LWC BSN Formal Complaint Policy

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

Written Complaints

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

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

Kentucky Mandatory Reporting Laws

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

Non-Academic Formal Complaint Procedure

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

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

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

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

BSN Program Line of Communication Plan

Nursing faculty are committed to the creation of an environment which promotes the student learning experience. Open, respectful dialogue between students and faculty is critical to the enrichment of the learning experience. To facilitate open communication between students and faculty, the BSN program has outlined a line of communication to resolve academic issues and non-academic issues that may arise in the classroom, laboratory, online or clinical setting. Student issues or concerns need to be addressed promptly and according to the established line of communication outlined below. Dialog with the next person in the line of communication is necessary if the prior contact does not lead to resolution.

1. Communicate with the instructor of the course/clinical/lab.
2. Communicate with the lead faculty for the course.
3. Communicate with the Chair of Division of Nursing and Health.
4. Communicate with the Vice President Academic Affairs (academic), Vice President Student Affairs (non-academic)

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

Policy for Verification of Student Identity and Protection of Privacy

In compliance with United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315, all credit-bearing courses and programs offered through distance learning methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods must be used:

- a) A secure login and pass code;
- b) Proctored examinations; and/or
- c) Remote proctoring of one of more examinations using Tegrity or other technologies

Verification of student identity in distance learning must protect the privacy of student information. Personally identifiable information collected by the College may be used, at the discretion of the institution, as the basis for identity verification. For instance, a student requesting that their learning system password be reset may be asked to provide two or more pieces of information for comparison with data on file. It is a violation of College policy for a student to give his or her password to another student.

Detailed information on privacy may be located at:

<http://www.lindsey.edu/media/319883/Online%20Services%20Privacy%20Policy%204.20.12.pdf>

LWC BSN Reference Policy

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

1. Obtain permission via email from the respective faculty member to secure them as a reference.
2. Request the LWC Program of Nursing Reference form from academic advisor or the Program of Nursing office via email at nursing@lindsey.edu.
3. Complete the information at the top of the form and then send the reference form electronically to the respective nursing faculty member as an attachment.
4. Include any specific mailing or delivery information for the recipient of the reference.
5. Faculty will send the reference directly to the appropriate individuals and retain a copy for the students' permanent nursing file. Reference forms will not be returned to students.
6. Students should communicate as much information as possible to the nursing faculty member regarding the position sought. This allows the faculty member to give the strongest reference possible.

Institutional Review Board for the Protection of Human Subjects (IRB)

Lindsey Wilson College Institutional Review Board (IRB) is committed to following high ethical standards in fulfilling its mission of teaching, research, and public service. This commitment is safeguarded by the Institutional Review Board. (IRB). The IRB reviews the ethical suitability of all projects (research, simulation, or training) involving human subjects as participants. The following guidelines and ethical principles apply to the IRB in its review of the projects:

1. All activities involving humans in research, training, and simulation must provide for the safety, health, and welfare of every individual. Rights, including the right to privacy, must not be unduly infringed.
2. The direct or potential benefits to the subject and/or the importance of the knowledge gained must outweigh the inherent risks to the individual.
3. Participation in projects must be voluntary. Informed consent must be obtained from all subjects, unless this requirement is waived by the IRB.
4. An individual has the right to withdraw from a project at any time or may refuse to participate without loss of benefits to which he/she would be otherwise entitled. In case of a class requirement, this restriction may be waived.
5. Maintaining confidentiality of information gained about an individual during a project is a primary responsibility of the investigator.

Research proposals may be divided into two categories for purposes of the protection under this policy: Exempt and Non-Exempt. The determination of whether a study involving human subjects is exempt or non-exempt is made by the IRB.

Exempt

1. Research involving the collection or study of existing data, documents, or records if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified directly or through identifiers linked to the subjects.
2. Research and demonstration projects that are designed to study, evaluate, or otherwise examine:
 - Public benefit or service programs
 - Procedures for obtaining benefits or services to those under these programs
 - Possible changes in methods or levels of payments for benefits or services under these programs
3. Research conducted in established educational settings, involving normal educational practices, such as:
 - Research in regular and special educational instruction strategies, or
 - Research on the effectiveness of the comparison among instructional techniques, curricula, or classroom management methods.
4. Research that involves the use of educational tests (cognitive, aptitude, achievement), surveys, interview procedures, or observations of public behavior UNLESS
 - The information is recorded in such a way that human subjects can be identified directly or through identifiers linked to subjects
 - Any disclosure of the human subject's responses outside the research could reasonably place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing, employability, or reputation.

Non-Exempt

1. Research, including surveys that involve minors, the elderly, prisoners, clinical populations, inclusive of any clients in any therapeutic setting/relationship with a potential researcher, or any other vulnerable populations, should undergo IRB review.
2. If data can be linked to a participant's identity, and thus there is a lack of anonymity or confidentiality, or if there is explicit or implicit coercion, inclusive of a therapeutic relationship, IRB review is required.
3. A completed proposal, including an informed consent form and debriefing statement must be provided. Detailed information may be found in *The Faculty Handbook* or by contacting the Academic Affairs office.

Information on membership and guidelines for submitting proposals are available from the Academic Affairs office, in the online Faculty Forms folders, and *The Faculty Handbook*.

Students Disabilities

Lindsey Wilson College accepts students with disabilities and provides reasonable accommodation that will facilitate success. Depending on the nature of the disability, some students may need to take a lighter course load and may need more than four years to graduate. Students needing accommodation should apply to the College as early as possible, usually before May 15. Immediately after acceptance, students must identify and document the nature of their disabilities with Mr. Ben Martin, the Learning & Physical Disabilities Coordinator. It is the responsibility of the student to provide the Learning & Physical Disabilities Coordinator with appropriate materials documenting the disability. Disabilities are typically documented by a recent high school Individualized Education Program (IEP) and results from testing conducted by a psychologist, psychiatrist, or a qualified, licensed person. The College does not provide assessment services for students who may be disabled. Although Lindsey Wilson provides limited personal counseling for all students, the College does not have structured programs available for students. the College does not have structured programs available for students with emotional or behavioral disabilities. For more information, contact Mr. Martin at (270) 384-7479.

In addition, applicants to Lindsey Wilson College's School of Professional Counseling may also wish to contact one of the following individuals, depending upon degree and program:

- Bachelor's degree seeking applicants to community campuses: Ms. Myra Ford, Director of the Human Services & Counseling program, (270) 384-8153.
- Master of Education degree applicants to the community campuses may also wish to contact Dr. Jeffrey Crane, Director of the Counseling & Human Development program, (270) 384-8160.
- Doctoral degree-seeking candidates: Dr. Jeffrey Parsons, Director of the Counselor Education & Supervision program, (270) 384-8166.

Applicants to any of the online programs, whether graduate or undergraduate, may wish to contact Dr. Dennis Robinson, Director of Online Education, at (270) 384-8224.

Applicants to the Scottsville Campus may also wish to contact Ms. Dorinda Livesay, Enrollment Manager, at (270) 237-9136.

Applicants to the Master of Arts program in Interactive Design may also wish to contact Mr. David Meyers, Program Coordinator, at (270) 384-8224.

Applicants to the Master of Business Administration program may also wish to contact Ms. Linda McKinley-Grider, Chair, School of Business, at (270) 384-7385.

Applicants to the Master of Education Teacher as Leader program may also wish to contact Dr. Geralda Nelson, Program Coordinator, Division of Education, at (270) 384-8135.

Academic Success Center

Located in T.D & Rowena Everett Center, the Academic Success Center (ASC) offers peer tutoring to aid students in completing class assignments, preparing for examinations and improving their understanding of content covered in a particular course. In addition, computers are available for students' academic use. Online tutoring is provided for AIM, community campus, and online students.

Students are encouraged to utilize the center as a resource for improving study strategies and reading techniques. The center also offers assistance with other academic problems. To schedule a live or online tutoring session or for further information or assistance, please contact Ms. Maretta Garner, Tutor Coordinator, at (270) 384-8037 or at garnerm@lindsey.edu.

Mathematics Center

Located in Room 129 of the Fugitte Science Center and available to online and AIM students via scheduled web meetings, the Mathematics Center provides tutoring in mathematics for students enrolled in mathematics courses. The tutoring services are provided at no extra charge. Tutoring appointments are not necessary but are encouraged for those who use the center often and for online tutoring. Course assignments may be completed in the center's computer lab. The center's hours of operation are posted on the entrance door. Please contact Ms. Linda Kessler, Math Tutor Coordinator, at 270-384-8115 for further information and assistance.

Writing Center

The Writing Center provides one-to-one assistance and group or class workshops to undergraduate and graduate students, faculty, and staff in an effort to support its belief that writing serves as one of the primary means for learning and communicating. Services are free to all experience levels and at any point in the writing process. The center is located in Room 200 of the W.W. Slider Humanities Center. Online sessions are available to LWC writers at community campuses and to those enrolled in online degree programs.. Please contact Mr. Jared Odd, Writing Center Coordinator, at (270) 384-8029 for

further information and assistance or go to <http://lwcwritingcenter.appointy.com/> to schedule an appointment online.

Core Performance Standards

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

Applicants must possess the necessary cognitive, physical, emotional, social and communication skills to provide nursing care that is safe for clients, themselves, and other healthcare providers. In a commitment to safe care, enrolled students must meet these performance standards to remain in the program. Where possible, reasonable accommodations will be provided for individuals with identified disabilities to enable them to meet these standards in effort to ensure that students are not denied the benefits of, or excluded from, participation in this program.

The core performance standards for the nursing program are adapted from the Southern Council on Collegiate Education for Nursing (SCCEN) Core Performance Standards (2008) as created in compliance with the Americans with Disabilities Act (ADA). Examples of these standards, although not inclusive of all expected abilities, serve as a point of reference for comparative purposes by potential applicants and enrolled students.

Issue	Standard	Examples of necessary activities (not all-inclusive)
Critical thinking	Critical-thinking ability sufficient for clinical judgment	Identify cause/effect relationships in clinical situations, develop nursing care plans, and calculate medication dosages and IV solution rates.
Interpersonal	Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds	Establish rapport with patients/clients and colleagues
Communication	Communication abilities sufficient for verbal and written interaction with others	Explain treatment procedures, initiate health teaching, and document and interpret nursing actions and patient/client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Move independently in and around patient care areas, work spaces and treatment areas, stand for prolonged hours, administer cardiopulmonary procedures
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibrate and use equipment; position patients/clients, open and close containers, manipulate small objects
Hearing	Auditory ability sufficient for accurately monitoring and assessing health needs	Hear monitor alarms, emergency signals, auscultatory sounds and cries for help, respond to patient with or without view of

		patient's face
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Observe patient/client responses, identify changes in skin color, see patient care records
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical examination and/or those related to therapeutic intervention (such as insertion of a catheter)

Section II-A Pre Licensure BSN Program Track Academics and Curriculum

Nursing: Pre-licensure BSN Course Descriptions

Nursing Pre Licensure

NURS

2002 – Introduction to Professional Nursing – 2 credit hours

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

2013 – Health Assessment – 3 credit hours

Prepares the student to conduct a comprehensive, patient-centered, spiritually and culturally appropriate holistic assessment of individuals across the lifespan. Effective communication through written, verbal, nonverbal, and emerging technologies is emphasized. Priority is placed on the collection, processing, and interpretation of subjective and objective client data. The nursing process as the organizing framework for nursing practice and the role of the nurse as provider of care are explored. Opportunities are provided to apply concepts and skills with clients in the clinical laboratory and the clinical setting.

Prerequisites: BIOL 2614, BIOL 2624, NURS 2002, and NURS 2024. *Course rotation:* Spring. *Theory hours:* 2. *Total clinical hours:* 45.

2024 – Foundations of Professional Practice – 4 credit hours

Builds upon concepts and skills presented in NURS 2002. Introduces theoretical and evidence based concepts, standards, and skills basic to beginning professional nurse practice. Utilization of the nursing process, clinical reasoning, critical thinking, and caring in the provision and coordination of patient-centered care are emphasized. The student is introduced to psychomotor activities for basic care of the simulated client in the laboratory. Clinical experiences in long-term care settings provide opportunities for application of theory to practice. *Prerequisite:* Admission to the pre-licensure BSN program. *Course rotation:* Fall. *Theory hours:* 2. *Total clinical hours:* 90.

3013 – Pharmacology – 3 credit hours

Presentation of the principles of pharmacotherapeutics applicable to professional nursing practice. Emphasis is upon the nurse's collaborative role and responsibilities related to safe medication administration. Focus is placed upon understanding the physiological actions of drugs, expected client responses, common and major adverse effects, contraindications, and implications for nursing. Drug dose computation is included in the course. *Prerequisites:* BIOL 2104, BIOL 2614, BIOL 2624, NURS 2013, and NURS 3203. *Course rotation:* Fall.

3105 – Adult Health Nursing I – 5 credit hours

Provides students with theory and evidence pertinent to managing adult health problems. Provision of safe, patient-centered care through the application of clinical reasoning, critical thinking, and caring is emphasized. Students communicate effectively, engage in interprofessional collaboration, and utilize information management and technologies to provide safe, patient-centered care to adults with acute and chronic alterations in health. Learning experiences are provided in the simulation laboratory and in the acute care clinical setting. *Prerequisite:* BIOL 2104, BIOL 2614, BIOL 2624, NURS 2013, and NURS 3203. *Course rotation:* Fall. *Theory hours:* 3. *Total clinical hours:* 90.

3203 – Pathophysiology – 3 credit hours

Applies acquired knowledge from the basic sciences to alterations in pathophysiology and diseases. Students examine alterations in physiological processes that disrupt or impair health and the body's

response to illness and disease. Disease etiology, incidence/prevalence, risk factors, and clinical manifestations are examined. *Prerequisites:* BIOL 2614, BIOL 2624, NURS 2002, and NURS 2024.
Course rotation: Spring.

3305 – Maternal/Newborn/Family-Centered Nursing – 5 credit hours

Provides the student with nursing theory and evidence-based practice principles needed to recognize and promote health during pregnancy and childbirth. Focus is on pregnancy and childbirth as natural processes. High-risk obstetrical clients and subsequent nursing care are identified and discussed.

Students demonstrate clinical reasoning, critical thinking, and caring to design and deliver safe, spiritually and culturally appropriate, patient-centered care. Clinical practice takes place in a variety of settings to allow for learning experiences that emphasize clinical prevention and health promotion of the childbearing family. *Prerequisites:* NURS 3013 and NURS 3105. *Course rotation:* Spring. *Theory hours:* 3. *Total clinical hours:* 90.

3355 – Pediatric/Family-Centered Nursing – 5 credit hours

Assists students in meeting the health care needs of children and families experiencing potential and actual alterations in health. Course content includes evidence-based, spiritually and culturally appropriate, patient-centered care of the child from infancy to adolescent years. Emphasis is placed on clinical prevention, health promotion, disease prevention, and illness management. Clinical practice takes place in a variety of settings to allow for learning experiences that emphasize clinical prevention and health promotion of the childrearing family. *Prerequisites:* NURS 3013 and NURS 3105. *Course rotation:* Spring. *Theory hours:* 3. *Total clinical hours:* 90.

4003 – Nursing Research – 3 credit hours

Provides an overview of the research process and utilization of current nursing research in evidence-based practice. Issues of scientific merit and relevance of research to clinical practices will be explored. Emphasis is placed on the role of research in clinical problem solving, practice, and evaluation.

Prerequisites: PSYC 1003, MATH 2403, and all 3000 level nursing courses or instructor's permission.
Course rotation: Fall.

4105 – Mental Health Nursing – 5 credit hours

Prepares students to provide spiritually and culturally appropriate, client-centered care to individuals across the lifespan experiencing acute and chronic mental/behavioral health problems. Students examine issues and trends affecting the provision of care to patients with common mental disorders or mental health needs. Clinical experiences take place in a variety of health care settings.

Prerequisites: All 3000 level nursing courses. *Course rotation:* Fall. *Theory hours:* 3. *Total clinical hours:* 90.

4155 – Community Health Nursing – 5 credit hours

Includes health promotion and primary, secondary, and tertiary prevention as applied to the nursing care of individuals, families, groups, and populations in the community. Clinical practice is focused on evidence-based nursing practice with groups and populations. The concept of system is applied to health and community and is evaluated in light of nursing theories and public health frameworks. Community assessment and collaboration with community partners are explored as essential components in community-focused clinical decision-making. Demographic and epidemiologic data are explored to identify populations at risk. Trends and issues in public health, including access to resources and delivery of care, are addressed. Students analyze political, economic, social, and environmental factors that influence community and global health. Clinical experiences are designed and provided in a variety of community settings. *Prerequisites:* All 3000 level nursing courses. *Course rotation:* Fall. *Theory hours:* 3. *Total clinical hours:* 90. *General Education:* Intermediate – Communication; Intermediate – Engaged Local & Global Citizenship.

4304 – Adult Health Nursing II – 4 credit hours

Provides students with theory and evidence pertinent to managing complex adult health problems. Emphasis is on the provision of safe delivery of patient-centered care through the application of clinical reasoning, critical thinking, and caring. Students communicate effectively, engage in interprofessional collaboration, and utilize information management and technologies to provide safe, patient-centered care to adults with complex acute and chronic alterations in health. Learning experiences are provided in the simulation laboratory and in the acute care clinical setting. Prerequisites: NURS 4003, NURS 4105, and NURS 4155. Course rotation: Spring. Theory hours: Three. Total clinical hours: 45

4205 – Leadership in Nursing – 5 credit hours

The role of the professional nurse as a leader and manager of care in the nursing profession and health care delivery is analyzed. Emphasis is placed on the three distinct roles that emerge from the nursing discipline. These include provider of care, manager of care, and member of the profession. Healthcare and nursing are viewed from the service and business context with exploration of specific leadership and management skills. Contemporary issues related to health care delivery are explored with an examination of ethical, legal, and regulatory processes. Knowledge and behaviors consistent with professional nursing practice are stressed within a paradigm that views the nurse as a leader and collaborator within the interprofessional team. Prerequisites: NURS 4003, NURS 4105, and NURS 4155. Course rotation: Spring. Theory hours: Three. Total clinical hours: 90. General Education: Mastery – Communication; Mastery – Inquiry & Analysis; Mastery – Engaged Local & Global Citizenship; Mastery – Application & Integration of Knowledge.

4503 - Capstone in Nursing - 3 credit hours

Provides students with a culminating intensive clinical experience. The students are given the opportunity to integrate clinical and theoretical learning from previous nursing courses. Through a preceptorship experience, the student will further his/her transition from student nurse to the role of the professional nurse. The primary purpose of this course is to develop competency in nursing care, including organizational, prioritizing, and decision-making skills. Critical care content will be delivered in this course. This component will focus on synthesizing nursing knowledge and advanced skills in caring for individuals and families experiencing crises. Note: Because this course integrates 120 hour Kentucky Board of Nursing (KBN) required practicum experience, it must be taken during the semester immediately prior to graduation. Pre-requisites– NURS 4205, and NURS 4304. *Course Rotation - Spring. Theory Hours - 1. Total Clinical Hours: 135.*

4402 – Nursing Synthesis – 2 credit hours

Provides a culminating experience in which students synthesize nursing and general education knowledge. The course provides core nursing content review and interactive tools to assist students in identifying nursing content strengths and weaknesses. Students will demonstrate focused study and apply interactive exam techniques prior to taking the National Council Licensure Examination (NCLEX). *Prerequisites: NURS 4003, NURS 4105 and NURS 4155.*

Pre-Licensure BSN Advisement and Registration

For advising and registration information, students should consult the online current version of the LWC College Catalog by clicking [here](#).

Pre Licensure BSN Student Expenses

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

Item	Estimated Cost
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Pre-Licensure BSN Student Textbooks and HESI Testing Package	\$350.00 to \$650.00 per semester based on courses
Nursing Student Fee	\$510.00 per semester
Physical Examination completed by licensed health care provider	\$150.00 estimated
Immunizations as needed	\$475.00 estimated
Tuberculosis (TB) Screening (Annually)(TB Skin Test)	\$ 47.00 per TB skin test (If two step is required cost x 2)
AOC Background Check (Annually)	\$ 22.00
FBI Background Check (Annually)	\$ 18.00
Individual Health Insurance (Annually)	\$290.00 (LWC Student Insurance)
Student nurse liability insurance (Annually)	\$ 40.00 annual plus applicable tax
Substance screening (Annually and random if required)	\$ 22.00 annual (unless additional screening is required.
Influenza vaccine (Annually)	\$ 20.00 annual estimated
CPR Certification (every two years)	\$ 35.00 biennial
Clinical Transportation	\$200.00 estimated
NCLEX Review Course (senior year)	\$500 to \$700 estimated
KBN Application for RN Licensure and required background checks. (Senior year)	\$125.00
NCLEX RN Examination Fee (senior year)	\$200.00
KBN Jurisprudence Exam (senior year)	\$ 9.00
BSN Nursing Pin	\$ 50.00 to \$400.00 based on individual choice

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

Application Deadlines

Admission to the pre-licensure BSN program occurs in the fall semester. Admission to the College does not guarantee admission to the pre-licensure BSN program. Students may apply to the pre-licensure BSN program beginning **January 1** of the calendar year for which admission is sought. For consideration of admission in the fall semester, the deadline for submission of the application to the Division of Nursing & Health is **March 1**. In the event the March 1 deadline falls on a weekend, the deadline for application will be extended to the following Monday at 5:00 p.m. Correspondence to applicants regarding admission status will be sent to the email address on record.

Admission Criteria

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

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

- Admission to Lindsey Wilson College. All admission and transfer requirements outlined in the current catalog apply.
- Submission of completed electronic application to the pre-licensure BSN program by designated deadline of the calendar year for which the student is seeking admission.
- A minimum cumulative GPA of 3.0.
- Completion of all pre-licensure BSN program prerequisite coursework with an earned minimum grade of C:
 - Human Anatomy (BIOL 2614) - 4 hours
 - Principles of Chemistry (CHEM 1104) - 4 hours
 - Writing Studies I (ENGL 1013) unless waiver requirements are met - 3 hours
 - Writing Studies II (ENGL 1023) - 3 hours
 - First-Year Experience Seminar (FYE 1001) unless waiver requirements are met - 1 hour
 - Medical Communication (HLCA 2013) - 3 hours
 - College Algebra (MATH 1013) unless waiver requirements are met – 3 hours
 - Fundamentals of Nutrition (NUTR 1003) - 3 hours
 - Principles of Psychology (PSYC 1003) - 3 hours
- Demonstration of overall passing standard score of 83 on the Test of English as a Foreign Language (TOEFL iBT) by applicants who document English as a second language.
- Completion of the HESI Nursing Admission Assessment (A2) Exam. The HESI A2 Exam will be given at Lindsey Wilson College. A copy of the scores should accompany the application. The HESI A2 Exam evaluates general knowledge in the areas of Reading Comprehension, Anatomy & Physiology, Math, Chemistry, Learning Styles, Vocabulary, and Grammar. Students may take the HESI A2 Exam one time during each application cycle. The HESI A2 Exam scores are valid for one calendar year. Scores will be ranked to determine admission.
- Possible participation in a preadmission interview.

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

- Students may apply to the pre-licensure program beginning January 1 through March 1. In the event the March 1 deadline falls on a weekend, the deadline for application will be extended to the following Monday at 5:00 pm.
- Students seeking admission to the BSN degree program must complete additional BSN program requirements.
- All applicants are required to complete the HESI Nursing Admission Assessment (A2) Exam. HESI exam information including dates will be available at <http://www.lindsey.edu/academics/Division-Nursing-Health.cfm>

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

Transfer Students and Credit By Examination And Transfer

Students desiring to transfer from another accredited Pre-Licensure BSN Program must complete all admission criteria and application steps as outlined above. A letter of good standing from the Chair of the Nursing Program from which the student is transferring must accompany the application. Transfer applicants from another accredited Pre-licensure BSN Program will be evaluated on an individual case by case basis.

Academic Criteria for Progression in the BSN Program

Pre-licensure BSN students and RN BSN students are subject to the College's policies pertaining to academic standing. These College policies can be found in the College catalog. In addition, students admitted to the pre-licensure BSN and RN BSN programs are expected to attain the following minimum progression standards during the course of study.

- **BSN program suspension:** A student does not meet progression criteria in the course of study for the major to progress in the program. A student will be suspended from the BSN program for not meeting the following criteria:
 1. Maintain an **overall** cumulative grade point average (GPA) of C (2.0). A student may be suspended only one time while in the BSN program for overall cumulative grade point average (GPA) of less than 2.0.
 2. Maintain a minimum grade of C and a cumulative grade point average (GPA) of 2.0 for all **pre-requisite and pre-licensure BSN program required courses**. A student may be suspended only one time while in the BSN program for cumulative grade point average (GPA) of less than 2.0.
 3. Achieve a **minimum grade of C (77%) or higher in each nursing course before proceeding to the next sequential nursing course** [one NURS or NURN course failure or one Withdrawal (W)]. Students should note that the nursing program's grading policy differs from the College's grading policy.
 4. Achieve a **pass (P) grade in the laboratory/clinical component of each nursing course**. If a student receives a final grade of unsatisfactory in any laboratory/clinical component of a course, the unsatisfactory constitutes failure of the course (grade of F) (one NURS course failure). **Note: This does not apply to RN BSN.**
 5. Maintain all **clinical compliance** requirements and adhere to all College, Division of Nursing and Health, and clinical agency policies, procedures, and standards. **Note: This does not apply to RN BSN.**
 - Clinical compliance documentation must be on file by designated dates for application to the pre-licensure BSN program to be complete.
 - Students progressing in the pre-licensure BSN program must demonstrate continued clinical compliance by designated dates.
 - Failure to demonstrate clinical compliance at any time while enrolled in the pre-licensure BSN program constitutes suspension from the program.
 - In order to comply with clinical requirements of affiliating health care agencies, students who are admitted to the pre-licensure BSN program must obtain a

criminal background check and drug screening test and must comply with all clinical compliance requirements. Affiliating agencies may deny the student with a criminal background and students who fail the drug screening test the right to participate in clinical learning experiences at their facilities.

- The Kentucky Board of Nursing requires that all criminal convictions (misdemeanors and felonies) be reported at the time of application for licensure. The Board has the power to deny the applicant the right to take the licensure exam if an individual has a criminal background that involves acts bearing directly on the practice of nursing.
- 6. Adhere to all College academic policies regarding dropping a course or withdrawing from the College. Must make an appointment with nursing advisor to complete Drop/Add form, adhering to all designated College catalog policies and calendar dates. Dropping a nursing course or withdrawing from the College places the student out of progression sequence in the BSN program.
- **BSN program re-enrollment:** A student does not meet progression criteria in the course of study for the major to progress in the program and has been suspended. **A student may have suspension lifted and be considered for re-enrollment to the BSN program pending seat and/or clinical availability and completion of the following:**
 1. Must meet with academic advisor to initiate and develop an individual academic success plan for remediation to be placed on file in the advising folder.
 2. Must complete Request for BSN Re-enrollment form and email the completed form to nursing@lindsey.edu by the start of the following semester. For example, if you are placed on suspension in the Spring, your re-enrollment form would need to be submitted by the start of classes the following August. If you are placed on suspension in the Fall, your re-enrollment form would need to be submitted by the start of classes the following January.
 3. Must raise and maintain grade point average (GPA) to C (2.0) or greater until the next sequential nursing course is offered.
 4. Demonstrate skills competency, numeracy competency, and HESI competency at the same level of the cohort for which the student will be re-enrolling. This is to be completed on the student's own time and expense. **Note: This does not apply to RN BSN.**
 5. Interview with Admission Progression Graduation (APG) committee for re-enrollment may be required.
 6. Completion of steps 3-5 are required by the 10th of the month prior to expected enrollment period. For example December 10th if planning to re-enroll in January or July 10th if planning to re-enroll in August.

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

- **BSN program dismissal:** A student does not meet progression criteria at a level that constitutes dismissal from the program. Students dismissed from the BSN program may progress at Lindsey Wilson College, but they can no longer be a nursing major. **A student will be dismissed for the following and is not eligible for readmission to the BSN program:**
 1. A student fails (grade below a C) a required NURS or NURN course twice.
 2. A student fails (grade below a C) two different required NURS or NURN courses.
 3. A student withdraws (W assigned on transcript) or drops a required NURS or NURN course twice.
 4. A student withdraws (W assigned on transcript) or drops from two different required NURS or NURN courses.
 5. A student fails (grade below a C) one required NURS or NURN course and withdraws (W assigned on transcript) or drops one required NURS or NURN course.
 6. A student who does not complete the pre-licensure BSN program within five years of entry point into the pre-licensure BSN program. The entry point into the pre-licensure

BSN program occurs with enrollment in the NURS 2002 Intro to Professional Nursing course on the last day to register for a seated or online course established by the College Academic Calendar.

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

Nursing (NURS) Didactic Course Grade Components: Outlined in each course syllabus.

Nursing (NURS) Course Grading Scale

The PON uses a grading scale different from other academic units of the College. Consistent with other nursing programs, the grading scale requires students to earn 77% or higher to be awarded a C or better. The PON uses the following grading scale: A = 93-100%, B = 85-92%, C = 77-84, D = 70-76%, F = 69% or lower.

Rounding of Grades for Nursing Courses

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

0.1 to 0.4 rounds down to the nearest whole number, for example, **76.4 rounds to 76.**

0.5 to 0.9 rounds up to the nearest whole number, for example, **76.5 rounds to 77.**

For the pre-licensure program, clinical is graded on a **pass/fail** basis. Students must receive a passing grade on the final clinical evaluation in order to successfully complete the course. In addition, all essential skills must be successfully completed. A clinical failure results in a course grade of "F".

Program Requirements: 94-101 hours

Along with the general education program, students must complete the major's prerequisites, program requirements, and professional nursing courses.

A. Prerequisites: 20-27 hours

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

B. Program Requirements: 17 hours

- Microbiology (BIOL 2104) – 4 hours
- Human Physiology (BIOL 2624) – 4 hours
- Public Speaking (COMM 2103) – 3 hours
- Life Span Development (HS/PSYC 3103) – 3 hours
- Experimental Statistics (MATH 2403) – 3 hours

C. Professional Nursing Courses: 57 hours

- Introduction to Professional Nursing (NURS 2002) – 2 hours

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- Health Assessment (NURS 2013) – 3 hours
 - Foundations of Professional Practice (NURS 2024) – 4 hours
 - Pharmacology (NURS 3013) – 3 hours
 - Adult Health Nursing I (NURS 3105) – 5 hours
 - Pathophysiology (NURS 3203) – 3 hours
 - Maternal/Newborn/Family Centered Nursing (NURS 3305) – 5 hours
 - Pediatric/Family Centered Nursing (NURS 3355) – 5 hours
 - Nursing Research (NURS 4003) – 3 hours
 - Mental Health Nursing (NURS 4105) – 5 hours
 - Community Health Nursing (NURS 4155) – 5 hours
 - Leadership in Nursing (NURS 4205) – 5 hours
 - Adult Health Nursing II (NURS 4304) – 4 hours
 - Nursing Synthesis (NURS 4402) – 2 hours
 - Capstone in Nursing (NURS 4503) – 3 hours

Exit Assessment

All students earning the pre-licensure BSN degree must meet established program benchmarks outlined on the Pre-Licensure BSN Standardized Testing Policy to successfully complete the pre-licensure BSN program of study.

Classroom Attendance Policy:

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

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

After the above stated absence/s, **one (1) percentage point will be deducted from the student’s final numerical grade for the course for each subsequent absence.** Individual course syllabi will define options for missed coursework during an absence. Students should understand the missed course work could result in a grade of “0” for the assignment, class session, etc.

Extenuating circumstances (e.g. family death, emergency events) will be considered by the course instructor on an individual basis. Students wishing to claim extenuating circumstances surrounding an absence will be asked to provide documentation of the condition that led to the absence. The documentation should be submitted to the course faculty electronically not later than 24 hours of the absence. Students will receive communication either approving or denying the extenuating absence.

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

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

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

5. Arriving late to class during a scheduled examination or quiz will not be tolerated. **Students arriving late for the scheduled exam time WILL NOT BE ALLOWED TO ENTER A ROOM ONCE AN EXAM OR**

QUIZ HAS STARTED. A grade of zero for the exam will be assessed unless other arrangements have been made ahead of time.

Authorized Student Activities and Class Absence:

While a student's principal responsibility is to the academic program, the living-learning nature of campus life may impose additional and sometimes, conflicting expectations and demands on the student's schedule. Participation in student government, choral activities, and athletic events are examples of authorized activities that may create conflicts for the student. The nursing program is a very rigorous program with responsibilities to accrediting and licensure boards and agencies. **Clinical hours and course work by students must be documented and completed according to the course calendars and syllabi.**

Related to authorized student activities and class absences, the following policies apply:

It is the student's responsibility to communicate with the course instructor prior to any course absence.

1. Students must request in writing (email) an explanation for missed class/assignments/clinical and the plan for make-up 24 hours prior to the authorized absence. The instructor will file the documented plan and communication in the student course file. Should a student not communicate in writing 24 hours prior to the authorized absence the rationale for the absence and plan for make-up, the absence will be considered unexcused and a zero will be recorded.

2. Authorized class absences (with substantiated documentation from the College representative hosting the event) are not counted toward the maximum number of allowed absences designated by the program of nursing. For authorized class absences, class and clinical work may be completed IF, the student has made prior communication regarding the absence and presented appropriate documentation to the course faculty. Communication channels are outlined in this Handbook. It is imperative that students engaged in co-curricular or extracurricular activities maintain detailed communication with all course faculty.

3. Students are responsible for completion of all course and clinical work missed due to an authorized class absence. Course work must be made up within a reasonable (**defined by instructor**) length of time. Course faculty will provide **reasonable** opportunity for students to make up missed work and to have access to materials covered during the missed class or clinical.

4. By the end of the first week of classes, coaches, sponsors, directors and teachers are expected to communicate directly and clearly with instructors as to schedules and rosters of students involved in extracurricular activities. Subsequent follow-up as changes occur should also be conducted.

5. Student participation in extracurricular activities (intercollegiate athletics in particular) places additional demands and responsibilities on nursing students and requires that other absences be kept to a minimum.

Pre-Licensure BSN Student Absence from Examinations

If, a student has followed the policies related to an authorized class absence, students may be granted the opportunity to sit for a make-up exam. Students unable to take a scheduled test or final examination **must** complete the following steps or a **grade of zero will be assigned.**

1. Student notifies course faculty by email **PRIOR TO** the absence **AND** secures an appointment to discuss the absence via phone or face to face meeting. Legitimate justification and documentation (email) for the absence must be provided by the student.
2. Mutual time is confirmed for make-up exam with course faculty and student.
3. Student reports to designated area/time to complete make-up exam. All nursing program exam policies apply.

4. Make up exams **will be** a different format than the original scheduled exam.
5. If these steps are not followed, the absence will be considered unexcused, and the student will receive a “0” for the exam.

Numeracy Competency Exam Policy

Nursing literature identifies numeracy competency as an ongoing area of concern for nurses and nursing students. In 2005, the National Institute of Medicine released their seminal landmark findings *To Err is Human, Building a Safer Health System and Crossing the Quality Chasm: the IOM Health Care Quality Initiative* (Institute of Medicine, 2005). These reports identified real and potential adverse outcomes that occurred yearly from medication errors. For safe medication administration, mathematical competence is an essential skill of all professional nurses. Students must demonstrate numeracy competency in order to participate in clinical.

Competency Exam Procedure

1. Math Competency Review Sessions “Math Drill Down”

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

Students who do not attend the math competency review session:

- Will not be permitted to sit for the semester numeracy competency exam
- Will not be allowed to participate in clinical
- Will jeopardize progression in the nursing program.

2. Numeracy Competency Exam

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

List all clinical courses per semester

Level	Fall	Spring
Level 1 Core	NURS 2024 Foundations of Nursing	NURS 2013 Health Assessment
Level 2 Intermediate	NURS 3105 Adult Health I	NURS 3305 Maternal Newborn Family Centered Nursing
		NURS 3355 Pediatric Family Centered Nursing
Level 3 Mastery	NURS 4105 Mental Health Nursing	NURS 4205 Leadership in Nursing

	NURS 4155 Community Health Nursing	NURS 4307 Adult Health II
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3. Unsuccessful Attempt on Numeracy Competency Exam

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

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

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

LWC Pre-Licensure Nursing Program Math Guidelines for Students

Rules:

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

- When solving for a temperature round to the nearest tenth

Dimensional Analysis:

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

Common terms to be familiar with:

- Milliequivalent (mEq)- number of grams a solute contains in 1 mL of normal solution
- Metric system- deals with weights and measures. Rule: All answers within the metric system should be expressed as decimals, not fractions. (Ex- ½ mg should not be used; instead use 0.5 mg)
- Apothecary system- a very old system being replaced by the metric system; commonly used with compounding and liquid medications. Rule: All answers within the apothecary system are expressed in fractions not decimals. (Ex- drams 0.5 should not be used; instead use drams ½)
- Parenteral- routes that bypass the gastrointestinal tract; example- intravenous and intramuscular injections
- Units- Some medications are ordered in units (examples- insulin, heparin, epogen).
- Reconstitution- Some medications must be reconstituted. These medications are available in a powder form. A diluent (see medication label for type and amount of solution to be added) should be used to change the powder to a liquid form of medication
- Drop factor- infusion sets will deliver a specific number of drops in 1 mL (this will be noted on the package label)
 - Macro drip sets- deliver 10, 15, 20 drops per mL
 - Microdrip sets- deliver 60 drops per mL

Intravenous piggyback (IVPB) - you will utilize a shorter IV tubing to attach an IVPB solution to the primary (main) IV tubing. This medication will be infused in addition to the regular IV fluids.

Titration- some medications require very specific, precise measurement and delivery (this may be weight based, unit based and delivered by the minute or hour). These medications should always be given via IV infusion pump and can be adjusted according to protocol (titrate) to achieve desired outcomes.

Attachment A

Common Prefixes and Conversions/Equivalents

Please note this may not be all inclusive; please refer to your textbook for all conversions

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

kilo=	one thousand
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Common Metric Measures	
Metric Measure of Weight	
1,000,000 micrograms (mcg)=	1 gram (g)
1000 micrograms (mcg)=	1 milligram (mg)
1000 milligrams (mg)=	1 gram (g)
1000 grams (g)=	1 kilogram (kg)
Metric Measure of Volume	
1000 milliliters (mL)=	1 liter (L)
1 cubic centimeter (cc)=	1 milliliter (mL)
Metric Measure of Length	
1 meter (m)=	1000 mm or 100 cm
1 centimeter (cm)=	10 mm or 0.01 m
1 millimeter (mm)=	0.1 cm or 0.001 m

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

Household/Apothecary/Metric Equivalents		
<u>Household Measure</u>	<u>Apothecary Measure</u>	<u>Metric Measure</u>

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

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

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

Intersystem Measurements between Metric, Household, and Apothecary

- 1 g = gr 15
- Gr 1 = 60 or 65 mg
- 1 tsp = 5 mL
- 1 Tbsp = 3 tsp = 15 mL = ½ fl oz
- 1 fl oz = 30 mL
- 1 L = 1 qt = 32 fl oz = 2 pt = 4 cups
- 1 pt = 500 mL = 16 fl oz = 2 cups
- 8 fl oz = 1 standard measuring cup

Attachment B

The Joint Commission's Official "Do Not Use" Abbreviation List

Do Not Use	Use
U, u (unit)	Write out "unit"
IU (International Unit)	Write out "International Unit"
Q.D., QD, q.d., qd (daily)	Write out "daily"
Q.O.D., QOD, q.o.d., qod (every other day)	Write out "every other day"

Trailing zero (X.0 mg)	Write Xmg
Lack of leading zero (.Xmg)	Write 0.X mg
MS	Write out "morphine sulfate"
M _{SO} ₄ and MgSO ₄	Write "magnesium sulfate"

Pre-Licensure BSN Testing Policy

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

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

BSN Pre-Licensure Student Exam Rules

Personal Items

At check in, students are required to store electronic devices (cell/mobile/smart phones, tablets, smart watches or other electronic devices) in a sealable, plastic bag provided by the PON. Students refusing to store electronic devices in the bag, will not be allowed to test. A grade of zero will be assessed for the exam.

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

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

All personal items must be stored as directed.

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

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

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

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

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

Confidentiality

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

Exam Administration

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

Break Procedures During Extended Testing Periods

- All students will be given the opportunity to take a "scheduled" break after approximately two hours, and again after approximately three and a half hours of exam testing time. Proctors will notify students of the appropriate times.

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- The exam clock will not stop while students are on a scheduled or unscheduled break.
 - Students should refrain from asking the faculty/proctor about exam content and/or results.

Grounds For Dismissal Or Cancellation Of Results

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

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

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

Reference

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

Pre-Licensure BSN Program HESI™ and Standardized Testing Policy

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

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

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

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

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

- A2 Assessment
- RN Specialty Foundations V1 and V2
- RN Specialty Pharmacology V1 & V2
- RN Specialty Maternity Nursing V1 & V2
- RN Specialty Pediatric V1 & V2
- RN Specialty Psychiatric/Mental V1 & V2
- RN Specialty Community Health V1
- RN Specialty Management V1 & V2
- Customized RN Specialty Med-Surg V1
- RN Specialty Med-Surg V1- V2
- RN Specialty Critical Care V1 & V2
- RN Exit V1 & V2
- RN CAT (1 version only)

HESI™ and Standardized Exam Preparation

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

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

HESI™ and Standardized Exam Testing

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

Absence from HESI™ and Standardized Exams

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

HESI™ and Standardized Exam Remediation

- Remediation is required for all students upon completion of exams. Students should submit and complete a detailed remediation to course faculty by designated date.

HESI™, Standardized Exam, and Program Exit Exam Retesting

- Students are **REQUIRED** to take two versions of exams (V1 and V2), when and if available.
- Results from both versions are calculated in the final course grade.

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

Course	Exam Utilized	Benchmarks and Requirement for Remediation
Please note: The A2 Assessment exam will be a requirement for admission to the pre licensure BSN track beginning Spring 2018.		
NURS 2024 Foundations of Professional Practice	RN Specialty Foundations HESI Exam V1 and V2	Benchmark 850 Remediation Required for any student scoring less than 850
NURS 3013 Pharmacology	RN Specialty Pharmacology V1 & V2	Benchmark 900 Remediation Required for any student scoring less than 900
NURS 3105 Adult Health 1	Customized Specialty Exam V1	Benchmark 900 Remediation Required for any student scoring less than 900
NURS 3305 Maternal/Newborn/Family Centered Nursing	RN Specialty Maternity Nursing V1 & V2	Benchmark 900 Remediation Required for any student scoring less than 900
NURS 3355 Pediatric/Family Centered Nursing	RN Specialty Pediatric V1 & V2	Benchmark 900 Remediation Required for any student scoring less than 900
NURS 4105 Mental Health Nursing	RN Specialty Psychiatric/Mental V1 & V2	Benchmark 900

		Remediation Required for any student scoring less than 900
NURS 4155 Community Health Nursing	RN Specialty Community Health V1	Benchmark 900 Remediation Required for any student scoring less than 900
NURS 4205 Leadership in Nursing	RN Specialty Management V1 & V2	Benchmark 900 Remediation Required for any student scoring less than 900
NURS 4304 Adult Health Nursing II	RN Specialty Med-Surg V1 & V2 Exam	Benchmark 900 Remediation Required for any student scoring less than 900
NURS 4402 Nursing Synthesis	RN Exit V1 & V2 RN CAT (1 version only)	Benchmark 900 Remediation Required for any student scoring less than 900.
NURS 4503 Capstone in Nursing	RN Specialty Critical Care V1 & V2	Benchmark 900 Remediation Required for any student scoring less than 900

NCLEX-Review

LWC Program of Nursing requires a-NCLEX review course for all BSN pre-licensure graduating seniors. The NCLEX Review course will be coordinated by the Program of Nursing and hosted at LWC. Students will bear the expense of the review course (\$500 -\$700). Completion of the NCLEX Review is a LWC pre-licensure BSN program requirement and will be housed in the final semester.

Professional Licensure Information

Kentucky Board of Nursing Licensure (Registered Nurse)

www.kbn.ky.gov

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

Completion of the pre-licensure BSN program and graduation does not guarantee eligibility for

RN licensure. The statute [KRS 314.091] (1) (b)] states that the Kentucky Board of Nursing may take action on any felony or a misdemeanor that involved drugs, alcohol, fraud, deceit, falsification of records, a breach of trust, physical harm or endangerment to other, dishonesty, or sexual offenses. The Kentucky Board of Nursing can deny an application for a license for criminal convictions. Denial of licensure is a formal disciplinary action. RN licensure applicants who have past criminal convictions should go to www.kbn.ky.gov Kentucky Administrative Regulation 201 KAR 20:370 <http://www.lrc.state.ky.us/kar/201/020/370.htm> for further information. If the circumstances of a conviction apply, the student should contact the Kentucky State Board of Nursing for current, specific policies and procedures.

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

Application for the NCLEX-RN

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

Section IIB RN BSN BSN Program Track Academics and Curriculum

Nursing: RN BSN Course Descriptions

Nursing: RN BSN

NURN

3012 – Transition to Professional Nursing Practice – 2 credit hours

Provides an overview of the nursing profession. Concepts underlying professional nursing practice with a focus on role expectations and behaviors are introduced. Students must enroll in this course during the first session of the first term of enrollment. **Prerequisite:** Admission to the RN BSN program. *Theory hours:* Two.

3024 – Comprehensive Health Assessment – 4 credit hours

Prepares students to conduct a comprehensive, patient-centered, spiritually and culturally appropriate, holistic assessment of individuals across the lifespan. Effective communication through written, verbal, nonverbal, and emerging technologies is emphasized. Priority is placed on the collection, processing, and interpretation of subjective and objective client data. The nursing process as the organizing framework for nursing practice and the role of the nurse as provider are explored. *Theory hours:* Four.

3114 – Complex Disease Concepts & Care – 4 credit hours

Applies acquired knowledge from the basic sciences to alterations in pathophysiology and diseases. Students examine alterations in physiological processes that disrupt or impair health. Disease etiology, incidence/prevalence, clinical manifestations, and pharmacotherapeutics appropriate for evidence-based practice are examined. *Theory hours:* Four.

3122 – Healthcare Informatics – 2 credit hours

Creates an opportunity to examine the interdisciplinary use of technology-based innovations in healthcare services. Focus will be on use of informatics for planning and management of nursing, public health, and healthcare in general. Students will explore legislative and political issues related to informatics on state, national, and global levels. *Theory hours:* Two.

3313 – Population Health – 3 credit hours

Includes health promotion and primary, secondary, and tertiary prevention as applied to the care of individuals, families, groups, and populations in the community. Community assessment and collaboration with community partners are explored as essential components in community-focused clinical decision-making. Demographic and epidemiologic data are explored to identify populations at risk. Trends and issues in public health, including access to resources and delivery of care, are addressed. *Theory hours:* Three.

4213 – Global Health – 3 credit hours

Provides an opportunity to examine and assess health among varying cultures in a growing global healthcare system. Students will analyze cultural, political, economic, social, and environmental factors that influence global health. Experiential learning will include activities that examine surveillance of disease, public health response, public health risks, and control measures. Health guidelines and international health services (i.e. Healthy People, 2020, WHO, CDC) will be explored. *Theory hours:* Three.

4323 – Healthcare Ethics – 3 credit hours

Includes analysis of ethics (i.e. justice, beneficence, maleficence) required for healthcare practice as well as ethical situations encountered in nursing practice. Emphasis will be placed on examination of ethical health scenarios (i.e. genetics, end of life care) and responses to those scenarios to provide quality care to clients, families, and communities. *Theory hours:* Three. **General Education:** Intermediate – Engaged Local & Global Citizenship; Intermediate – Application & Integration of Knowledge.

4413 – Art & Science of Leadership – 3 credit hours

The role of leader and manager of care in the healthcare delivery system is analyzed. The interprofessional delivery of healthcare is viewed from the service and business context with exploration of leadership and management skills. Contemporary issues related to healthcare delivery are explored with an examination of legal and regulatory processes. *Theory hours:* Three.

4423 – Evidence-Based Practice – 3 credit hours

Provides an overview of the research process and utilization of current nursing research in evidence-based practice. Issues of scientific merit and relevance of research to clinical practices will be explored. Emphasis is placed on the role of nursing research and evidence in clinical problem solving, practice, and evaluation. **Prerequisite:** NURN 4413. **Corequisite:** MATH 2403. *Theory hours:* Three. **General Education:** Intermediate – Communication; Intermediate – Inquiry & Analysis.

4614 – Organizational & Systems Leadership – 4 credit hours

Applies leadership techniques to address challenges encountered in healthcare organizations. Systems theories are assessed and utilized to manage complex health challenges. Emphasis is on the provision of safety and quality through application of clinical reasoning, critical thinking, and caring. *Theory hours:* Four. **General Education:** Mastery – Communication; Mastery – Inquiry & Analysis; Mastery – Engaged Local & Global Citizenship; Mastery – Application & Integration of Knowledge.

4622 – Interprofessional Education & Collaboration – 2 credit hours

Involves effective education and communication strategies to transform health services. Focus will be on educational strategies for teaching and training, therapeutic communication techniques, and a holistic approach to interaction with other healthcare professionals. Students will participate in case scenarios, debates, and discussions that create immersion opportunities for understanding education, collaboration, and communication concepts. *Theory hours:* Two. **General Education:** Mastery – Communication; Mastery – Engaged Local & Global Citizenship.

4713 – Nursing Certification & Credentials – 3 credit hours

Provides a culminating experience in which students synthesize nursing and general education knowledge. The course provides specialty nursing content review and an opportunity to identify certification or credentialing opportunities. Students will demonstrate focused study and apply learning strategies prior to taking a specialty nursing certification exam. *Theory hours:* Three.

PN00 – Internship – 3-12 credit hours

Provides an experiential learning opportunity that allows the student to grow in his/her communication, critical thinking, and confidence as a nursing leader. It is expected that during the internship, the student will begin to take responsibility for quality enhancement opportunities and will experience different populations and issues in the healthcare system. Emphasis is placed on the three distinct roles that emerge from the nursing discipline, including provider of care, manager of care, and member of the profession. *Theory hours: Variable 3-12.*

RN BSN Advisement and Registration

New Admissions are advised at the time of admission into the RN BSN Program with assistance from the Online Admission Counselor. Final advising occurs with the RN BSN Program Coordinator.

The RN BSN Program Coordinator will serve as the advisor, guiding students to successful college graduation. Advising includes helping students set educational and career goals, assisting students in understanding the culture and expectations of the College, providing support in planning a program consistent with a student's interests and abilities, monitoring academic progress, and integrating the resources of the institution to help an advisee succeed. Advisors seek to serve as role models while developing reciprocal professional relationships with students.

Students have an advising session at the end of the semester for the next semester courses. Students may adjust their schedules before or at the start of each semester. Students are responsible for planning their program of study and for fulfilling graduation requirements in consultation with, and with the approval of, their advisor.

Students must complete registration during the designated times. Credit is not allowed for a course unless the student is properly registered. While students are responsible for dropping or withdrawing from courses which they do not plan to complete within the time limits specified in the Academic Calendar, Lindsey Wilson reserves the right to administratively withdraw any student who has not attended a class during the first five days of a fall or spring semester or during the first two class meetings of each module.

Changes in Registration: Adding and/or Dropping a Course

For undergraduate classes taken through Lindsey Online adding a course, dropping a course, or changing from one section of a course to another section of the same course requires the approval of the advisor and, after the term begins, by the instructor for each course involved as indicated on the Add/Drop Form. The change must be reported to the Business Office and the Registrar's Office on an Add/Drop Form, which may be obtained from the Registrar's Office. Please see the LWC College Catalog for additional policies related to registration for courses. The Add/Drop Form is available through the Program Coordinator/Advisor.

RN BSN Academic Standard for Admission, Progression and Readmission

Admission Criteria

All nursing applicants must first apply to the College before applying to the RN BSN program. Admission to the College does not guarantee admission to the RN BSN program.

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

- Admission to Lindsey Wilson College. All admission and transfer requirements outlined in the current catalog apply. Students must be unconditionally accepted before they can be accepted into the RN BSN Program.
- Submission of completed electronic application to the RN BSN Program.
- Cumulative minimum GPA of 2.0 at the entry point to the program.
- Completion of Associate of Applied Science or Associate of Science degree from an accredited

institution of higher education and a state-approved pre-licensure associate degree nursing program, as evidenced by the transcript.

- Verification by transcript from an accredited institution of higher education and a state-approved pre-licensure program of coursework equivalent to the following courses with grade C or higher as equivalent coursework:
 - Microbiology (BIOL 2104) – 4 hours
 - Human Anatomy (BIOL 2614) – 4 hours
 - Human Physiology (BIOL 2624) – 4 hours
 - Public Speaking (COMM 2103) – 3 hours
 - Writing Studies I (ENGL 1013) – 3 hours
 - Writing Studies II (ENGL 1023) – 3 hours
 - Medical Communication (HLCA 2013) – 3 hours
 - Principles of Psychology (PSYC 1003) – 3 hours
 - Life Span Development (PSYC/HS 3103) – 3 hours
 - Introduction to Professional Nursing (NURS 2002) – 2 hours
 - Foundations of Professional Practice (NURS 2024) – 4 hours
 - Adult Health Nursing I (NURS 3105) – 5 hours
 - Maternal/Newborn/Family-Centered Nursing (NURS 3305) – 5 hours
 - Pediatric/Family-Centered Nursing (NURS 3355) – 5 hours
 - Mental Health Nursing (NURS 4105) – 5 hours
 - Adult Health Nursing II (NURS 4307) – 7 hours
 - Nursing Synthesis (NURS 4402) – 2 hours

- Active, unencumbered state Registered Nurse Licensure. Applicants awaiting results of examination for licensure (NCLEX-RN) may be admitted on a conditional basis for one semester until notified of licensure.
- Email confirmation of acceptance of admission and intent to enroll to the RN BSN Program by designated date. Non-compliance with this requirement will forfeit the seat allotted for the student.
- Interview may be required.

Application Process and Deadlines

- Lindsey Wilson College uses a rolling admission plan for the RN BSN Program. Applications are accepted year round. It is recommended applications be submitted by July 1 for Fall admission and Nov 1 for Spring Admission.
- Students seeking admission to the RN BSN degree programs must complete additional BSN applications and requirements.
- Correspondence to applicants regarding admission status will be sent to the email address on record.
- Students are notified of admission to the program by the Chair of Division of Nursing & Health.
- The entry point into the RN BSN program is defined by the program as enrollment in the NURN 3012 Transition to Professional Nursing Practice on the last day to register for a seated or online course established by the College Academic Calendar.

Transfer Students and Credit by Examination and Transfer

Students desiring to transfer from another accredited RN BSN Program must complete all entrance criteria admission steps as outlined above. A letter of good standing from the Chair of the Nursing Program from which the student is transferring must accompany the application. Transfer applicants from another accredited RN BSN Program will be evaluated on an individual case by case basis.

Progression Criteria

Progression criteria for the RN BSN program is outlined in the BSN Handbook that is published at www.lindsey.edu under Division of Nursing and Health link.

Students must comply with current course changes and/or degree requirements as well as with policies and procedures.

Grading Scale

The nursing program uses a grading scale different from other academic units of the College. Consistent with other nursing programs, the grading scale requires students to earn 77% or higher to be awarded a C or better. The nursing program uses the following grading scale: A = 93-100%, B = 85-92%, C = 77-84, D = 70-76%, F = 69% or lower.

Nursing (NURN) Didactic Course Grade Components: Outlined in each course syllabus.

Program Requirements: 45-60 hours

Along with the general education program, students must complete the major's program requirements and professional nursing courses.

Program Requirements: 6-9 hours

- College Algebra (MATH 1013) is a prerequisite for MATH 2203, unless waiver requirements are met – 3 hours
- Experimental Statistics (MATH 2403) – 3 hours
- Christian Beliefs (RELI 1003), Old Testament (RELI 1013), New Testament (RELI 1023), **or** World Religions (RELI 1203) – 3 hours

Program Recommended Coursework: 3 hours

- Fundamentals of Nutrition (NUTR 1003) – 3 hours

Professional Nursing Courses: 39-48 hours

- Transition to Professional Nursing Practice (NURN 3012) – 2 hours*
- Comprehensive Health Assessment (NURN 3024) – 4 hours
- Complex Disease Concepts & Care (NURN 3114) – 4 hours
- Healthcare Informatics (NURN 3122) – 2 hours
- Population Health (NURN 3313) – 3 hours
- Global Health (NURN 4213) – 3 hours
- Healthcare Ethics (NURN 4323) – 3 hours
- Art & Science of Leadership (NURN 4413) – 3 hours
- Evidence-Based Practice (NURN 4423) – 3 hours
- Internship (NURN PN00) – 3-12 hours
- Organizational & Systems Leadership (NURN 4614) – 4 hours
- Interprofessional Education & Collaboration (NURN 4622) – 2 hours
- Nursing Certification & Credentials (NURN 4713) – 3 hours

**This course must be taken during the first session of the first term of enrollment.*

General Electives

A minimum of 120 hours is required for graduation, thus some students may need to take general electives to meet that requirement.

Lindsey Wilson College RN BSN Study Plan

RN BSN students are suggested to follow the RN BSN Plan of Study. Although individual courses may vary, the plan of study identifies current course offerings and a clear path for degree completion.

RN BSN Student Expenses

In addition to undergraduate tuition per semester and special services fees; RN BSN students will incur the following expenses (all fees are ESTIMATED).

Textbooks	Approximately \$600
Technology Fee	\$48 per semester
Graduation Fee	\$55

RN BSN Program Textbook Policy

The RN BSN Program has a specific procedure to purchase course textbooks beginning 2017-2018 Academic year. Course textbooks are a course requirement. The program will utilize eBooks and Evolve Online Courses within each course. The textbooks average between \$40 and \$100 per course. The current estimated textbook cost for the 2017-2018 academic year is approximately \$600.

Course Name	Required Resources	Cost
NURN 3012 Transitions to Professional Nursing Practice	Professional Nursing- VST E-BK 8e Black 9780323431057	\$47.37
NURN 3024 Health Assessment	Physical Exam & Health Assessment-VST E-Bk 7e 9780323265324	\$75.00
	Online Course: Exam & Health Assessment (ECOMM) 7e 9780323322263	\$39.98
NURN 3114 Complex Diseases	Goulds Pathophys for HP VST E-Bk 5 VanMeter & Hubert 9781455754120	\$64.80
	Patho Onl Patho for HLTH Prof-ecomm 5 Vanmeter & Hubert 9780323240895	\$39.98
NURN 3122 Informatics	Health Informatics VST E-Bk Nelson & Staggers 2nd edition 9780323402279	\$49.17
NURN 3313 Population Health NURN 4213 Global Health	Commun/Public Hlth Nsg VST E-Book 6 Nies & McEwen 9780323188203	\$69.60

	CPHNO for Nies: C/P NSG (eComm) 6 Nies & McEwen 978323188265	\$39.98
NURN 4323 Healthcare Ethics	ANA Code of Ethics	TBA
NURN 4413 Art & Science of Leadership NURN 4614 Organizational & Systems Leadership	Lead/Manage Nursing VST E-Book 6 Yoder-Wise 9780323185783	\$48.57
NURN 4423 Evidence Based Practice	UNDRSTNG NRG RSRCH VST E-Bk 6 Grove, Gray, & Burns 9781455772520	\$53.97
NURN 4622 Interprofessional Education and Collaboration	Interpersonal Relationship VST E-Bk 7 Arnold & Boggs 9780323328531	\$41.97
NURN PN 00 Internship NURN 4713 Nursing Certification and Credentials	No Textbook	\$0
Total Book Cost		\$570.39

Below are the steps to complete for the eBook and Evolve Online Course purchases.

1. Students are required to purchase the RN BSN eBook Access Code specific to the course from the LWC Bookstore.
2. The purchase can be made over the phone by calling LWC Bookstore at 270-384-8053. Students will have to purchase with a credit card.
3. Once the bookstore processes the purchase, the student will provide the bookstore with their LWC email address.
4. The bookstore will then send via email the Access Code. Once the code is sent via email, there is a **non-refundable purchase**.
5. Students will log into the Blackboard course. Inside the course, a link will be provided to for the eBook purchase. This is a link specific to Pageburst/Vital Source (Evolve's eBook platform). Students should click on the Pageburst/Vital Source link. When Pageburst/Vital Source opens, the student will be prompted to enter the access code.
6. The course ebook will open for the student.
7. The Evolve Online Course Access Code will have specific instructions within the course provided by the instructor. The Evolve Online Course will also be available through the Blackboard course.

Permission to Transfer Work after Acceptance

Students wishing to take courses (General Education or Program Required Courses) at the Community College after accepted into the LWC RN BSN program must:

1. Obtain an appointment with their academic advisor.
2. The academic advisor will review the student file and guide the students in the approval process.
3. The following is a checklist to consider:

-
1. LWC has a 42 credit hour residency rule. Students must complete at a minimum of 42 credit hours at LWC. The nursing program and required courses total 48 credit hours (NURN Courses are 39 hours, Religion is 3 credit hours, Math 1013 is 3 credit hours, and Math 2403 is 3 credit hours).
 2. Students must seek approval from the RN BSN Coordinator and the Registrar's office prior to registering for any course outside of LWC.
 3. The student must submit an official transcript to the Registrar's office after the course completion.
 4. Program required courses will have to have a Course Substitution form. Student will have to initiate and submit a Course Substitution form to the academic advisor. Failure to complete the required paperwork could result in the course not applying to the degree audit (See College Catalog Transfer Credit Approval section, Residency Requirement for BA/BS/BSN degrees).

RN BSN Online Student Success Policies

Attendance:

Course faculty will send an announcement to students enrolled regarding availability of the course. Students must sign in to the course within 72 hours or notification will be sent to the Registrar's Office to withdrawal the student from the course

Student responsibility includes online attendance/participation and completion of assignments. Students are expected to login, read course materials/modules, and completed assigned readings each week. Students are also required to complete course assignments by the due dates. Students not meeting performance or attendance expectations will receive a documented event in Starfish. This means advisors, coaches, etc. are notified.

Students are expected to have class participation throughout the coursework. Students are expected to login, read course modules, and assigned readings daily. Students are also required to complete course assignments by the due dates. Students need to check their LWC email daily (see email usage policy).

Extenuating circumstances (e.g. family death, emergency events) will be considered by the course instructor on an individual basis. Students wishing to claim extenuating circumstances surrounding an absence will be asked to provide documentation of the condition that led to the absence. The documentation should be submitted to the course faculty electronically not later than 24 hours of the absence. Students will receive communication either approving or denying the extenuating absence.

Computer Requirements

Computer use is expected using current edition of MS Office software. All course are web-based using the Blackboard Educational Package. Student must check Blackboard for additional information concerning computer program requirements such as browsers.

Late Submission of Assignments

One technical issue is allowed per course. If the technical issue occurs, the student should immediately screenshot the issue and email to course instructor. The email should include the course, assignment, and technical issue occurring.

Repeated computer or login issues places the student at a disadvantage to the course progression. Students must have a reliable computer and internet access to be successful. Repeated documented events or warnings could lead to a formal nursing program warning and/or dismissal.

American Psychological Association (APA)

All papers must be submitted following the guideline notes in the current edition of the *Publication Manual of the American Psychological Association*. Students may use Purdue Owl at <https://owl.english.purdue.edu/owl/section/2/10/> or APA Style at <http://www.apastyle.org/> as online APA resources.

Plagiarism Detection Software

All faculty reserve the right to turn any assignment into software programs that aide in the detection of plagiarism.

Evidence Based Peer Reviewed Journal articles:

These are peer-reviewed, evidence based articles from within the last 5-7 years. These articles are typically found from EBSCO databases. Students may use articles older than this may be used if it is a seminal article, meaning original research. Articles which do not meet the criteria may be used but not counted in the required source total.

RN BSN Student Absence from Examinations

If, a student has followed the policies related to an authorized absence, students may be granted the opportunity to sit for a make-up exam. Students unable to take a scheduled test or final examination **must** complete the following steps or a **grade of zero will be assigned**.

1. Student notifies course faculty by email **PRIOR TO** the absence **AND** secures an appointment to discuss the absence via phone or face to face meeting. Legitimate justification and documentation (email) for the absence must be provided by the student.
2. Mutual time is confirmed for make-up exam with course faculty and student.
3. All nursing program exam policies apply.
4. Make up exams **will be** a different format than the original scheduled exam.
5. If these steps are not followed, the absence will be considered unexcused, and the student will receive a "0" for the exam.

RN BSN Testing Policy

All tests are assumed closed book and closed notes unless otherwise specified by the instructor in the syllabus.

Use of any unauthorized electronic device during an examination will be considered a violation of academic integrity.

Students will not copy, email, print or share any exam questions or answers for their own use or with any other students.

Confirmation of student access to unauthorized testing materials, test banks, instructor resources through Elsevier/Evolve will result in immediate dismissal from the program. In addition to the dismissal from the program, LWC Program of Nursing will notify Elsevier of breaches to secure course materials. Elsevier may pursue prosecution for students who access and/or disseminate copyrighted information.

Online testing will utilize Webcam proctoring.

If a technical issue occurs during an exam, the student should immediately notify the instructor.

Mid-term Grade Reports

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

Please note this policy usually only applies to the Internship Course. All other courses within the RN BSN program are 8 week courses. Midterm grades are not issued for 8 week courses.

Section IIIA Pre Licensure BSN Program Track Clinical

Clinical Compliance Policy

IMPORTANT – For the purpose of tracking all documents submitted in the clinical compliance package ALL STUDENTS SHOULD PRINT THEIR NAME AND L# ON EACH PAGE OF ALL DOCUMENTS SUBMITTED/UPLOADED. Please make sure your name is on every document.

VERY IMPORTANT INSTRUCTIONS

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

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

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

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

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

For any questions, email nursing@lindsey.edu.

Health History and Physical Examination Form

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

Current Immunizations and TB Screening

An initial Two-Step TB Skin Test is required for all students. In a Two-Step procedure, a person is given a baseline PPD test. If the test is negative, a second test is administered one to three weeks later. If the second test is negative, the person is considered uninfected. A positive test indicates the need for further screening. The students must specify they are requesting the Two-Step PPD when they initiate the testing procedure.

- Following the initial Two-Step screening, an annual negative PPD Skin Test is required.
- If the PPD Skin Test is positive, or if a PPD is contraindicated, a chest x-ray and further evaluation is necessary.

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

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

Hepatitis B vaccination: documentation of vaccination with three doses of vaccines.

Influenza vaccination.

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

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

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

VACCINE ▼	AGE GROUP▶	19–26 years	27–49 years	50–59 years	60–64 years	≥65 years
Influenza ^{1,*}		1 dose annually				
Tetanus, diphtheria, pertussis (Td/Tdap) ^{2,*}		Substitute 1-time dose of Tdap for Td booster; then boost with Td every 10 years				Td booster every 10 years
Varicella ^{3,*}		2 doses				
Human papillomavirus (HPV) ^{4,*}		3 doses (females)				
Zoster ⁵					1 dose	
Measles, mumps, rubella (MMR) ^{6,*}		1 or 2 doses		1 dose		
Pneumococcal (polysaccharide) ^{7,8}		1 or 2 doses				1 dose
Meningococcal ^{9,*}		1 or more doses				
Hepatitis A ^{10,*}		2 doses				
Hepatitis B ^{11,*}		3 doses				

* Covered by the Vaccine Injury Compensation Program



For all persons in this category who meet the age requirements and who lack evidence of immunity (e.g., lack documentation of vaccination or have no evidence of previous infection)



Recommended if some other risk factor is present (e.g., based on medical, occupational, lifestyle, or other indications)



No recommendation

Federal Bureau of Investigation (FBI) Screenings

Purpose: To be compliant with Kentucky Board of Nursing regulation (201 KAR 20:070), the Program of Nursing requires an annual completed FBI Applicant Fingerprint Card and Federal Criminal Background Check within six (6) months of the date of the first day of classes for the academic year.

Policy: Various clinical healthcare agencies utilized by the LWC Program of Nursing require a criminal background check of current progressing nursing students. Clinical agencies have the right to deny a student clinical placement at their facility if the student has been convicted of a felony or misdemeanor. If a clinical agency refuses a student clinical access due to a criminal conviction, the student may be unable to meet the clinical objectives of the nursing course and may be dismissed from the nursing program. A student's failure to notify the nursing program of any change in their criminal record since the last admission or the last criminal background check will result in the student's immediate dismissal from the program.

Process: Students should go to their local Kentucky State Police Post to complete a fingerprint card. The following information will be needed to complete the fingerprint card:

Last, First, and Middle Name

Aliases

Signature and Residence of Person Being Fingerprinted

Date and Signature of Official Taking Fingerprints

Date of Birth

Citizenship

Sex

Race

Height

Weight

Eye Color

Hair Color

Place of Birth (State or Country)

Social Security Number

IMPORTANT: For the field on the card that indicates Employer and Address, please list the following name address for release of information.

Chair Division of Nursing and Health

Lindsey Wilson College, Division of Nursing

210 Lindsey Wilson Street

Columbia, Kentucky 42728

The finger print card, FBI forms and payment will be mailed to:

FBI - CJIS Division

1000 Custer Hollow Road

Clarksburg, WV 26306

Please make sure to sign all the paperwork and fill it out in detail. You must pay the fee with a Certified check, Money order or Credit Card Payment in the amount of \$18.00

The report needs to be sent to:

Chair Division of Nursing and Health

Lindsey Wilson College

Nursing Division

210 Lindsey Wilson Street

Columbia KY 42728

Kentucky Administrative Office of the Courts Screenings

Purpose: To be compliant with Kentucky Board of Nursing regulation (201 KAR 20:070), the Program of Nursing requires an annual completed Kentucky Administrative Office of the Courts screening within six (6) months of the date of the first day of classes for the academic year.

Policy: Various clinical healthcare agencies utilized by the LWC Program of Nursing require a criminal background check of current progressing nursing students. Clinical agencies have the right to deny a student clinical placement at their facility if the student has been convicted of a felony or misdemeanor. If a clinical agency refuses a student clinical access due to a criminal conviction, the student may be unable to meet the clinical objectives of the nursing course and may be dismissed from the nursing program. A student's failure to notify the nursing program of any change in their criminal record since the last admission or the last criminal background check will result in the student's immediate dismissal from the program.

Process: Please see the attached procedure to obtain Criminal Background Check through the KY Courts System

IMPORTANT: For the field on the card that indicates Company: Please state Lindsey Wilson College Division of Nursing. If needed, the address is

Chair Division of Nursing & Health

Lindsey Wilson College

Division of Nursing

210 Lindsey Wilson Street

Columbia, Kentucky 42728

Please be prepared to pay online with American Express, Discover, Mastercard or Visa credit cards and most debit cards. **The fee effective July 1, 2012 is \$20.00. Plus a \$2.00 express processing fee.**

Procedure to obtain Criminal Background Check through the KY Courts System

1. Register to become a user at <http://courts.ky.gov/aoc/AOCFastCheck.htm>
2. They will send you a confirmation email
3. After you receive the confirmation email you will need to follow the directions sent with the email.
4. You will then need to login and request your background check and pay the fee
5. The fee effective July 1, 2012 is \$22.00 payable by American Express, Discover, MasterCard and Visa credit cards and most debit cards.
6. When the background check is complete they will send you an email.
7. You will log on to their site and you will be able to view the file.
8. The pdf can be forwarded to nursing@lindsey.edu or if you prefer you can print the file and mail to the Program of Nursing Office by US Mail. All background checks must be received in the Program of Nursing Office by the **first day of class**.
9. All background checks are kept confidential and information will not be released to anyone without your signed, written consent.

Criminal Background FastCheck Frequently Asked Questions

Q: What type of information is contained in a criminal record report?

A: All misdemeanor and traffic cases for at least the last five years and felonies dating back to 1978.

Q: Is there a convenience fee to pay by credit card?

A: A five percent convenience fee is assessed by the credit card vendor.

Q: What type of payment is accepted?

A.: American Express, Discover, MasterCard and Visa credit cards and most debit cards.

Q: If I mail my request to AOC, how long will it take to receive my results?

A: It could take up to 7 to 10 business days.

Q: If I have a question about the results of my request, who do I contact?

A: Contact the Records Unit at 1-800-928-6381, Monday-Friday, 8 a.m. - 4:30 p.m.

Cardio Pulmonary Resuscitation (CPR)

Clinical sites require students to have completed adult and child CPR training for the health care provider prior to attending clinical in their facility. The CPR certification must remain current throughout the entire semester of the clinical course and cannot expire at any time during enrollment in the nursing program. The Program of Nursing requires American Heart Association for Healthcare Providers certification.

Individual Health Insurance

Nursing students are required to have current individual health insurance. If needed, students may secure health insurance from LWC Blue Raider Sports Medicine Office. (270-384-8238).

Professional Liability Insurance

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

NSO - www.nso.com or call [1-800-247-1500](tel:1-800-247-1500)

HPSO - www.hpso.com or call [1-800-982-9491](tel:1-800-982-9491)

MARSH - www.proliability.com or call [1-800-621-3008](tel:1-800-621-3008)

HIPAA Compliance

Federal privacy legislation requires that all healthcare members be trained on the policies and procedures related to protecting the privacy and security of protected health information. This includes employees, volunteers, students and any others who have access to patients' personal health information. HIPAA compliance instruction will be provided by the Program of Nursing and a record of compliance will be kept in each student's files.

Information obtained by students through their activities and experiences in nursing clinical/laboratory/classroom settings related to patients/clients, personnel, faculty, students and facilities are considered confidential. Such matters are discussed for the purposes of learning in nursing conferences and classes only. They may not be discussed in other settings. Distribution and availability of information from the clinical setting determined inappropriate to the standard of confidentiality and privacy, will result in disciplinary action and/or expulsion from the program.

LWC policy prohibits student recording of any personally identifiable client information in any format. This includes written information, photocopies, audio or digital recordings, video, pictures of clients or client records. Papers related to clinical/laboratory experiences will not identify any person, agency, or agency

personnel by name. Student papers must contain the student and clinical instructor names only. Web sites that contain online personal journaling with reflections, comments, and/or hyperlinks provided by the writer have legal implications regarding HIPAA and FERPA, even if they are password protected or shared with a limited audience. Sharing protected health care related information (including pictures) obtained during classroom, laboratory, or clinical experiences or from patients/clients in this or any other manner is a violation of federal regulations and as such may result in dismissal from the program and possible legal action.

Substance Use Screening for BSN Pre-licensure Nursing Program

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

As of the date of this publication, LWC Program of Nursing has a contractual agreement with **Premier Integrity Solutions, Inc.** Students accepted into the LWC nursing program (**new admissions and current progressing students**) must complete an annual substance screening during the designated timeframe. Premier Integrity Solution, Inc. maintains offices in Russell Springs, Kentucky (16 miles from LWC), Campbellsville, KY (~ 20 miles from LWC) and Bowling Green, KY (~ 60 miles from LWC) Divisional Office are approved for testing. LWC Program of Nursing submits a roster of student names to the testing center, and students sign a waiver for results to be released securely to LWC Program of Nursing representatives. Once screenings are completed, Premier Integrity Solutions releases results directly to LWC Program of Nursing through a secure system.

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

Addresses of Premier Integrity Solutions Testing Centers Location:

Russell Springs	Bowling Green	Campbellsville
7 Jamestown Street	1228 Ashley Circle, Suite B	104 A Nancy Cox Drive
Russell Springs KY 42642	Bowling Green KY 42104	Campbellsville KY 42178
(270) 866-3144	1-800-256-7141	(270) 469-9977
1-800-256-8141		

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

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

1. By designated date, prior to participation in clinical rotations in the fall semester, all students in the LWC pre-licensure BSN program will have a substance screening.
2. Substance screening will be at the student's expense and must be completed at a substance screening center designated by Chair Program of Nursing (please see information noted above).

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3. Results of substance screening are forwarded to Chair of the Program of Nursing. Only students with non-negative or positive screening will be notified by the PON.
 4. Students who have a non-negative or positive screen will be required to pay for and complete further testing with the initial screening sample.
 5. Student directed to have random screening and confirmatory testing notification from PON reports to Premier Integrity Solutions, Inc. within 24 hours for random and confirmatory screening.
 6. Student is responsible for expenses related to random/confirmatory testing and signs release for results to be sent to LWC PON.
 7. Any concerns about the validity of the test results or additional information concerning how a test might have registered as positive must be addressed through the Chair of Division of Nursing and Health.
 8. With confirmation of a non-negative or positive result on any screening or random confirmatory testing, and an unsubstantiated LWC Pre-licensure BSN Medication Report Form (see forms section VI), the Chair of Division of Nursing and Health will notify the student in writing and this notice will lead to dismissal from the program.
 9. For students prescribed controlled substances at the time of the substance screening, or anytime during the academic year, a LWC Pre-licensure BSN Medication Report Form provided by the LWC Program of Nursing Office must be submitted and reviewed by the Chair of Division of Nursing and Health. Students will be required to provide appropriate documentation of controlled substance medication for review. Students taking controlled substances may not be able to participate in clinical rotations; and thus, unable to complete the clinical course requirements for admission and/or progression. Any decision to allow a student to enter or continue the nursing program with a non-negative or positive drug screen is solely at the discretion of the Chair Division of Nursing and Health, Vice President of Academic Affairs and the Vice President of Student Services and Enrollment Management, or committee members who are involved in the decision making process concerning student admissions or dismissals at LWC.

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

Class/Clinical Student Substance Impairment

Attending class or clinical under the influence of illegal drugs and/or alcohol is against the student code of conduct (*LWC Student Handbook 2017-2018*) and will result in dismissal from the nursing program. All students are required to have a negative drug screen prior to entering their first clinical experience of the academic year. As a further condition of admission and continuance in the program, random drug/alcohol screening may be required at the discretion of the nursing faculty and/or clinical facility. **The costs of all substance screening will be the student's responsibility.** Students attending class or clinical who smell of alcohol or engage in behavior indicating impairment, or who have other signs of drug or alcohol use will be asked to leave the class or clinical setting. The student will be required to obtain assisted transportation to a designated center for drug/alcohol screening. LWC faculty, staff and/or students will not be responsible for transportation of students who demonstrate signs of impairment.

Confidentiality of Alcohol or Drug Testing

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

Health Care Agency Requirements

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

Occupational Health and Safety Administration (OSHA) Policy

Nursing faculty and students may be exposed to blood and other body fluids of patients/clients during clinical experiences. In an effort to avoid transmission of infectious diseases, LWC requires that all faculty and students receive annual instruction in bloodborne pathogens. Universal precautions must be followed at all times and failure to adhere to this policy may result in failure of the course and dismissal from the nursing program.

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

Student Injuries

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

NURSING STUDENT INJURY OR ILLNESS WHILE IN CLINICAL SETTING

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

Latex Sensitivity Policy

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

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

If there is a known allergy to latex, the student should avoid contact with latex gloves and other products containing latex, avoid inhaling the powder from latex gloves worn by other students or workers in the

clinical setting or laboratory, and carefully follow the student's health care provider's instructions for dealing with allergic reactions.

For campus laboratory experiences, the lab coordinator will make appropriate accommodations for students with latex allergy.

In order to decrease the chances of developing a latex sensitivity, students should use non-latex gloves when available, avoid oil-based hand cream or lotion under gloves, and wash hands with a mild soap and dry thoroughly after coming in contact with latex products.

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

Blood Borne Pathogens Exposure Policy

Faculty and students must seek appropriate treatment, follow-up and counseling after exposure to blood or body fluids.

Definition of an Exposure:

- A needle or other puncture wound from a source contaminated with body fluids.
 - Direct contact of non-intact skin (open lesion, chapped, or abraded skin) with large amounts of blood or prolonged contact with blood.
 - Mucous membrane contact from a known source of blood or body fluids (a splash in the eye, mouth, or any other mucous membrane lining.)
1. In the event that a student or faculty member is exposed to a blood borne pathogen during a scheduled clinical experience the agency's exposure policy should be followed. The student/faculty will:
 - a. Notify the appropriate agency representative.
 - b. Initiate immediate treatment by:
 - i. Cleaning the wound/skin area with soap and water.
 - ii. Flushing mucous membranes with tap water or saline.
 - iii. Serious injuries requiring suturing or physician intervention should be promptly evaluated according to agency's direction or according to insurance requirement of the faculty/student.
 - c. Faculty will report the exposure to the appropriate supervisors and assist the student in completing any required agency documentation.
 - d. The exposed individual is responsible for any costs related to testing and treatment of self and testing of the source.
 2. In the event that a student or faculty member is exposed to a blood borne pathogen during a scheduled clinical experience while NOT in a traditional clinical setting (i.e. community based experiences such as school health or community screening) the following procedure should be followed:
 - a. Provide immediate first aid treatment as described above.
 - b. Instruct the student or the faculty to proceed to the closest emergency facility to initiate post-exposure screening, treatment and counseling.
 - c. The faculty/student is encouraged to seek post-exposure treatment within 2 hours of the exposure. If travel distance does not allow, the follow-up should be completed as soon as possible.
 - d. The exposed individual is responsible for costs related to testing and treatment of self and testing of the source.

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3. Following the exposure, the nursing faculty should complete the Clinical Incident Report Form and submit it to the PON Office.
 4. While it is an individual decision whether to comply with the recommended post-exposure screening, treatment, counseling, or follow-up, the student/faculty should be encouraged to accept available resources.

Intimate Partner Violence (IPV), Child or Elder Abuse

The Program of Nursing at Lindsey Wilson College is aware of and dutifully accepts our responsibility as mandatory reporters of IPV, child and/or elder abuse. If at any point during the course of the program, an instructor or a student suspects IPV child or elder abuse the proper authorities will be contacted as per the law. If the student needs assistance with making the appropriate report, the instructor will provide the assistance. Instructor will only report IPV is asked to report it by the students, but will still encourage safety/protective and counseling services.

Confidentiality

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

*KRS 210.235 - Confidential nature of records

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

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

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

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

WRONGFUL DISCLOSURE OF INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION

SEC. 1177.

(a) OFFENSE – A person who knowingly and in violation of this part –

- (1) Uses or causes to be used a unique health identifier;

-
- (2) Obtains individually identifiable health information relating to an individual; or
 - (3) Discloses individually identifiable health information to another person, shall be punished as provided in section (b).

(b) PENALTIES – A person described in subsection (a) shall—

- (1) Be fined not more than \$50,000, imprisoned not more than 1 year, or both;
- (2) If the offense is committed under false pretenses, be fined not more than \$100,000, imprisoned not more than 5 years, or both.

Professional Appearance and Dress Code Policy

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

The Lindsey Wilson College nursing uniform, white lab-coat with emblem, and name tags are to be worn in the clinical areas. While functioning in any student nurse role, white lab coats with approved name tags and LWC nursing program patch are required.

Some clinical facilities may require students to adhere to specific agency dress codes. Course faculty are responsible for informing students of specific dress requirements.

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

- Clean pressed uniform
- Students may wear a clean, white short-sleeve or long sleeve t shirt under scrub top.
- Plain white hosiery or socks
- Name tags and program patch worn on lab coat and/or uniform above the waist
- Clean white or black closed toe leather shoes. (No mesh shoes permitted)
- Hair -clean, of natural color (no extreme hair dyes), neatly arranged away from face or patient care.
- Conservative hair accessories
- Short, neatly trimmed beards
- Clean, short nails
- No nail polish or artificial nails
- Make-up in moderation (no extreme colors)
- Jewelry - plain band type ring, watch, and one pair of small studs ear rings (lower lobe of ear)
- No visual facial piercing (eyebrows, lip, nose, tongue)
- All visible tattoos covered
- No gum chewing
- No smoking immediately prior to clinical or at any time during the clinical experience

Professional Attire

At various times during the academic year, LWC pre-licensure BSN students may attend or represent the Program of Nursing or College at various events. Professional attire and behavior is always required. Faculty will notify students when lab coats are needed. Otherwise, students should always wear the LWC

BSN Nursing Student nametag. When in doubt about professional attire, please check with the course faculty and follow the guidelines below:

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

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

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

Smoking Policy

LWC pre-licensure BSN nursing students will adhere to a smoke-free policy immediately before and at any time during the clinical experiences. Any student who comes to clinical smelling like smoke will be sent home and given an unsatisfactory for the clinical. Second-hand smoke is detrimental to the patients and nursing students have a responsibility to protect the patients at all times. Violations may result in dismissal of student from the clinical setting with an unexcused absence and repeated behavior may place student at risk for failure of clinical portion of course.

Clinical/Lab Attendance

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

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

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

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

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

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

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

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

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

Clinical/Lab Make-Up:

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

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

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

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

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

Transportation to Clinical Facilities for Student Experiences

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

Clinical Evaluation

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

assessed for the course. Should the student fail the theory component of a course the student will be assessed a clinical/laboratory grade of F.

A student will be removed from a clinical experience for unsafe clinical practice, as determined by clinical faculty, and may be dismissed from the program.

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

SECTION III-B RN BSN Program Track Experiential Learning Experience

LWC RN BSN Experiential Learning Experience

The Lindsey Wilson College Nursing BSN Program utilizes an **experiential learning** experience. The Division of Nursing and Health understands the recommendations of the Institute of Medicine Report (2010) and the latest evidence regarding BSN nursing care and patient outcomes. We are committed to the baccalaureate degree (BSN) for nursing education as the recommended degree for entry into practice. Students complete the experiential clinical experience in their current workplace during routine work schedules.

All students will participate in an Experiential Learning Experience during the PN 00 Internship course. Ideally, this experience will take place during normal work hours as an employed registered nurse within a healthcare setting.

Experiential Learning Experience Location

Students may use their current registered nurse employer for the Internship experience. The experiential learning should push the student past the status quo of the normal daily activities. You should be able to ask critical thinking questions and require current standards of practice within the facility.

If for some unforeseen reason, the nurse can not complete the experience with a current employer or is not currently employed, the student will have to seek an observational experience to complete the Experiential Learning Experience. It is the student's responsibility to identify a location.

Students wishing to seek a different location, other than their current employer, need to first discuss this with their advisor or Internship faculty. After advisor or course faculty approves a different location, it is the student's responsibility to seek out permission within this facility. The student must meet all clinical compliance for any facility in which they are completing the experiential learning experience.

Students **will not** be acting as an agent of the school within these locations. They will serve as strictly observational experiences only.

Experiential Learning Evaluation

Students will be evaluated within the PN 00 Internship Course. The evaluation is part of the course grade component.

Professional Attire

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

Women: Business casual dress with blouses and neckline sufficiently high so that no cleavage is visible. Casual T-shirts and sweatshirts are not appropriate. Pants should be no higher than ankle length and all

blouses should cover the mid abdominal area. Shoes must be appropriate for walking. Flip-flops are not appropriate.

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

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

SECTION IV SIMULATION LEARNING CENTER

Welcome

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

Introduction and Philosophy

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

SLC Policies and Guidelines

All SLC activities will conform to the policies and procedures published in the annual *BSN Student Handbook*. Failure to adhere to these policies and procedures will result in disciplinary action as outlined.

General Policies

- The SLC remains locked unless supervised by faculty or a designated nursing lab ambassador. Any breach of security must be reported immediately to the Program of Nursing Administrative Office (270) 384-7352 or the LWC Department of Public Safety & Security (270) 384-8106. The

SLC is under constant video surveillance through Campus Security and the Department of Information Technology. Pharmacological products of any form are not stored or available in the lab.

- Students entering the lab at any time will be required to sign-in (swipe student card at desk) and sign-out.
- Food or beverages are allowed on the classroom side of the lab only and with instructor permission.
- Markers, pens, paint, or highlighters are not allowed near practice stations.
- The SLC practice area is treated as clinical area. Dress code as outlined in the *BSN Student Handbook* should be followed unless the instructor advises otherwise. Students attending scheduled on-campus clinical times or skills check-offs are expected to wear the nursing uniform.
- All users are expected to display courteous and professional conduct.
- Cell phones, pagers or other electronic devices are allowed with instructor permission, but must be turned off or silenced and placed in designated areas during lab instruction.
- Any damage to the equipment or supplies should be reported immediately to the lab faculty or nursing lab ambassador.
- Students may be held financially responsible for damage to the equipment as a result of not following policies and procedures.
- Children, unauthorized personnel, and pets/animals are not allowed at any time.
- Access to the computers in the control rooms is restricted to faculty only.
- Use of the hospital beds and exam tables is restricted to the mannequin only, unless otherwise specified.
- Users are responsible for ensuring that the lab and classroom area is left clean and neat for future users.
- Mannequins should be covered after use and left in the bed assigned.
- All mannequins should be handled with professionalism and care.

Open Lab Policies

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

Student Responsibilities

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

Safety

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

Latex Sensitivity

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

Security and Emergencies/Physical Safety

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

SLC Educational Resources/Inventory Request Policy

In the event that a student requires the use of supplies, educational resources or any other inventory item housed within the Simulation Learning Center for course projects; assignments; or presentations; the student must proceed with the following policy and procedure.

- Students will be expected to fill out the SLC Educational Resources/Inventory Request Form that is provided through the LWC Pre Licensure BSN Student organization on Blackboard.
- Students will be responsible for submitting this form 48 hours prior to the need for any item check-out.
- If a student should need more than one item, he/she must fill out a form for each individual item needed.
- Items will be released by the Nursing Lab Ambassadors following verification of the completed request form.
- Items are to be returned to a Nursing Lab Ambassador on duty within the SLC by the due date transcribed on the request form. If a student should need an item past the due date then an additional request form should be submitted requesting an extension with a new date of return stated.
- Items are to be returned in the condition in which they were released. Students may be held financially responsible for damage to any item as a result of not following policies and procedures.
- Nursing Lab Ambassadors will be responsible for inspecting and inventorying all returned items.

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- Items that are not available for request include: simulators, manikins, and affiliated equipment; sharps (intravenous catheters, injections needles, etc.).
 - Students may request skill-competency supplies ONLY if needed for project/presentation purposes. Students will not be permitted to request use of skill-competency supplies for practice-use outside of the SLC. Students are expected to attend open lab times for any additional practice.
 - The SLC Educational Inventory Request Form can be accessed [here](#).

SLC Recycling

- Many practice materials in the SLC are considered reusable. Recycle bins are located throughout the lab and are to be utilized for all lab supplies with the exception of an open “sharp”. Students should place all used materials in the recycle bins for repackaging and storing.
- Students disposing of lab supplies in trash cans may be asked to reimburse the PON for the cost of the supplies.

LWC Nursing Lab Ambassadors

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

Simulation

According to the Kentucky Board of Nursing (KBN, 2015), simulation is defined as the following:

- An activity or event that replicates actual or potential situations in clinical practices that allow the participant to develop or enhance critical thinking.
- Is the imitation of real-world patient scenarios/events providing students with optimal clinical exposure and competency over a period of time, in a safe learning environment.
- Enables students to practice necessary skills in an environment that allows for error and professional growth without risking patient safety.

The program of nursing faculty and staff will use simulated situations to enhance clinical reasoning and skills acquisition. Simulation is a very useful tool for learning. Simulations are more effective and beneficial when participants conduct themselves as if they are in a real clinical situation.

As a user of the simulation lab, students should adhere to the following principles and practices:

- Understand the importance of treating the patient and situation as if it were a real clinical situation.
- Engage with the simulator and actors as if they are real participants of the healthcare team.
- Understand simulation mannequins are to be used with respect and treated as if they were living patients in every sense.
- Understand that all patient rights must be upheld.
- Understand the significance of confidentiality with respect to information concerning patients (real or simulated), users and visitors.
- Uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) , the Family Educational Rights Act (FERPA) and all other federal or state laws regarding confidentiality.

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

BSN Pre-licensure Skills Competency and Remediation Policy

Professional Competence in Nursing Practice

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

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

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

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

Evaluating Competence

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

Competency Check off and Preparation

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

Skills Competency

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

Maintaining and Demonstrating Competency

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

Remediation Guidelines

- Students unsuccessful with a competency performance **will not be allowed to perform the skill** in the clinical setting and must complete remediation.
- Students will complete required remediation.
- **Unsatisfactory** on the second required performance constitutes failure of the clinical component of the course.

Confidentiality Agreement and SLC Contract

I understand and permit LWC and the LWC NHD to perform all recordings of simulation training/labs in all formats. I understand that all recordings are the property of LWC.

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

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

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

Foundational Documents

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

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

<http://www.aacn.nche.edu/education/bacessn.htm>

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

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-2015-Part-1.pdf>

Nursing: Scope and Standards of Practice, 2nd Edition (American Nurses' Association [ANA], 2010).

<http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/NursingStandards>

Nursing's Social Policy Statement: The Essence of the Profession (American Nurses' Association [ANA], 2010).

<http://www.nursingworld.org>

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

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

http://www.kbn.ky.gov/NR/rdonlyres/2CA34A5E-0A80-44CA-BBEF-74E704B1885D/0/Approval_Status_PONS.pdf

International Nursing Association for Clinical Simulation and Learning (INACSL). (2015). *Standards of best practice: simulation of the International Nursing Association for Clinical Simulation and Learning*.

Section V BSN Important Information

Professional Conduct and Student Expectations

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

Email and Netiquette Policy

Email Netiquette

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

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

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

Discussion Board "Netiquette" And Guidelines:

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

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

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- Always be respectful of others' opinions even when they differ from your own. When you disagree with someone, you should express your differing opinion in a respectful, non-critical way. (Corollary: Do not make personal or insulting remarks.)

Be open-minded as that is one of the major points of participating in an open classroom discussion.

Tips For Online Communication

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

Be open-minded as that is one of the major points of participating in an open classroom discussion.

Disrespectful or Inappropriate Behavior

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

Dismissal for Non-Academic Reasons - Professional Misconduct

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

When a faculty member determines that a student may need to be removed from the nursing major because of unsafe, unethical, or grossly inappropriate conduct, the faculty member will document the rationale for a recommendation to dismiss the student from the BSN program. Students dismissed from

the program have the right to appeal the dismissal as described in the LWC Student Handbook and College Catalog.

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

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

Social Networking and Use of Electronic Devices

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

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

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

Resources:

National Council of State Boards of Nursing. (August 2011). *White paper: A nurse's guide to social media*. Retrieved on April 12, 2012 from

https://www.ncsbn.org/Social_Media.pdf

American Nurses' Association. (2011). *ANA Principles of social networking and the nurse*. Silver Springs, MD; American Nurses' Association Kentucky Board of Nursing. (2011) <http://kbn.ky.gov/>

Ethical Behavior

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

PREAMBLE

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

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

A CODE FOR NURSING STUDENTS

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

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

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

Adopted by the NSNA House of Delegates, Nashville, Tennessee on April 6, 2001. All student nurses are expected to follow a code of ethics. Even though student nurses are not yet registered nurses, they are still looked upon by their health care colleagues and patients as representatives of the nursing profession. Students should review their copies of the *ANA Code for Nurses with Interpretive Statements* and follow the Code in all professional practice activities. (See Appendix C for ANA Code for Nurses with Interpretive statements.)

Electronic Devices and Media Policies

Cell Phones

Cell phones and any other electronic devices should be turned off during class, lab, clinical and student conferences. Individual course faculty policies may apply and supersede this policy. Please note, some clinical agencies will not allow cell phones or other media/electronic devices on the premises. Students are not permitted to capture images or otherwise record any media in the clinical setting. Students may use the device to contact the instructor or text the instructor, but must leave the patient area and use the device where the interaction cannot be viewed by the patient. In the event a student is observed using a cell phone or any other electronic device in an unauthorized manner, the student will be asked to leave the classroom or clinical and will receive a zero for that day and may potentially be deemed unsatisfactory in clinical performance.

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

Computer use during classroom time is limited to note taking and accessing sites strictly for the course. In the event a student is observed using a computer during class time for any other purpose the student will be asked to leave the classroom and the absence will be an unexcused absence.

E-mail Access

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

Blackboard Course Management

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

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

Telephone Messages

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

Other Resources and Information

Calculators –

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

Borrowing Equipment –

Students are not allowed to borrow equipment from the Division of Nursing.

Change of Address/Name

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

Student Participation

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

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

NOTE:

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

LINDSEY WILSON COLLEGE BSN PROGRAM SIGNATURE AGREEMENT

All students in the BSN Program must submit this survey by due date assigned by course instructor.

The link for the electronic signature required is located [here](#).

GENERAL BSN POLICIES

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

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

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

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

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

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

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

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

Student Name (First Name, Last Name)

Date Signed