

# WVU Parkersburg

## Associate Degree Nursing Program

### Student Nurse Handbook

### Fall 2019

The program is accredited by the Accreditation Commission for Education in Nursing (ACEN),  
3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326. Phone 404-975-5000,  
Fax 404-975-5020, website [www.acenursing.org](http://www.acenursing.org)

WVU Parkersburg's Associate Degree in Nursing is approved by the West Virginia Board of  
Examiners for Registered Professional Nurses, 90 MacCorkle Avenue, SW, Suite 203,  
South Charleston, West Virginia, 25303. Phone: 304-744-0900, Fax: 304-744-0600,  
website [www.wvrnboard.com](http://www.wvrnboard.com).

## Welcome Letter

Dear Nursing Students,

Welcome to the Associate Degree Nursing Program at West Virginia University at Parkersburg (WVUP). As Director of the program, along with the faculty and staff of the Nursing and Health Sciences Division, it is our privilege to acknowledge your achievement of entering one of the most challenging and fulfilling professions. Your admission to the Nursing Program is evidence of your academic ability to be confident that YOU CAN DO THIS!

The WVU at Parkersburg Associate Degree Nursing Program is approved by the West Virginia Board of Examiners for Registered Professional Nurses and is accredited by the Accreditation Commission for Education in Nursing (ACEN). Our program provides experienced faculty, state-of-the-art skills and simulation labs and modern classrooms.

The WVUP Nursing Student Handbook was prepared to assist you in becoming aware of the policies and procedures of the nursing program. It will serve as a very useful resource and provide guidance throughout the program. Faculty reserves the right to update and modify procedures contained within the handbook as needed. Updates that are added throughout the academic year will be provided to you in writing and can be viewed online at [www.wvup.edu](http://www.wvup.edu).

The dedicated faculty and staff of the Nursing and Health Sciences Division at WVUP will assist you throughout the teaching-learning process over the next two years. Weekly office hours are held by faculty and appointments can be made through Amy Richards or Becky Ash by calling 304-424-8300. Please let us know if you need any further assistance. I have an open door policy if you have any questions or concerns.

We are very glad you have chosen to take this journey with us, and the faculty and I are excited to help guide your progress toward your goal of becoming a Registered Nurse.

Sincerely,



Kathy Frum, MSN, RN  
Chairperson, Nursing and Health Sciences Division  
Director of Nursing

***Introduction:***

The WVU Parkersburg Nursing Student Handbook is designed to provide nursing students with a ready reference manual for the nursing program. This handbook deals specifically with the policies and procedures for the nursing program and serves to assist nursing students toward successful completion in their course of study. As such, it is intended to supplement, not replace, the policy and procedure publications to which all students of WVU Parkersburg are subject, such as the:

Current WVU Parkersburg Catalog  
WVU Parkersburg Student Handbook  
Current WVU Parkersburg Semester Schedule of Classes

It is the responsibility of each student to review this handbook regularly and to understand its contents. Nursing students may want to consult nursing course syllabi for further guidance with program procedures. This handbook is not a contract expressed or implied and the contents herein are subject to change, revision, cancellation or withdrawal without published notice and without liability. The faculty reserves the right to modify, change, or delete any or all these procedures, in whole or part- as such; students will be notified in writing in a timely fashion.

**Contents of this Nursing Student Handbook supersede any prior WVU Parkersburg Nursing Student Handbooks.**

**WVU Parkersburg's Associate Degree Nursing Program reserves the right to amend this document without notice to insure the integrity of the program and safety of the students, colleges, and community at large**

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action institution and does not discriminate on the basis of race, sex, gender identity, marital status, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation of discrimination.

Inquiries regarding non-discrimination policies may be directed to: Debbie Richards, Special Assistant to the President, 304-424-8201, WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104.

# Table of Contents

Welcome Letter .....	2
Historical Overview .....	7
Mission .....	8
Philosophy.....	8
Conceptual Framework.....	9
Integrating Concepts.....	10
End-of-Program Student Learning Outcomes .....	11
Definition of Terms .....	12
Application to the Nursing Program .....	16
Admission Criteria.....	16
Professional Standards & Safe Clinical Practice Standards .....	17
Technical Standards .....	22
Program of Study .....	25
Course of Study.....	26
Course Descriptions .....	27
Progression and Graduation .....	30
Student Procedures .....	31
Grading Policy.....	32
Student Code of Conduct.....	33
Chain of Command .....	35
Social Media and Social Networking.....	37
Service Learning Requirements.....	41
Student Medication Administration.....	43

Curriculum Plan for Instruction of Intravenous Therapy.....	45
Clinical Unsatisfactory Performance.....	48
Clinical Performance Evaluation .....	52
Dress Code .....	53
Drug and Alcohol Testing.....	56
Student Attendance for Classroom, Campus Lab, Clinical, and Simulation .....	60
On Site Clinical Procedure.....	64
Testing Procedure .....	66
Remediation Guidelines.....	68
Medication/Math Exam .....	70
Use of Tablet Computer in Clinical .....	72
Resource Utilization .....	74
Standardized Testing and Progression Procedure.....	75
Employment.....	78
Clinical Readiness.....	79
Communicable Disease Exposure .....	83
Needlesticks .....	84
Infection Control Measures in the Nursing Campus Laboratory.....	86
Major changes in Health Status .....	88
Hepatitis B Vaccination Waiver .....	89
Medical Release Form.....	90
Failure to Progress.....	91
Failure to Progress Plan .....	93
Dismissal From Nursing Program .....	94
Request for Transfer.....	95

Academic Honesty .....	97
Latex Allergy .....	99
Shared Governance .....	102
Professional Standards and Safe Clinical Practice Standards.....	104
Graduation Requirements .....	106
Graduation Checklist.....	107
Preparation For NCLEX-RN.....	110
Professional Conduct of Nursing Students.....	111
Series 9 & 10 .....	111
Forms for Student Signature .....	120

## HISTORICAL OVERVIEW

The Parkersburg Branch of West Virginia University (later to become Parkersburg Community College), housed in a condemned and abandoned public school building, began operations in the Fall of 1961 with 104 students and 6 faculty members. Student enrollment at the "Branch" experienced steady growth with enthusiastic community support. In 1964, the "Branch" initiated a two-year Associate in Arts Degree Program.

In 1965, the citizens of Wood County passed a bond issue which, together with federal funds, supported construction of a new \$3.6 million facility on land donated by the Wood County Court. The building was completed in 1969.

In March, 1971, the West Virginia Legislature enabled the then West Virginia University - Parkersburg Center to become the state's first community college in a planned statewide community college system. The name of the college was changed to Parkersburg Community College.

As a branch of West Virginia University, the college had concentrated its attentions on providing college-parallel programs. The new community college began a transition to a more comprehensive educational philosophy developing programs in vocational-technical education, continuing education, community education and service, and with programming more directly responsive to regional community needs.

The program in nursing was developed at the request of the administration and nursing leadership of Camden-Clark Memorial Hospital and St. Joseph's Hospital of Parkersburg. Both of these hospitals provided nursing educational programs, and had been key suppliers of nurses for the region; however, they recognized the growing value of relocating these education opportunities and responsibilities within an institution of higher learning.

Through the leadership and hard work of hospital and college personnel, a smoother transition from diploma nursing education to associate degree nursing education was carried out. This new program was greatly strengthened and supported by the experience, knowledge, and resources made available to it by the hospital programs. This Associate Degree Nursing Program had its beginning in August 1967. The first class of graduate nurses numbered 19 in 1969.

On July 1, 1989 the college became a part of the University System of West Virginia and was renamed West Virginia University at Parkersburg. In 2008 the WV Legislature changed WVU Parkersburg's governance structure and relationship to WVU in creating a state network of independently accredited community and technical colleges. Local governance is now provided by the WVU Parkersburg Board of Governors under the jurisdiction of the WV Council for Community and Technical College Education (<http://www.wvctcs.org/council.asp>).

Since its beginning, over 1200 persons have received the Associate in Applied Science degree in Nursing. Initial National League for Nursing accreditation was achieved in 1973 and has been continued since that time. The next scheduled on-site visit of the National League of Nursing Accreditation Commission is anticipated in the fall of 2019.

## **Mission**

The mission of the of Associate Degree Nursing Programs is to prepare students for professional nursing practice while providing a knowledge base for career mobility and further academic study. These programs are committed to providing accessible, high-quality nursing education to meet the diverse and changing health-care needs of the community and beyond.

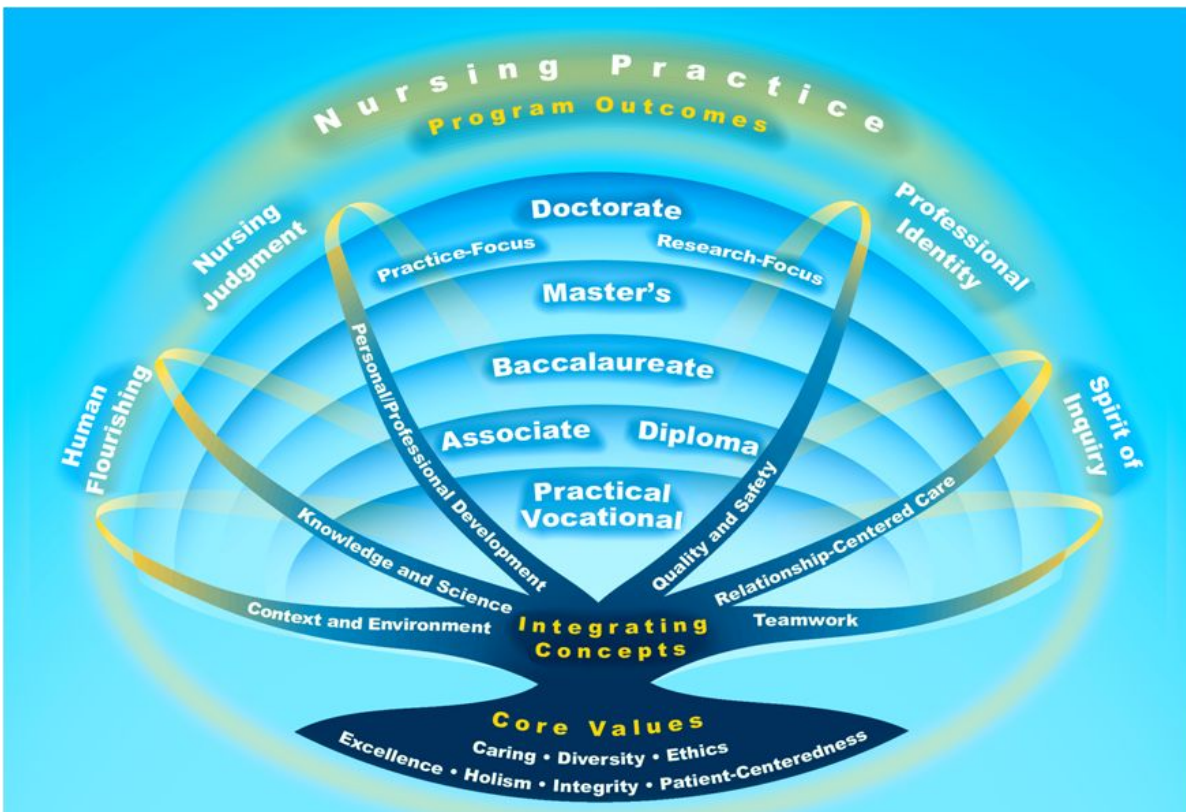
## **Philosophy**

The Associate Degree Nursing Programs is committed to a quality educational environment. The educational philosophy of the Associate Degree Nursing Programs incorporates the seven core values of the National League for Nursing Competencies Framework which includes caring, diversity, ethics, excellence, holism, integrity, and patient centeredness (NLN, 2010). We believe that “all nurses should display integrity, respect diversity in all forms, uphold given legal and ethical responsibilities and strive for excellence while promoting caring, holistic, patient centered care” (NLN, 2010).

WVU Parkersburg supports education as a life-long process incorporating a spirit of inquiry, supported by evidence based research. The faculty believe that students need to develop nursing judgment in their practice, develop a professional identity as a nurse, and learn to support patients and families in development of their ongoing growth as human beings. Life-long learning consists of acquiring knowledge, demonstrating proficient skills, and developing ethical attitudes and values.



## Conceptual Framework



(National League for Nursing, 2010, p.8.)

The Associate Degree Nursing Program's conceptual framework is based on the National League for Nursing (NLN) Educational Competencies Model and the components within it. The model consists of the following components (National League for Nursing, 2010):

**Core Values:** Seven core values, implicit in nursing's historic paradigm, are foundational for all nursing practice. These values are **caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness**. They are shown at the root of the model, to indicate that each type of nursing program and each type of competency must be grounded in these fundamental values.

**Integrating Concepts:** Emerging from the seven core values are six integrating concepts: **context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork**. These concepts are shown as bands around the program types, illustrating their progressive and multidimensional development in students during their learning experiences. The critical feature of the bands is an enveloping feedback mechanism that acknowledges the ongoing advancement of nursing education, as new graduates return new learning, gleaned from multiple sources, to nursing practice through nursing education. In this way, nursing practice and nursing education remain perpetually relevant and accountable to the public and all those in need of nursing.

The Associate Degree Nursing Program upholds the core values of the National League for Nursing: caring, diversity, ethics, integrity, patient-centeredness, excellence and holism as evidenced by the following program student learning outcomes.

## **Integrating Concepts**

The Integrating Concepts of the Associate Degree Nursing Program's curriculum emerge from the seven core values identified by the National League for Nursing (2010). The six integrating concepts include:

- Context and environment
- Knowledge and science
- Personal and professional development
- Quality and safety
- Relationship-centered care
- Teamwork

Within the Conceptual Framework schematic, these concepts are shown as bands around the program types, illustrating their progressive and multidimensional development in students during their learning experiences. The critical feature of the bands is an enveloping feedback mechanism that acknowledges the ongoing advancement of nursing education, as new graduates return new learning, gleaned from multiple sources, to nursing practice through nursing education. In this way, nursing practice and nursing education remain perpetually relevant and accountable to the public and all those in need of nursing. (National League for Nursing, 2010, p.8.)

## End-of-Program Student Learning Outcomes

At the completion of the Associate Degree Nursing Program, graduates will be prepared to:

### Human Flourishing

Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

1. Collaborate with the patient or designee to plan and provide nursing care that respects the patient's individual values and needs.

### Nursing Judgment

Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

2. Generate safe and effective patient centered care using the nursing process.
3. Incorporate effective communication strategies to reduce risk and injuries in the healthcare environment.

### Professional Identity

Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

4. Create caring relationships with patients and support systems consistent with the ANA Standards of Nursing Practice and the Code of Ethics.
5. Evaluate the utilization of healthcare system resources to efficiently and effectively manage care.

### Spirit of Inquiry

Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

6. Integrate current best practices to plan and implement safe and effective patient care.

## Definition of Terms

(NLN, 2010 taken from Appendix D p.65-69)

**Caring** means "promoting health, healing, and hope in response to the human condition." (NLN, 2010b). "A culture of caring, as a fundamental part of the nursing profession, characterizes our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable. All organizational activities are managed in a participative and person-centered way, demonstrating an ability to understand the needs of others and a commitment to act always in the best interests of all stakeholders" (NLN, 2007).

**Context and Environment**, in relation to organizations, refer to the conditions or social system within which the organization's members act to achieve specific goals. Context and environment are a product of the organization's human resources, and also the policies, procedures, rewards, leadership, supervision, and other attributes that influence interpersonal interactions. In health care, context and environment encompass organizational structure, leadership styles, patient characteristics, safety climate, ethical climate, teamwork, continuous quality improvement, and effectiveness.

**Core Competencies** are the discrete and measurable skills, essential for the practice of nursing, that are developed by faculty in schools of nursing to meet established program outcomes. These competencies increase in complexity both in content and practice during the program of study. The core competencies are applicable in varying degrees across all didactic and clinical courses and within all programs of study, role performance, and practice settings. They structure and clarify course expectations, content, and strategies, and guide the development of course outcomes. They are the foundation for clinical performance examinations and the validation of practice competence essential for patient safety and quality care.

**Course Outcomes** are expected culmination of all learning experiences for a particular course within the nursing program, including the mastery of essential core competencies relevant to that course. Courses should be designed to promote synergy and consistency across the curriculum and lead to the arraignment of program outcomes.

**Diversity** means recognizing differences among "persons, ideas, values and ethnicities," while affirming the uniqueness of each," within the context of nursing care (NLN, 2010b). "A culture of diversity embraces acceptance and respect. We understand that each individual is unique and recognize individual differences, which can be along the dimensions of race, ethnicity, gender, sexual orientation, socioeconomic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. A culture of diversity is about understanding ourselves and each other and moving beyond simple tolerance to embracing and celebrating the richness of each individual. While

diversity can be about individual differences, it also encompasses institutional and system-wide behavior patterns” (NLN, 2007).

**Excellence** means “creating and implementing transformative strategies with daring ingenuity.” “A culture of excellence reflects a commitment to continuous growth, improvement, and understanding. It is a culture where transformation is embraced, and the status quo and mediocrity are not tolerated” (NLN, 2010b).

**Ethics** “involves reflective consideration of personal, societal, and professional values, principles and codes that shape nursing practice. Ethical decision making requires applying an inclusive, holistic, systematic process for identifying and synthesizing moral issues in health care and nursing practice, and for acting as moral agents in caring for patients, families, communities, societies, populations, and organizations. Ethics in nursing integrates knowledge with human caring and compassion, while respecting the dignity, self-determination, and worth of all persons,” (NLN, 2010a).

**Holism** “is the culture of human caring in nursing and health care that affirms the human person as the synergy of unique and complex attributes, values, and behaviors, influenced by that individual's environment, social norms, cultural values, physical characteristics, experiences, religious beliefs and practices, and moral and ethical constructs within the context of a wellness-illness continuum,” (NLN, 2010a).

**Human Flourishing** can be loosely expressed as an effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own such efforts. The process of achieving human flourishing is a lifelong existential journey of hope, regret, loss, illness, suffering, and achievement. Human flourishing encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population. The nurse helps the individual in efforts to reclaim or develop new pathways toward human flourishing.

**Integrity** means "respecting the dignity and moral wholeness of every person without conditions or limitation," (NLN 2010b). "A culture of integrity is evident when organizational principles of open communication, ethical decision making, and humility are encouraged, expected, and demonstrated consistently. Not only is doing the right thing simply how we do business, but our actions reveal our commitment to truth telling and to how we always were ourselves from the perspective of others in a larger community" (NLN, 2007).

**Knowledge and Science** refer to the foundations that serve as a basis for nursing practice, which, in turn, deepen, extend, and help generate new knowledge and new theories that continue to build the science and further the practice. Those foundations include (a) understanding and integrating knowledge from a variety of disciplines outside nursing that provide insight into the physical, psychological, social, spiritual, and cultural functioning of human beings; (b) understanding and integrating knowledge from nursing science to design and implement plans of patient-centered care

for individuals, families, and communities; (c) understanding how knowledge and science develop; (d) understanding how all members of a discipline have responsibility for contributing to the development of that disciplines' evolving science; and (e) understanding the nature of evidence-based practice.

**Nursing Judgment** encompasses three processes; namely, critical thinking, clinical judgment, and integration of best evidence into practice. Nurses must employ these processes as they make decisions about clinical care, the development and application of research and the broader dissemination of insights and research findings to the community, and management and resource allocation.

**Critical thinking** means identifying, evaluating, and using evidence to guide decision making by means of logic and reasoning. Clinical judgment refers to a process of observing, interpreting, responding, and reflecting situated within and emerging from the nurse's knowledge and perspective (Tanner, 2006). Integration of best evidence ensures that clinical decisions are informed to the extent possible by current research (Craig & Smith, 2007).

**Patient-Centeredness** “is an orientation to care that incorporates and reflects the uniqueness of an individual patient’s background, personal preferences, culture, values, traditions, and family. A patient centered approach supports optimal health outcomes by involving patients and those close to them in decisions about their clinical care. Patient centeredness supports the respectful, efficient, safe, and well-coordinated transition of the patient through all levels of care,” (NLN, 2010).

**Personal and Professional Development** is a lifelong process of learning, refining, and integrating values and behaviors that (a) are consistent with the profession’s history, goals, and codes of ethics; (b) serve to distinguish the practice of nurses from that of other health care providers; and (c) give nurses the courage needed to continually improve the care of patients, families, and communities and to ensure the profession’s ongoing viability.

**Professional Identity** involves the internalization of core values and perspectives recognized as integral to the art and science of nursing. These core values become self-evident as the nurse learns, gains experience, and grows in the profession. The nurse embraces these fundamental values in every aspect of practice while working to improve patient outcomes and promote the ideals of the nursing profession. Professional identity is evident in the lived experience of the nurse, in his or her ways of “being”, “knowing,” and “doing.”

**Quality and Safety** is the degree to which health care services 1) are provided in a way consistent with current professional knowledge; 2) minimize the risk of harm to individuals, populations and providers; 3) increase the likelihood of desired health outcomes; and 4) are operationalized from an individual, unit, and systems perspective.

**Relationship Centered Care** positions (a) caring; (b) therapeutic relationships with patients, families, and communities; and (c) professional relationships with members of the health care team as the core of nursing practice. It integrates and reflects respect for the dignity and uniqueness of others, valuing diversity, integrity, humility, mutual trust, self-determination, empathy, civility, the capacity for grace, and empowerment.

**Spirit of Inquiry** is a persistent sense of curiosity that informs both learning and practice. A nurse infused by a spirit of inquiry will raise questions, challenge traditional and existing practices, and seek creative approaches to problems. The spirit of inquiry suggests, to some degree, a childlike sense of wonder. A spirit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in ambiguous, uncertain, and unpredictable situations.

**Teamwork** means to function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care.

(National League for Nursing, 2010)

**End-of-Program Student Learning Outcomes** are the expected culmination of all learning experiences occurring during the program, including the mastery of essential core nursing practice competencies, built upon the seven core values and six integrating concepts.

**Course Student Learning Outcomes** are expected culmination of all learning experiences for a particular course within the nursing program, including the mastery of essential core competencies relevant to that course. Courses should be designed to promote synergy and consistency across the curriculum and lead to the arraignment of program student learning outcomes.

**Student Learning Outcome** are statements of expectations written in measurable terms that express what a student will know, do or think at the end of a learning experience.

## Application to the Nursing Program

Applicants requesting admission to the Associate Degree Nursing Program must first meet the requirements for general admission to the college and be admitted to the college.

Applicants must successfully complete institution and nursing program admission requirements of the school before the application deadline. Admission to the Associate Degree Nursing Program is competitive. Qualified applications are not guaranteed admission to the Nursing Program.

Applicants to the Associate Degree Nursing Program must be eligible to meet the requirements for licensure in the state of West Virginia as stated in the West Virginia Code. These conditions include:

- Be a high school graduate or equivalent
- Be a graduate of an accredited school of nursing

The Board of Examiners for Registered Professional Nurses may deny testing to any applicant proven guilty of certain infraction such as, but not limited to fraud, felony, or moral misconduct (Chapter 30, Article 7, Section 11, Code of West Virginia.)

Additionally, applicants must be able to engage in educational and training activities in a manner that does not endanger themselves or others.

### Admission Criteria

1. Submit completed Nursing and Health Sciences application
2. Provide official copy of High School Transcript and prior college transcripts
3. 2.5 GPA from high school or college courses
4. Complete HESI A<sup>2</sup> Exam with a composite score of 75 or higher
5. Complete HESI A<sup>2</sup> Exam Math Subscore of 75 or higher or completion of Math 120 with a "C" or higher

HESI A<sup>2</sup> composite score must be within the last three (3) years. HESI A<sup>2</sup> Exam may be taken one time per admission cycle for a maximum of three times for consideration for admission.

**Admission to, and graduation from, the nursing program does not guarantee that the West Virginia Board of Examiners for Registered Professional Nurses will endorse the graduate as a candidate to sit for the licensure examination.**



## Professional Standards & Safe Clinical Practice Standards

Students enrolled in the Associate Degree Nursing Program are held accountable to uphold the **Professional Standards** and **Safe Clinical Practice Standards**. Any student who engages in unethical, illegal, or dishonest behavior, or poses imminent danger to the safety of a patient, health care member or a visitor, may face immediate dismissal/permanent suspension from the Nursing Program.

### Overview

Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management.

### Tasks

- Monitor, record, and report symptoms or changes in patients' conditions.
- Maintain accurate, detailed reports and records.
- Record patients' medical information and vital signs.
- Order, interpret, and evaluate diagnostic tests to identify and assess patient's condition.
- Modify patient treatment plans as indicated by patients' responses and conditions.
- Direct or supervise less-skilled nursing or healthcare personnel or supervise a particular unit.
- Consult and coordinate with healthcare team members to assess, plan, implement, or evaluate patient care plans.
- Monitor all aspects of patient care, including diet and physical activity.
- Instruct individuals, families, or other groups on topics such as health education, disease prevention, or childbirth and develop health improvement programs.
- Prepare patients for and assist with examinations or treatments.

## Skills

- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Speaking** — Talking to others to convey information effectively.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Service Orientation** — Actively looking for ways to help people.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Science** — Using scientific rules and methods to solve problems.

## Abilities

- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.

- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Written Comprehension** — The ability to read and understand information and ideas presented in writing.
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **Speech Recognition** — The ability to identify and understand the speech of another person.
- **Written Expression** — The ability to communicate information and ideas in writing so others will understand.

### Work Activities

- **Assisting and Caring for Others** — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Documenting/Recording Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results

to choose the best solution and solve problems.

- **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.

### Work Styles

- **Concern for Others** — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- **Integrity** — Job requires being honest and ethical.
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Self Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.

- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

\*Information retrieved from: <http://www.onetonline.org/link/summary/29-1141.00>

## Technical Standards for Admission, Progression, and Graduation\*

Personal Attributes and Capabilities Essential for Admission, Progression and Graduation of WVU Parkersburg Nursing Students:

The curricula leading to a degree in Nursing from WVU at Parkersburg requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical and social abilities are required to perform these functions satisfactorily. In addition to being essential to the successful completion of the requirements of a nursing degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers.

The following technical standards describe the non-academic qualifications required in addition to academic qualifications that the college considers essential for entrance to, continuation in and graduation from its nursing degree program. Candidates for a nursing degree must be able to meet these minimum standards with or without reasonable accommodation for successful completion of degree requirements.

Standards:

### A. Visual, Auditory and Tactile Abilities

- Sufficient abilities to allow him/her to gather data from written reference materials, oral presentations, demonstrations and observations of a patient and his/her environment.
- Sufficient ability to perform health assessments and interventions; observe diagnostic specimens; and obtain information from digital, analog and waveform representations of physiologic phenomena to determine a client's condition.

Examples of relevant activities:

- Visual acuity sufficient to draw up the correct quantity of medication in a syringe or detect changes in skin color or condition.
- Auditory ability sufficient to detect sounds related to bodily functions using a stethoscope or to detect audible alarms generated by mechanical systems used to monitor patient physiological status.
- Tactile abilities sufficient to detect unsafe temperature levels in heat-producing devices used in patient care or detect anatomical abnormalities, such as edema or small nodules.

### B. Communication Abilities

- Ability to communicate with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communications, such as interpretation of facial expressions, affect and body language).
- Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy.

Examples of relevant activities:

- Abilities sufficient to give verbal directions to or follow verbal directions from other members of the health care team and to participate in health care team discussions of patient care.
- Ability sufficient to elicit and record information about health history, current health state or responses to treatment from patients or family members.
- Ability sufficient to convey information to clients and others as necessary to teach, direct and counsel individuals.

#### C. Motor Abilities

- Sufficient motor function to execute movements required to provide general care and treatment to patients in all health care settings.
- Required motor functions include gross and fine motor skills, physical endurance, physical strength and mobility to carry out nursing procedures, perform basic laboratory tests and provide routine and emergency care and treatment to patients.

Examples of relevant activities:

- Fine motor skills sufficient to obtain assessment information by palpation, auscultation, percussion and other diagnostic maneuvers.
- Physical endurance sufficient to complete assigned periods of clinical practice.
- Mobility sufficient to carry out patient care procedures, such as tracheostomy care or performing emergency airway suctioning.
- Strength sufficient to carry out patient care procedures, such as assisting in the turning and lifting of patients.

#### D. Behavioral, Interpersonal and Emotional Abilities

- Ability to relate to colleagues, staff and patients with honesty, integrity and non-discrimination.
- Capacity for the development of a mature, sensitive and effective therapeutic relationship with clients.
- Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.
- Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.

Examples of relevant activities:

- Emotional skills sufficient to remain calm in an emergency situation.
- Interpersonal skills sufficient to communicate effectively with patients and families of diverse religious, cultural or social backgrounds.
- Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients.

#### E. Cognitive, Conceptual and Quantitative Abilities

- Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.
- Ability to gather data, develop a plan of action, establish priorities and monitor treatment plans and modalities.
- Ability to comprehend three-dimensional and spatial relationships.

Examples of relevant activities:

- Cognitive skills sufficient to calculate appropriate medication dosage given specific patient parameters.
- Conceptual ability sufficient to analyze and synthesize data and develop an appropriate plan of care.
- Quantitative ability sufficient to collect data, prioritize needs and anticipate reactions.
- Ability to comprehend spatial relationships adequate to properly administer IM injections or assess wounds of varying depths.

\*Adapted from the Technical Standards for Admission, Progression, and Graduation from The University of North Carolina at Chapel Hill with permission.



## Program of Study

WVU Parkersburg's Associate Degree Nursing Program is approved by the West Virginia Board of Examiners for Registered Professional Nurses. The curriculum requirements are to include the biological, physical, and behavioral sciences consisting of medical-surgical nursing and mental health concepts and psychiatric nursing. The Board requires the graduate to meet all requirements of the college, department, or school of nursing granting the diploma or degree.

The Associate Degree Program in Nursing at WVU Parkersburg's core curriculum is designed to guide qualified students through structured learning experiences in health care settings to meet eligibility requirements for the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

Courses that include a laboratory experience have a 1 credit hour to 3 contact hour ratio. For example, one laboratory credit hour is equivalent to three contact hours.

Pharmacology is a content thread throughout all courses of study.

### *Course of Study*

Prerequisite: General admission to the college and eligibility to take college English and Math

First Year

#### FIRST SEMESTER

	Credit
NURS 132 – Drug and Dosage Calculations 1	1
NURS 133 – Health Assessment & Diagnostics 1	2
NURS 134 – Introduction to Nursing Concepts	8
BIOL 107 – Anatomy & Physiology 1	4
ENGL 101 - Composition 1	<u>3</u>
	18

#### SECOND SEMESTER

NURS 142 – Drug and Dosage Calculations 2	1
NURS 143 – Health Assessment & Diagnostics 2	1
NURS 144 – Nursing Concepts of Health & Illness 1	9
BIOL 108 – Anatomy & Physiology 2	<u>4</u>
	15

Second Year

#### THIRD SEMESTER

NURS 234 – Nursing Concepts of Health & Illness 2	9
BIOL 200 – Microbiology	3
PSYC 101 – Introduction to Psychology	<u>3</u>
	15

#### FOURTH SEMESTER

NURS 244 – Synthesis of Nursing	9
NURS 245 – Professional Nursing & Health Systems Concepts	<u>3</u>
	12

**Total Credit Hours                      60**

**\*All required general education courses are pre or co-requisites of the final nursing courses.**

**\*Program Progression – A grade of “C” or better is required in each course in the program of study to progress.**

**\*BIOL 107 and BIOL 108 must be less than five years old at the time of admission.**

## ***Course Descriptions***

### **Nursing 134: Introduction to Nursing Concepts**

This foundational course is designed to introduce concepts to the beginning nursing student that will focus on maintaining health and promoting wellness throughout the lifespan. Concepts and core values basic to the foundation of nursing practice are presented. Classroom and laboratory experiences provide opportunity for understanding of the nursing process, clinical judgment and decision making.

*Prerequisite:* Admission to Nursing Program

*Pre/Co-requisites:* A&P I, Composition 1

*Co-requisite:* Drug Dosage and Calculation I; Health Assessment and Diagnostics I

*Course Credit Hours:* Eight (8) credit hours. Five (5) credit hours classroom; three (3) credit hours lab / clinical (9 contact hours).

### **Nursing 144: Nursing Concepts of Health and Illness I**

This course builds upon foundational concepts across the lifespan while introducing the concepts of the wellness-illness continuum and the individual and family response. Classroom and laboratory experiences provide opportunity for application of the nursing process and development of clinical judgment and decision making.

*Prerequisite:* Introduction to Nursing Concepts

*Pre/Co-requisites:* A&P II

*Co-requisite:* Drug Dosage and Calculation II; Health Assessment and Diagnostics II

*Course Credit Hours:* Nine (9) credit hours; five (5) contact hours classroom; four (4) credit hours lab /clinical (12 contact hours).

### **Nursing 234: Nursing Concepts of Health and Illness II**

This course expands the concepts of the wellness-illness continuum, with emphasis on the expanding family and tertiary care within the community. Classroom and laboratory experiences provide opportunity for analysis within the nursing process and application of clinical judgment and decision making.

*Prerequisite:* Nursing Concepts of Health and Illness I

*Pre/Co-requisites:* Microbiology; Intro to Psychology

*Course Credit Hours:* Nine (9) credit hours. Five (5) credit hours classroom; four (4) credit hours lab/clinical (12 contact hours).

### **Nursing 244: Synthesis of Nursing Concepts**

This course focuses on the integration of interrelated concepts across the wellness-illness continuum. Classroom and laboratory experiences provide opportunity for synthesis of the nursing process and integration of clinical judgment and decision making.

*Prerequisite:* Nursing Concepts of Health and Illness II

*Co-requisite:* Professional Nursing and Health System Concepts

*Pre/Co-requisites:* General education elective

*Course Credit Hours:* Nine (9) credit hours. Five (5) credit hours classroom; four (4) credit hours lab/clinical (12 contact hours).

### **Nursing 245: Professional Nursing and Health Systems Concepts**

This capstone course will focus on current issues in health care and the nursing profession and is designed to facilitate the transition from student to professional registered nurse. Topics of discussion will include national health policy and politics, ethical and bioethical issues, career development, application for state licensure and preparation for the NCLEX-RN examination.

*Prerequisite:* Nursing Concepts of Health and Illness II

*Co-requisites:* Synthesis of Nursing Concepts

*Course Credit Hours:* Three (3) credit hours. Two (2) credit hours classroom; one (1) credit hour laboratory (3 contact hours).

### **Nursing 133: Health Assessment and Diagnostics I**

This course is designed to introduce the nursing student to the knowledge and skills required to perform a health assessment across the lifespan and to document appropriate findings. The nursing student will be introduced to normal lab values and basic diagnostic procedures.

*Prerequisite:* Admission to Nursing Program

*Pre/Co-requisites:* A&P 1, Composition 1

*Co-requisites:* Introduction to Nursing Concepts, Drug Dosage and Calculation I

Course Credit Hours: Two (2) credit hours. One (1) credit hour classroom; one (1) credit hour laboratory (3 contact hours).

### **Nursing 143: Health Assessment and Diagnostics II**

This course is designed to focus on abnormal assessment and diagnostic findings. Modifications of assessment for select populations will be addressed.

*Prerequisite:* A&P 1, Drug and Dosage Calculation I, Introduction to Nursing Concepts Health and Diagnostics I

*Pre/Co-requisites:* A&P 2, Drug and Dose Calculation II

*Co-requisites:* Nursing Concepts of Health and Illness I

### **Nursing 132: Drug and Dose Calculations I**

This course is designed to enhance the nursing student's ability to read, interpret, and solve dosage calculation problems. Critical thinking skills are applied to medication situations to emphasize the importance of accuracy and the avoidance of medication errors.

*Prerequisite:* Admission to nursing program

*Pre/Co-requisites:* A&P 1, Composition 1

*Co-requisites:* Introduction to Nursing Concepts, Health Assessment and Diagnostics I

### **Nursing 142: Drug and Dose Calculations II**

This course expands the nursing student's ability to read, interpret, and solve increasingly complex dosage calculation problems. Critical thinking skills are applied to age and acuity specific variations in select populations.

*Prerequisite:* A&P 1, Drug and Dosage Calculation I, Introduction to Nursing Concepts Health and Diagnostics I

*Co-requisites:* A&P 2, Health Assessment and Diagnostics II

## Progression and Graduation

Once admitted to WVU Parkersburg's Associate Degree Nursing Program, students are expected to complete the Program in two (2) calendar years. If a student is unsuccessful in a nursing course, unsuccessful in a required course to progress, or a student must withdraw from a nursing course or required course to progress, the student is considered temporarily suspended from the Nursing Program. If the student wishes to return to the program, they must submit, in writing, a request for reinstatement. A student may only be reinstated into the Nursing Program twice, pending available space.

Students enrolled in the Nursing Program are required to complete the program in three (3) calendar years. Students who withdraw for the third time, or are unsuccessful, or withdraw in their second attempt in any required course, will be dismissed from the Nursing Program.

Dismissal and/or permanent suspension from the Nursing Program renders the student ineligible for readmission to any Nursing and Health Science Program. A student who is dismissed from the program has the right of appeal.

A grade of "C" or better is required in each course in the nursing curriculum to qualify for graduation. Students enrolling in the Nursing Program who have previously completed the required science courses may count those courses for progression within the Nursing Program so long as BIOL 107 and BIOL 108 have been completed within the five (5) years previous to enrollment in the nursing courses.

Students must demonstrate behavior consistent with the Nursing Program's *Professional Standards and Safe Clinical Practice Standards*. Failure to adhere to the Standards may result in dismissal from the Nursing Program.

A comprehensive exam will be given at the conclusion of the Nursing Program as a means of predicting success on the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The comprehensive exam will be administered during the final semester of the Nursing Program.

# **West Virginia University at Parkersburg**

**Nursing and Health Sciences  
Division  
Department of Nursing**

## **Student Procedures**

**The Nursing Program reserves the right to change, amend, or delete policies/procedures contained within this handbook, and with notice, modify the information contained within.**

West Virginia University at Parkersburg  
Nursing and Health Sciences Division

***Grading Policy***

Procedure: <b>Grading Policy</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date last reviewed/ revised: October 26, 2015; 5/18, 5/13/19

Students enrolled in WVU Parkersburg's Associate Degree Nursing Program must earn at least 78% of the total points possible for each of the nursing courses in order to pass the course. Failure to achieve a 78% will result in a nursing course failure.

The Nursing Program grading scale is as follows:

Grade	Scale
<b>A</b>	<b>92-100</b>
<b>B</b>	<b>85-91.99</b>
<b>C</b>	<b>78-84.99</b>
<b>D</b>	<b>70-77.99</b>
<b>F</b>	<b>0-69.99</b>



West Virginia University at Parkersburg  
Nursing and Health Sciences Division

***Student Code of Conduct***

Procedure: <b>Student Code of Conduct</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date last reviewed/revised: May 19, 2010; 5/18, 5/13/19

**Definition:** Professional behavior plays an important role in the ethical development of nurses. It is imperative that students demonstrate professional behavior at all times while enrolled in the nursing program at West Virginia University at Parkersburg. Students will demonstrate respect to themselves, their instructors, classmates, and patients.

**Procedure:** The student will:

1. Silence all phones and electronic devices before lectures, campus labs, simulation, and clinical begin.
2. Raise their hands when appropriate during lecture and wait to be called on before speaking.
3. Contribute personal comments and experience only when these pertain to the topic at hand.
4. Refrain from personal conversations during lectures.
5. Not use laptops for purposes that do not pertain to class.
6. Wait until it is declared appropriate by the instructor to gather their things for breaks and at the end of class.
7. Avoid leaving the room in the middle of a lecture or exam.
8. Refrain from activities that are disruptive to the learning of others.
9. Not eat or drink in the classroom and computer labs.

Other classroom rules will be determined jointly by the students and faculty during the first class meeting and posted on the Learning Management System (LMS) and in the classroom.

Students will assume responsibility for their own actions and will be committed to personal professional growth. The student will:

1. Conduct oneself in a manner that fosters trust among peers, faculty, staff, and the wider community.
2. Seek accuracy in stating facts, practices, conclusions, and laws.
3. Offer only constructive feedback to faculty, staff, and other students.
4. Examine and discuss questions of interest and freely express opinions without judging others.
5. Document and seek guidance from clinical faculty about incidents in the clinical setting that provide opportunity for further reflection and personal growth.
6. Utilize opportunities to enhance their communication and critical thinking skills.
7. Avoid all acts of discrimination.
8. Contribute to the development of the nursing curriculum.

The student will be committed to strictly upholding the West Virginia University at Parkersburg's Honor Code and recognize its importance to the institution and to one's professional growth. The student will:

1. Seek to display the ideals of integrity, honesty, civility, inclusiveness, and respect.
2. Provide assistance and guidance to uphold the WVU Parkersburg's Honor Code.

The student will be committed to enhancing and preserving the health of the community through education and awareness. The student will:

1. Strive to secure and maintain one's personal health.
2. Advocate for the rights of patients while maintaining patient confidentiality.
3. Support access to health resources for each other and for all members of the community.
4. Have the right to belong or decline to be a part of any group or organization.
5. Promote and develop a learning environment that respects human rights, values and choices, including cultural and spiritual beliefs
6. Advocate for the nursing profession in the community.

## ***Chain of Command***

<b>Procedure: Chain of Command</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date last reviewed/revised: May 19, 2010, June 2, 2011; 5/18, 5/13/19

**Definition:** Students may have concerns during their educational experiences within the nursing program. Any student enrolled in the nursing program who believes he/she has been treated unfairly or has encountered an injustice has the right to address the situation. Dealing with issues and concerns is a vital component of the nursing profession and is an important part of a student's professional development. Any nursing student currently enrolled into a nursing course that develops any issues or concern is encouraged to resolve their issue/concerns in a timely manner following their chain of command.

Students who perceive discrimination on the basis of race, sex (including sexual harassment), age, disability, veteran status, religion, sexual orientation, color, or national origin, are *not* required to follow the chain of command as described here, but are encouraged to report such concerns directly to the Title IX Specialist.

**Procedure:** Steps to follow within the Chain of Command for unresolved issues:

Step 1: Unresolved issues should first be discussed with the person with whom you have the issue. Concerns and issues need to be presented with objective data in a constructive manner.

Step 2: If the issue remains unresolved, the student will request a meeting with the course teaching team involved.

Step 3: If the issue remains unresolved, the teaching team will facilitate a meeting between the Nursing and Health Sciences Division Chair, teaching team, and student.

Step 4: If the issue remains unresolved, the student may consult the West Virginia University at Parkersburg Answer Book #VI-3, Student Concerns, or Board of Governors Policy D-47, Student Academic Rights and Responsibilities.

Only the student involved in the unresolved issue will be permitted to be present during Steps 1-3 above.

When students seek assistance from someone outside the procedure as outlined, the individual contacted should listen to the student(s) concerns, inform them of the appropriate mechanism for dealing with the concern, and identify with the student the appropriate person(s) to contact and process to follow.

Under no circumstance should an issue be shared with students or faculty not involved in the situation.

***Social Media and Social Networking***

Procedure: <b>Social Media and Social Networking</b>	
Department: Nursing	Section: Student/Faculty Procedures
Approved by: Nursing Faculty Organization	Adopted: May 31, 2011, June 10, 2014; 5/18, 5/13/19

**Scope/Coverage:**

This policy applies to all currently enrolled nursing students and full-time and adjunct nursing faculty members of WVU at Parkersburg. This policy is inclusive of all types of social media; the absence, or lack of explicit reference to a specific social media site, does not limit the extent of the application of this policy. Where no policy or guideline exists, all currently enrolled nursing students and full-time and adjunct nursing faculty members of WVU at Parkersburg should use their professional judgment and take the most prudent action possible. All questions will be directed to the Chairperson of the Nursing and Health Sciences Division.

**Definitions:**

**Social media:** includes, but are not limited to, blogs, discussion forums, on-line collaborative information that are accessible to internal and external audiences i.e., Wikis (unless created for specific course requirements), RSS or syndication feeds, electronic media, video sharing, photo and audio sharing, and social networks like Facebook, Instagram, Twitter, and Snapchat.

**Blog:** short for “web log”, a site that allows an individual or group of individuals to share a running log of events and personal insights with online audiences.

**Electronic media:** Non-computing devices, e.g. flash memory drives, CDs, DVDs, tapes, hard disks, internal memory and any other electronic storage media.

**RSS (Really Simple Syndication) feeds or Syndication feeds:** A family of different formats used to publish updated content such as blog entries, news headlines or podcasts and “feed” this information to subscribers via email or by an RSS reader. This enables users to keep up with their favorite web sites in an automated manner that’s easier than checking them manually.

**Wiki:** allows users to create, edit, and link web pages easily; often used to create collaborative web sites called “wikis” and to power community web sites.

**Procedure:**

Nursing students may not participate in any form of social media with full-time and adjunct nursing faculty of WVU at Parkersburg during the time in which they are currently enrolled in the Nursing program.

Currently enrolled nursing students and full-time faculty and adjunct nursing faculty of WVU at Parkersburg may not use or disclose any confidential or proprietary information of or about WVU at Parkersburg or any clinical agency used by the nursing program.

Students or faculty may not use or disclose any patient identifiable information of any kind on any social media. Even though an individual is not identified by name within the posted statement on the social media network, if there is a reasonable basis to believe that the Patient can be identified based on the statement, then the disclosure may constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA) and appropriate action will be taken.

Currently enrolled nursing students and/or faculty may not say or suggest that the views and opinions they express related to WVU at Parkersburg, or any clinical agency are communicated on behalf of or as a representative of WVU at Parkersburg or the clinical agency.

It is unethical and harmful for a student to disparage, without sufficient evidence, the professional competence, knowledge, qualifications, or services of a colleague, faculty member, college personnel, or health care professional to anyone.

If a student and/or faculty publishes content to any social media that has anything to do with WVU at Parkersburg or a clinical agency including but not limited to activities while in the role of student nurse or faculty, policies and procedures, performance or financial information, photos or videos taken on the premises, patients, management, employees, physicians or other members of the health care team, the student and/or faculty must adhere to the guidelines below:

- a. Do not disclose any proprietary or confidential information.
- b. Do not make statements on behalf of or as a representative of WVU at Parkersburg or a clinical agency.
- c. Do not use WVU at Parkersburg logos or trademarks without written consent.
- d. Be respectful to the college, employees of all clinical agencies, customers, patients and members of the health care team.
- e. Do not post derogatory/negative statements about WVU at Parkersburg, its faculty or any clinical agency, customers, patients, or any members of the health care team.
- f. Use a personal email address on social media for your contact information and not your WVU at Parkersburg email address.

- g. Remember that “online” conversations are never private.
- h. Remember that what is published may be public for a long time.

**Consequences for noncompliance:**

Any student found to be non-compliant with this procedure shall be referred to the Admission, Progression, and Graduation committee. Disciplinary action will be taken up to and including dismissal from the nursing program.

Any faculty member found to be non-compliant with this procedure shall be referred to the Chairperson of the Nursing and Health Sciences Division.

**Service Learning Requirements**  
**West Virginia University at Parkersburg**  
**Nursing and Health Sciences Division**

It is the student's responsibility to complete 6 hours of service learning per semester in conjunction with N134, N144, and N234. Each 6 hours must be completed before the next semester. The service must be completed, documented and verified before progression to the next course. Failure to complete the required service learning hours by the due date assigned in each course will result in an incomplete grade for the course. The student may not progress into the next course or graduate until all service learning hours have been completed.

Description of Service Learning Requirement

The students may satisfy this graduation requirement by (1) selecting volunteer opportunities that are posted or that they find in the community or (2) by participating in activities that the SNA is involved in or (3) scheduled course service learning projects or (4) service to the department or (5) a combination of the above.

The goal of the service learning is to make the student more aware of their role as a professional nurse in the community. Each student will explain how the service learning activity supports their role as a professional nurse in the community.

**Guideline:**

1. Do a quick survey. Find out what types of service activities are available or needed in the community.
2. Look into the community resources.
3. Make a plan.
4. The student must have the service learning activity pre-approved by the full-time faculty of each course.

Service learning opportunities in the area will be posted in the Learning Management System.

Documentation Form – available in the Nursing and Health Sciences Division Office.

**What counts as off campus service:**

- Volunteer Activity – not earning money, is not doing service as part of a regular job, not earning credit (taking a course)
- Serving people in most need – Goal is to serve and learn from people themselves, particularly people who are homeless, poor, or hungry.
- Working with recognized non-profit community agencies - the objective is to move beyond the activities which benefit one's own immediate environment and serve the needs of people in the broader community.
- Service to the Nursing and Health Sciences Division – committees, tutoring, assisting in lab
- Service learning projects assigned by course instructors.

Some recommended options are: United Way, Eve, Inc., Salvation Army, Easter Seal Society, Good Samaritan Clinic, American Heart Association, Health Fairs, Blood Pressure Screenings, and Relay for Life.



**West Virginia University at Parkersburg**  
**Service Learning Documentation Form**  
(please print in ink)

I. Student Information:

Full Name \_\_\_\_\_ ID \_\_\_\_\_  
Semester \_\_\_\_\_ Nursing Course \_\_\_\_\_

II. Service Information:

Name of Agency/Service Provided \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Population Served \_\_\_\_\_  
Date of Service \_\_\_\_\_ Total Hours of service \_\_\_\_\_

How does this volunteer activity support your role as a professional nurse  
in the community? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Faculty Approval: \_\_\_\_\_ Date: \_\_\_\_\_

III. Program Student Learning Outcomes:

Describe four things you learned from your activity that you will be able to incorporate  
into your nursing practice related to the program student learning outcomes of the  
program.

1. Human Flourishing
  
2. Nursing Judgment
  
3. Professional Identity
  
4. Spirit of Inquiry

IV. Service Learning Verification:

Supervisor Name (Please Print) \_\_\_\_\_  
Title \_\_\_\_\_ Phone # \_\_\_\_\_  
Organization/Agency \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*I acknowledge that to the best of my knowledge the above information is correct.*

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

.....

\*\*\*\*\*To student: Return this form, completed to the Nursing and Health Sciences Division Office. Make a copy for your records. This form must be submitted by the end of each semester to recognize these service hours as part of the requirements for graduation. Documentation must be on file when the student applies for graduation.

Nursing and Health Sciences Office Use Only

Date Received \_\_\_\_\_ Received By \_\_\_\_\_

Revised 1/16

### ***Student Medication Administration***

Procedure: <b>Student Medication Administration</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Adopted: May 19, 2010 Revised: June 2, 2011; June 9, 2014; 5/18, 5/13/19

**Definition:** It is the responsibility of the faculty to supervise the safe administration of medications by the students in the clinical setting.

**Procedure:**

1. Students will know the following information about all medications scheduled to be administered in the clinical area:
  - a. Pharmacological drug class
  - b. Therapeutic drug class
  - c. The reason the patient is receiving this medication
  - d. Major side effects
  - e. Relevant information needed to safely give medication
    - i. Ex: digoxin – heart rate, digoxin levels
    - ii. Lasix – blood pressure, heart rate, electrolytes
  - f. Rate of administration, dilution and incompatibilities for parenteral medications
  - g. Safe dose
2. Students will not carry medications on their person that are not scheduled to be given at that time. Future medications will be kept in the appropriate locked area for that facility.

3. If a student cannot answer the questions the clinical instructor asks about the assigned medications, the student will be sent away to complete more preparation so the next student may begin their medication pass.
4. Students must use the pre-printed med sheets for clinical preparation. Relevant patient information will be written in pen and/or pencil.
5. Medication sheets will be neat and legible and if not they will be returned to the student to be redone.
6. Students are not required to submit PRN medication sheets in the Nursing 244 Synthesis of Nursing Concepts course, however, will be accountable for the required information for safe administration of that drug.
7. Clinical instructors will be present for EVERY direct intravenous medication and intravenous flushes.
8. A student must never give any intravenous medication without the instructor present.
9. A student must have ALL medications verified by the instructor PRIOR to administering the medication to a patient.
10. The student will follow the individual facility's policy regarding administration, wasting and disposal of all controlled substances.
11. The process of administering medications will include:
  - a. First, the student will verify the medications with the medication administration record used by the facility.
  - b. Secondly, the student will review the medications with the clinical instructor before they are administered.
  - c. Thirdly, the student will verify the medications at the bedside before administering the medication to the patient using the facility's system.
12. If a student does not use the 6 rights of medication administration, an unsatisfactory clinical day will be given for the medication error.

## ***Curriculum Plan for Instruction of Intravenous Therapy***

Procedure: <b>Curriculum Plan for Instruction of Intravenous Therapy</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date last revised: July 2009, June 11, 2014, June 4, 2015; 5/18

**Definition:** By the completion of this course of study the associate degree nursing graduate will be able to implement physician orders to initiate, maintain and discontinue intravenous fluid and medication therapy. As the acuity of patient care increases and the technology of medicine increases, more and more patients receive medication through some peripheral or central line venous access device. What was once high tech has now become the typical for intravenous therapy. Patients and families are instructed in the care and maintenance of intravenous fluid administration systems in the home. In the role of technical nurse, the associate degree graduate must be prepared to administer holistic care, maintain patient safety and uphold professional standards. To educate graduate nurses who are prepared to manage these skilled procedures, learning experiences must be provided and adequate instruction in essential nursing actions will make the orientation of new graduates more efficient and economical for the employing institution.

**Procedure:** The behaviors listed below are seen to be hierarchical. Once a skill has been taught, the student will be responsible to remain proficiency at each of those skills identified. Consequently, instruction of skills will not be duplicated through each course of instruction. Remediation will be accomplished on an individual student basis.

### FIRST YEAR STUDENT NURSES

Nursing 134: Introduction to Nursing Concepts

- A. Theory:** basic principles of distribution and proportions of body fluids, movement of body fluids and electrolytes, hormonal regulation of fluid volume, types of IV solutions, concept of fluid balance, risk factors and consequences of

imbalance, and assessment of fluid balance, indications for and physiological mechanisms of parental nutrition

**B. Campus Laboratory:** assess the venipuncture site, fluid level and infusion rate for an intravenous line, assess fluid balance, I&O, D/C IV.

**C. Clinical:**

1. Monitor solution and additives, fluid volume level and infusion rate of an existing line
2. Maintain primary IV solutions
  - a. Observe IV venipuncture site, assess for signs and symptoms of complications
  - b. Document above in the patient record per hospital policy

**D. Simulation:**

1. Assess and monitor IV sites.
2. Hang or change primary IV solutions
3. Administer IV flush to assess patency of IV
4. Discontinue IV

Nursing 144: Nursing Concepts of Health & Illness I

**A. Theory:** fluid volume excess and deficit, electrolyte imbalance, IV fluid replacement therapies, modes of administration, calculation of infusion rates, implementation of IV infusion orders, and physiology and methodology of administering medications by intermittent IV infusion into an existing fluid line or capped port - peripheral. Preparation and administration of IV push medications through an existing line or capped port – peripheral.

**B. Campus Laboratory:** manipulate the equipment, assembly of IV fluid and medication apparatus, and preparation and administration of all routes of IV medications through an existing fluid line or capped port – peripheral.

**C. Clinical:**

1. Prepare, initiate, maintain and discontinue IV fluid replacement
2. Prepare and administer all routes of IV medications through an existing line or capped port – peripheral
3. Initiate and monitor continuous IV medications.

#### SECOND YEAR STUDENT NURSES

Nursing 234: Nursing Concepts of Health & Illness II and Nursing 244: Synthesis of Nursing

## Concepts

**A. Theory and Campus Laboratory:** initiation of peripheral IV access, discontinuation of central lines, IVL conversions and care of a PCA pump.

**B. Clinical:**

1. Prepare and administer all routes of IV medications through central lines per agency procedure.
2. Manage patients receiving medication via PCA pump
  - a. Monitor and document usage per hospital policy
  - b. Replace medication cartridges as necessary
  - c. Initiate and discontinue PCA line
3. Convert existing fluid lines to a capped port both peripheral and central.
4. Adjust rate of infusion per orders or nomogram for medication drips
5. Initiate peripheral IV access.
6. Complete any and all documentation required by hospital policy.

STUDENTS AND/OR FACULTY WILL NOT BE RESPONSIBLE FOR PREPARATION OR INFUSION OF THE FOLLOWING:

**BLOOD OR BLOOD PRODUCTS (including Albumin and Rhogam)**

**IV ANTINEOPLASTIC DRUGS**

**ANTITHROMBOLYTIC THERAPY**

**EMERGENCY DRUGS SUCH AS LIDOCAINE, ATROPINE ETC. IN AN EMERGENCY SITUATION**

**STUDENTS WILL NOT ACCESS SUBCUTANEOUS VENOUS PORTS OR DISCONTINUE LONG-TERM TUNNELED CATHETERS**

### CLINICAL FACULTY RESPONSIBILITIES

- A. Obtain certification in the hospital in any areas that certification is required by hospital policy
- B. Arrange for any continuing education needed to correct any knowledge deficit regarding procedures in this plan.
- C. Directly supervise students in the administration of all IV medications, including saline flushes.
- D. Directly supervise the students in the maintenance and discontinuation of all central lines.
- E. Directly supervise the students in the creation and maintenance of IV locks.
- F. Provide instruction in the above procedures during clinical laboratory and post-conference and ensure students are aware of the proper procedures involved in the management of patients with intravenous lines and medications.

### ***Clinical Unsatisfactory Performance***

<b>Procedure: Clinical Unsatisfactory Performance</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Adopted: May 18, 2010 Revised: October 18, 2010; Aug 14, 2013; June 9, 2014, June 4, 2015; 5/18, 5/13/19

**Definition:** Faculty is responsible for ensuring students practice safely within the ethical, professional, and legal boundaries of a student nurse.

**Procedure:**

1. Nursing faculty member will determine if a student's action or behavior constitutes an unsatisfactory clinical performance. Examples of such actions/behaviors include, but are not limited to, violations of Professional Standards and Safe Clinical Practice Standards, such as medication errors and violations of patient safety. If the action/behavior is questionable the faculty may consult with the teaching team.
2. A Special Progress Report may be given as a warning at the discretion of the faculty for violations of Professional Standards and Safe Clinical Practice Standards. The course coordinator will be notified of the warning with a copy placed in the students file.
3. Each unsatisfactory clinical performance requires the completion of a SPR. A Special Progress Report (SPR) will be completed by the nursing faculty member within two business days of becoming aware of the violation and schedule a time to meet with the student. The course coordinator will be notified of the unsatisfactory clinical day with a copy in the student's file.
4. Both on-site and off-site unsatisfactory days are counted towards the maximum of 2. A third unsatisfactory day will result in a course failure.
5. Any student earning a clinical warning or clinical unsatisfactory is required to complete a "Medication Event Report" form for medication errors/events or a "Problem Solving Report Form" for any other behavior/event. The student must have the form completed and presented to the course clinical faculty member prior to returning to the clinical site. Failure to submit the Report Form prior to starting the next clinical experience will prohibit the student from attending clinical. Any hours missed due to failure to complete the form will count towards the student's allowable absences.



6. A meeting with the student and the nurse faculty member to discuss the unsatisfactory clinical performance will be conducted prior to the next scheduled clinical day when possible.
7. The nurse faculty member will provide the Admission, Progression, and Graduation (APG) Committee, the course coordinator, and the student with a copy of the SPR. An additional copy of the SPR will be placed in the student's file in the Nursing Department.
8. The nursing faculty member will document the meeting with the student regarding the unsatisfactory clinical performance on the advising form in the student's record kept on file in the Nursing department.
9. The student will be referred to the APG committee for an additional meeting to discuss clinical performance if:
  - a. the student has received 2 clinical unsatisfactory performances for the same or similar actions/behaviors
  - b. the action/behavior was egregious
  - c. the student's unsatisfactory actions/behaviors have continued from a previous semester
  - d. The nursing faculty member deems referral appropriate.
10. A student who receives a third unsatisfactory clinical day in the course will receive a course failure and will not be permitted to return to the clinical area. The student will need to repeat the entire course and earn a grade of "C" or better in order to successfully progress in the nursing program.
11. Students in the Nursing Program at WVU at Parkersburg are held accountable to uphold the Professional Standards and Safe Clinical Practice Standards. The student has the right to appeal an unsatisfactory clinical day. The student will first appeal to their clinical instructor. If the student is not satisfied, the second step is to appeal the grievance to the Director of Nursing or the Chairperson of the Nursing and Health Sciences Division. It is recommended that the student continue to attend classroom, campus laboratories and simulation during the appeal process. Referral to the Admission, Progression, and Graduation Committee may occur at any time, at the discretion of the faculty, for any action on the part of the student that is unethical, illegal, dishonest, or poses imminent danger to the safety of a patient, health care member or a visitor. The APG Committee may recommend to the division chair disciplinary action, including but not limited to, course failure, and/or dismissal from the Nursing Program.
12. The APG Committee reserves the right to recommend dismissal of a student from the Nursing program if individual or aggregate actions/behaviors violate(s) Professional Standards or Safe Clinical Practice Standards.

West Virginia University Parkersburg  
Department of Nursing  
Medication Event Report

Event Type: Medication Error      Submission Date: \_\_\_\_\_  
 Occurrence Date: \_\_\_\_\_      Occurrence Time: \_\_\_\_\_      Occurrence Area: \_\_\_\_\_  
 Medication Ordered: \_\_\_\_\_      Dose: \_\_\_\_\_      Route: \_\_\_\_\_

**Description:**

**Medication Error Details:** Please pick one classification & one sub-classification

<input type="checkbox"/> <b>Prescribing</b>	<input type="checkbox"/> <b>Monitoring</b>	<input type="checkbox"/> <b>Transcribing</b>	<input type="checkbox"/> <b>Dispensing</b>	<input type="checkbox"/> <b>Administering</b>
<input type="radio"/> Improper dose/IV Flow Rate <input type="radio"/> Pt Identification <input type="radio"/> Wrong Drug <input type="radio"/> Wrong Dosage Form <input type="radio"/> Wrong Route/Site <input type="radio"/> Wrong Admin. Technique <input type="radio"/> Handwriting <input type="radio"/> Other	<input type="radio"/> Improper dose/IV Flow Rate <input type="radio"/> Omission Error <input type="radio"/> Wrong Drug <input type="radio"/> Wrong Dosage Form <input type="radio"/> Other	<input type="radio"/> Documentation Trans. Error <input type="radio"/> Omission Error <input type="radio"/> Pt Identification <input type="radio"/> Handwriting <input type="radio"/> Other	<input type="radio"/> Improper dose/IV Flow Rate <input type="radio"/> Labeling Error <input type="radio"/> Pt Identification <input type="radio"/> Omission Error <input type="radio"/> Unauthorized Drug <input type="radio"/> Wrong Drug  <input type="radio"/> Wrong Dosage Form <input type="radio"/> Wrong Route/Site  <input type="radio"/> Wrong Time <input type="radio"/> Other	<input type="radio"/> Improper dose/IV Flow Rate <input type="radio"/> Omission Error <input type="radio"/> Pt Identification <input type="radio"/> Unauthorized Drug <input type="radio"/> Wrong Drug <input type="radio"/> Wrong Dosage Form  <input type="radio"/> Wrong Route/Site <input type="radio"/> Wrong Admin. Technique <input type="radio"/> Wrong Time <input type="radio"/> Other

**Severity: Please Circle one letter A-I**

No Error	A- Circumstances or events that have the capacity to cause error (near miss)
Error, No Harm	B- An error occurred, but the medication did not reach the patient. (near miss)
	C- An error occurred that reached the patient, but did not cause patient harm.
	D- An error occurred that resulted in the need for increased patient monitoring, but not patient harm.
Error, Harm	E- An error occurred that resulted in the need for treatment or intervention and caused temporary patient harm.
	F- An error occurred that resulted in initial or prolonged hospitalization and caused temporary patient harm.
	G- An error occurred that resulted in permanent patient harm.
Error, Death	H- An error occurred that resulted in a near-death event. (anaphylaxis, cardiac arrest)
	I- An error occurred that resulted in patient's death.

Probable Cause: \_\_\_\_\_

Recommendations to avoid error in the future: \_\_\_\_\_

Follow Up/Actions: \_\_\_\_\_

Nature of Incident: (circle one)    *Isolated Incident*      *Periodic Occurrence*      *Systematic Problem*

Student Involved: \_\_\_\_\_      Profession: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_      Date: \_\_\_\_\_

West Virginia University Parkersburg  
Department of Nursing  
PROBLEM SOLVING REPORT FORM

Date of report \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

The following situation was brought to my attention on \_\_\_\_\_

By: \_\_\_\_\_ At \_\_\_\_\_ am/pm

Detailed description of the problem:

Action taken:

Results:

Comments:

Respectfully submitted:

\_\_\_\_\_  
Student Name/Signature

\_\_\_\_\_  
Faculty Signature

## **CLINICAL PERFORMANCE EVALUATION**

Students will be evaluated periodically on their performance of clinical behaviors that reflect progress toward the achievement of the program outcomes. (See Clinical Performance Evaluation posted in each course) Each program outcome is listed on the Evaluation with expected behaviors. Students will receive a formal graded evaluation at mid-term and end-of-term for each semester of the program. Students will be graded with an “E” for Excels, “S” for satisfactory completion/progress of clinical objectives, or “U” for unsatisfactory progress in the clinical objectives. The mid-term evaluation may have an “NI”, which indicates a need for improvement to satisfactorily complete or show progress. An unsatisfactory on a final evaluation will result in a clinical failure. Students who receive a clinical failure will receive a course failure.

Exclusion from the clinical area is permitted by Board of Governors Policy D-47, Student Academic Rights and Responsibilities Sections 4 and 5, excerpted below

4.2 A student shall be subject to any applicable penalties for failure to comply with the academic requirements and standards promulgated by the institution and/or its constituent academic units. Students are expected to adhere to these academic standards in all academic settings, classrooms, laboratories, clinics and any other activities which are part of academic requirements.

5.1 A student who fails to meet the academic requirements or standards referenced above, including, but not limited to, course, program or graduation criteria, and the prohibition against academic honesty (such as, cheating and plagiarism), may be subject to one or more of the following academic penalties:

5.1.1 A lower grade or failure of the course, or exclusion from further participation in the class, all of which may be imposed by the instructor."

The complete Policy D-47 may be found on the Board of Governors web page at: [www.wvup.edu/Board\\_of\\_Governors/policies.htm](http://www.wvup.edu/Board_of_Governors/policies.htm).

## **FORMATIVE EVALUATIONS**

Students will complete a clinical progress report each week they attend clinical. This progress report will include the student's reflection on attainment of clinical objectives. Feedback will be provided by the instructor weekly on the clinical progress report. This is a formative evaluation and is not graded. It is a tool to keep the student apprised of his progress toward attainment of the program outcome behaviors. Specific recommendations will be made to assist the student in improving performance so that they may be successful.

Revised 7/2014

West Virginia University at Parkersburg  
Nursing and Health Sciences Division

Procedure: <b><i>Dress Code</i></b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date last reviewed: August, 2010 Revised: October 22, 2012, June 10, 2014, May 6, 2016, January 13, 2017; 5/18; 3/19, 5/13/19

**Definition:** The West Virginia University at Parkersburg School of Nursing expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. While in uniform, the student must be clean, neat, pleasant, and reflect good health. Clinical faculty has final judgment on the appropriateness of student attire and corrective action for dress code infractions. Students not complying with this policy will not be allowed to participate in clinical and will receive an unsatisfactory clinical day for each incident.

**Procedure:**

1. The WVU at Parkersburg Nursing program has adopted a school uniform. This uniform will be purchased directly from Meridys at [www.Meridys.com](http://www.Meridys.com) or you may contact the Nursing and Health Sciences Division office for more information. The student will purchase tops and pants from Meridys. The uniform will consist of a white top and navy pants. After receiving the uniform from Meridys the student is responsible for taking the uniform top to the approved facility so the program's logo can be embroidered on the top. ***The WVU at Parkersburg student nurse uniform may only be worn while participating in scheduled clinical/campus laboratory/school scheduled activities.***
2. A navy blue polo shirt and khaki dress pants (no jeans, jeggings or cargo pants) are worn while in attendance at select clinical labs and scheduled activities. The student is responsible to purchase a navy blue polo and have it embroidered at the approved facility with the WVUP logo.
3. All students are required to maintain high standards of personal cleanliness. The student must report to clinical well-groomed with clean hair, clean teeth and fresh breath and absent of bodily odors. Deodorant/antiperspirant is a must. Students are not permitted to wear perfume, colognes or body sprays in the clinical area. Makeup should conform

to general body tones avoiding extreme colors. Severe skin problems must receive medical treatment.

4. Students are expected to come to the clinical area in full uniform. Full uniform includes:
  - a. A pressed and freshly-cleaned uniform
  - b. Hems of uniform bottoms must clear the floor
  - c. Neutral colored undergarments
  - d. White hose or socks (full length white hose will be worn with a dress or skirt uniform)
  - e. White shoes
  - f. 5 ½ inch bandage scissors
  - g. A plain stethoscope (fabric stethoscope covers are not permitted)
  - h. Watch with a second hand (digital watches are not permitted)
  - i. Appropriate writing utensils to be used for documentation
  - j. Student name tag on top
  - k. WVU at Parkersburg Student Nurse logo
  
5. Uniform shoes must be worn during the clinical experience. Shoes must be white, low-heeled, and clean. They must have a closed toe, closed heel and have a soft-sole. Canvas shoes, sandals, and flip flops are unacceptable.
  
6. For student assignment pickup in the clinical areas, students must wear the student nurse uniform or the navy blue polo and khakis. **Jeans, shorts (including Bermuda shorts), Capri pants and mini-skirts are not permitted.** The facility name tag must be worn at all times during while in the clinical facility.
  
7. The WVU at Parkersburg name tag is to be worn at all times during all clinical experiences and will be purchased through the approved facility. The name tag must be present on both the polo shirt and the student's uniform top.
  
8. Jewelry is limited to plain wedding bands. Rings with stones are not permitted and are an infectious risk to the patients and to you and your family members.
  
9. Students may wear single stud earrings. Piercings of any area must be removed prior to the clinical experiences and/or not be visible to the public. No spacers will be permitted.

10. Fingernails must be clean and not extend beyond the tips of the fingers. Nail polish and artificial fingernails are not permitted.
11. Moustaches and beards must be neatly groomed and relatively close to the face to avoid contaminating the work environment.
12. Hair must be kept neat and clean. Hair should be tucked behind the ear to avoid contaminating the work environment. If hair is shoulder length or longer, it must be restrained off the collar. Hair should conform to natural hair colors and avoid extreme styles. Hair restraints must be of a neutral color and plain in design. Bows, ribbons, yarn or bandanas are not permitted.
13. All tattoos must be covered at all times during the clinical experience. If the tattoo is in an area that cannot be covered with clothing, it must be covered by a bandage unless it would impact infection control. The exception will be if the tattoo is to alert one of a medical condition.
14. The attire worn on all clinical areas must conform to the policies in the facility in which the clinical experience is being held. If there is an exception to the dress code policy at a select rotation, the instructor will notify the student beforehand.

### ***Drug and Alcohol Testing***

<b>Procedure: Drug and Alcohol Testing</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date last reviewed: August 2010 Revised: June 2013; June 10, 2014; 5/18, 5/13/19

**Definition:** “WVU at Parkersburg is a drug free community.” Therefore, all students admitted to and enrolled in any program within the Nursing and Health Sciences Division is subject to the Nursing and Health Sciences Division’s Drug and Alcohol Testing Policy which is found on the Nursing and Health Sciences Division’s website.

**Procedure:**

1. The West Virginia University at Parkersburg Nursing and Health Sciences Division has a responsibility to maintain a safe environment for its students as well as maintaining safe conditions for patients. Any Student under the influence of drugs or alcohol may pose serious safety and health risks, not only to themselves, but to all who work with them and to patients for whom they provide care. Students are strictly prohibited from the use, abuse, presence in the body or reporting to school or clinical experiences under the influence of illegal drugs and/or reporting to the same under the influence of alcohol. Also prohibited is the manufacture, distribution, possession, transfer, storage, concealment, transportation, promotion or sale of controlled substances, or drug related paraphernalia and/or the consumption or use of alcoholic beverages, and/or the use of prescription or over-the-counter medications in a manner inconsistent with the recognized medical procedure at any time while performing work related duties on or off the school’s premises and/or traveling to and from school or clinical setting. Students who engage in criminal conduct by using, distributing, selling, or possessing controlled substances on their own time away from school will be subject to disciplinary action, including but not limited to dismissal from the program.
2. To that end, students in all Nursing and Health Sciences programs will be required to submit to randomized, mandatory drug screening without notice. Failure to cooperate will result in administrative dismissal from the program. Students who test positive for alcohol equal to or greater than 0.02 Blood Alcohol Content, illegal usage of a controlled substance, or illicit drugs will be immediately dismissed from the program and will not be eligible for readmission to any Nursing and Health Sciences program.



3. Any registered nurse who is aware that another person has violated the WV Nursing Code and Legislative Rules 19-3-14, 14.1 b, is obligated to report the person to the WV Board of Examiners for Registered Professional Nurses for consideration of disciplinary action. Therefore, faculty is required to report any positive drug screen to the licensing body.
4. Noncompliance with requests for drug and alcohol testing will be viewed as a violation of the Nursing and Health Sciences Drug and Alcohol Testing Policy. The student will be subject to immediate dismissal from the Nursing and Health Sciences program.
5. If it has been determined that a student has adulterated or substituted, or attempted to adulterate or substitute their sample in an effort to alter the test results the student shall be determined to have a positive result for the purposes of this policy.
6. Drug testing may be required for any student who demonstrates behaviors of reasonable suspicion (6a 1-17) in the scheduled course experiences.
  - a. Reasonable suspicion is considered when any student demonstrates unusual, unexplained behavior during scheduled course experiences. Observable signs might include, but are not limited to:
    1. Slurred speech
    2. Odor of alcohol on breath of person
    3. Unsteady gait
    4. Disoriented or confused behavior
    5. Significant changes in work habits
    6. Observed behaviors indicative of hallucinations
    7. Unexplained accident or injury
    8. Sloppy, inappropriate clothing and/or appearance
    9. Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements in the agency setting
    10. Excessive sick days, excessive tardiness when reporting for clinical or class
    11. Missed deadlines, careless mistakes, taking longer than customary to complete work
    12. Coordination (not normal, swaying, staggering, lack of coordination, grasping for support)
    13. Performance (unsafe practices, unsatisfactory work)
    14. Alertness (change in alertness, sleepy, confused)
    15. Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic)
    16. Eyes (bloodshot, dilated)
    17. Other clinical observations consistent with impairment
  - b. In addition, drug testing may be required for any student who has access and/or direct responsibility for controlled substances if known drugs of abuse are missing or

otherwise unaccounted for while in the clinical agency. The agency manager or administrator and the Chairperson of Nursing and Health Sciences Division will make this determination on a case-by-case basis, or the Chairperson's representative.

1. Informed consent will be obtained prior to testing. Fees associated with testing will be the responsibility of the student.
  2. The collection site will be in a standard collection area laboratory or emergency department as per the agency protocol. Collection procedures will adhere to the required "chain of custody" protocol as indicated by the assigned clinical agency.
  3. The student will be escorted to the collection site with the appropriate faculty member or designated individual. All will remain at the collection site until the required specimens are obtained. Agency policy will be followed as required.
  4. Following a positive drug or alcohol testing, the student will be sent home by cab or responsible individual. **Under no circumstances will the student be allowed to drive home.**
- 
7. The student's confidentiality will be strictly maintained with all drug testing. The test results will be communicated only to the student, Nursing and Health Sciences Division Chairperson, Administrative Assistant, WVUP Vice President of Student Affairs and Academic Affairs, the physician reviewing the result with the student, and the West Virginia Board of Examiners for Registered Professional Nurses.
  8. All students who have tested positive may have the option to challenge the test results within 24 hours of notification of the initial test results. All challenges shall be at the expense of the student. If challenged, the original sample will be sent to a different lab and reanalyzed. In the event an initial positive result is overturned, the school will reinstate the student into the program. At no time will an additional or "fresh" sample be collected in an effort to challenge the original findings.
  9. For situations in which a student does not provide a sufficient amount of urine to permit a drug test (i.e., 45 mL of urine), the insufficient specimen will be discarded. The student will be permitted to drink up to 40 ounces of fluid, distributed reasonably through a period of up to three hours, or until the individual has provided a sufficient urine specimen, whichever occurs first. If the student refuses to make the attempt to provide a new urine specimen or leaves the collection site before the collection process is complete, it will be considered a refusal to test and will be viewed as a violation of the Nursing and Health Sciences Drug and Alcohol Testing Policy. The student will be subject to immediate dismissal from the Nursing and Health Sciences program.
  10. If the student has not provided a sufficient specimen within three hours of the first unsuccessful attempt to provide the specimen, the collection process will be discontinued. The student will be required to obtain, within five days, an evaluation from a licensed physician, acceptable to the Medical Review Officer (MRO), who has expertise in the medical issues raised by the student's failure to provide a sufficient specimen. If it has been

determined that the student has a medical condition, or with a high degree of probability could have, that precluded the student from providing a sufficient amount of urine; the test will be recorded as cancelled. If there is not an adequate basis for determining that a medical condition has, or with a high degree of probability could have, precluded the student from providing a sufficient amount of urine, a refusal to test will be recorded. For the purposes of this paragraph, a medical condition includes an ascertainable physiological condition (e.g., a urinary system dysfunction) or a medically documented pre-existing psychological disorder, but does not include unsupported assertions of “situational anxiety” or dehydration.

11. Records will be maintained in a secure file in the Nursing and Health Sciences Division Office. Requests for information will require a court order or may be released by the student’s signed written consent and liability waiver.

## ***Student Attendance for Classroom, Campus Lab, Clinical, and Simulation***

Procedure: <b>Student Attendance for Classroom, Campus Lab, Clinical, and Simulation</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date last reviewed/revised: May 19, 2010; June 6, 2012; June 9, 2014, January 6, 2015, June 4, 2015; 5/18, 5/13/19

**Definition:** The Nursing and Health Science Division subscribes to the same attendance policies as defined in the Handbook for West Virginia University at Parkersburg. As noted in the Hand Book, students are expected to attend all classes. “Excessive absences” is defined as any number of absences that exceeds the number of class meetings that are scheduled in one week.

**Procedure:** In the Associate Degree Nursing Program at West Virginia University Parkersburg all missed simulation, campus lab and clinical hours will be made-up according to department procedure. Due to limited resources (time, faculty, and clinical space) for make-ups, the ADN program has instituted the following attendance policies effective August 2010.

### **Clinical:**

- Attendance is required at all assigned clinical days.
- Excessive absence from clinical, defined as absences that exceed 2 weeks of clinical laboratory for Nursing 134, Nursing 133, Nursing 144, Nursing 234 and 244 will result in the student repeating the course. Number of hours allowed will be defined in the course syllabus.
- Clinical locations, dates, and times will be assigned to the student no later than the first week of the semester.
- A student who misses a clinical day must follow the procedure in the course syllabus for notifying the instructor. Failure to follow that procedure will result in a clinical Unsatisfactory Day.
- If excessive clinical absences occur, the student will be administratively withdrawn and will be required to repeat the course.
- Any missed clinical must be made up. Clinical make-ups will be scheduled the week of final exams and will be determined by the course coordinator and division chair.
- Faculty may deny a student attendance at a clinical experience for the following reasons:

- Student is unprepared for patient care.
- Student appears either physically and/or psychologically ill.
- Student appears to be under the influence of alcohol and/or drugs.
- Student is unaware of his/her own limitations or fails to seek help when he/she recognizes his/her limitations.
- Student exhibits illegal, unethical, or unprofessional behaviors.
- Student exhibits behaviors that jeopardize safety towards themselves, patients, or others.
- Student is unkempt and/or unclean.
- In the event the college cancels classes due to issues affecting the campus facilities/buildings, such as a bomb threat or water line break, all Nursing and Health Sciences' class/clinical labs scheduled off campus will continue as scheduled. The student will be expected to attend and failure to do so will result in an absence.
- In cases of severe inclement weather when the college cancels all classes for students, all Nursing and Health Sciences' class/clinical labs scheduled off campus are cancelled. If the class/clinical lab is already in session or the instructor and students arrive to the off-campus site after the college has announced that classes have been cancelled, the instructor will decide if the experience will continue as scheduled or if the experience will be cancelled. This decision will be made in consultation with the course coordinator and Division Chair and will be made in the best interest and safety of the faculty and students. Any missed scheduled class/clinical lab hours during the time that the college has cancelled all classes will not count as an absence. Make up clinical experiences will be determined by the course coordinator and division chair.
- In cases of severe inclement weather when the college does not cancel all classes for students, all Nursing and Health Sciences' class/campus/clinical labs on and off campus will be held as scheduled. It is the expectation that the student will determine the risks involved when deciding if it is safe to travel. Hours missed during times when the college has not cancelled all classes will count as an absence and must be made up.

**Simulation:**

- Attendance is required at all assigned simulations.
- Simulation dates and times will be assigned to the student prior to the start of the semester.
- It is the expectation that the student attends his/her scheduled simulation time. Failure to do so will result in an absence.
- Any missed simulation must be made up. A student who misses a simulation must follow the procedure in the course syllabus for notifying the instructor. Failure to do so will result in an unsatisfactory clinical day.
- Excessive absences from simulation, which is more than one missed simulation, will result in the student repeating the course.
- If a second simulation is missed, the student will be administratively withdrawn and will be required to repeat the course.

- Dates and times for make-up simulations will be determined by the simulation coordinator.
- In cases of severe inclement weather when the college does not cancel all classes for students, all Nursing and Health Sciences' class/campus/clinical labs on and off campus will be held as scheduled. It is the expectation that the student will determine the risks involved when deciding if it is safe to travel. Hours missed during times when the college has not cancelled all classes will count as an absence and must be made up.

#### **Campus Lab:**

- Attendance is required at all assigned campus labs. All lab absences will be made up. Failure to attend a scheduled makeup will result in an additional absence.
- Campus lab dates and times will be assigned to the student no later than the first week of the semester.
- It is the expectation that the student attends the assigned scheduled campus lab. Failure to do so will result in an absence.
- A student who is absent from a campus lab must follow the procedure in the course syllabus for notifying the instructor. The student is responsible for all information and skills when absent from a campus lab.
- Excessive absence from campus lab is more than one missed campus lab. For **the second missed** campus lab, the student will write a 3-page evidence based paper with references on the campus lab topic. For **the third missed** campus lab, the student's total course points will be reduced by 5%. **A fourth missed** campus lab will result in the student being administratively withdrawn and will require the student to repeat the course.
- Failure to submit the paper within two weeks of the missed campus lab will result in a 5% reduction in total course points. All campus labs must be completed satisfactorily prior to taking the comprehensive skills proficiency exam.
- In cases of severe inclement weather when the college does not cancel all classes for students, all Nursing and Health Sciences' class/campus/clinical labs on and off campus will be held as scheduled. It is the expectation that the student will determine the risks involved when deciding if it is safe to travel. Hours missed during times when the college has not cancelled all classes will count as an absence and must be made up.

#### **Classroom:**

- Classroom attendance is expected.
- As Stated in the West Virginia University, Parkersburg Student Handbook:
  - Students must understand that final course grades can be adversely affected by a record of excessive absences on the part of the student. Such a record of absence from class may result in a student receiving a course grade of F.
- The student is responsible for all information when absent from class.
- Students are responsible to consult their particular course syllabus for the instructor's policy on classroom attendance and possible consequences with excessive absences.

In the event a student is required to fulfill mandatory military service requirements during a time that conflicts with their assigned clinical, simulation, or campus lab the student will be required to make up the missed time/experiences. The student must notify the course coordinator of the anticipated absence and submit documentation of their leave orders to the Nursing and Health Science Division Office by the next class period after the orders are received.

In the event that the missed time/experiences exceed the total allowable absence hours for clinical, simulation, or campus lab, the student will be granted an extension of up to and including one and a half times the total allowable absence hours for these experiences. If the absences exceeds one and a half times the total allowable absence hours for clinical, simulation, or campus lab; the student will be administratively withdrawn from the course and may return the following semester.

If the student must withdraw due to excessive absences occurring from fulfilling mandatory military service requirements, the withdrawal will not count as one of the two allowable interruptions in the program progression.

In the event that the student is deployed and unable to return the following semester, the student will be required to demonstrate proficiency of skills and knowledge from the last Medical Surgical course completed prior to re-entry to the program. If the student cannot complete the program in three calendar years, the student will be required to start the program from the first nursing course after deployment. The student will be guaranteed a seat in the next class if this occurs.

### ***On Site Clinical Procedure***

<b>Procedure: On Site Clinical Procedure</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date last revised: July 2009, May 2013; June, 10, 2014, June 4, 2015; 5/18, 5/13/19

**Definition:** High fidelity Simulation with the use of human patient simulators (HPC) has been incorporated across the curriculum. Through exposure to controlled simulated case scenarios, students are responsible to provide competent care of selected patients. Successful simulation experiences will serve to improve the critical thinking skills of nursing students.

**Procedure:** Clinical instruction will include scheduled time for onsite clinical experience in the nursing simulation lab. A schedule will be provided at the beginning of the semester. You will be held to the same standards, policies, and procedures as offsite clinical time. You will be expected to arrive on time, in full uniform, and be prepared as indicated. Failure to do so will result in an unsatisfactory clinical day.

#### **Dress Code**

All dress code criteria will apply while in your onsite clinical experience. You must come in your complete student uniform with name tag, scissors, stethoscope, and watch. Jewelry, shoes, and hair will be in compliance as well.

#### **Absences/Tardiness**

The Nursing and Health Sciences absence policy will apply. If you do not notify the simulation instructor of an absence prior to the onsite clinical experience you will receive a clinical unsatisfactory. Onsite clinical absence time must be made up in simulation. In addition, a copy of the preparation sheet for the missed cycle must be turned in to the simulation instructor at the time of your first arrival back on campus or electronically the day of your simulation. **You may miss no more than one onsite clinical session. Any student missing more than one onsite clinical session will be required to repeat the course.**



Although the onsite clinical experience is a learning experience and is not graded as such, feedback will be provided to your course coordinators that may be incorporated into your clinical evaluations at midterm and final.

### **Contacts**

Onsite Clinical Coordinator: 304-420-8608.

This is the only person to whom you may report an absence. You may also reach her through college email and the Learning Management System email.

West Virginia University at Parkersburg  
Nursing and Health Sciences Division

Testing Procedure

Procedure: <b>Testing Procedure</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date last reviewed/revised: May 2010, June 2013; June 10, 2014, May 6, 2016, August 2017; 5/18, 5/13/19

**Definition:** It is expected that students will uphold academic standards of honesty and professionalism during testing. If it is determined that cheating has occurred in any way before, during, or after testing situations the student's test will not be scored or recorded.

**Procedure:**

- a) It is the expectation that scheduled exams be taken on the scheduled day and time.
- b) Students unable to take the exam are expected to notify their instructor by phone or email prior to the scheduled start time of the exam.
- c) Students will make arrangements with the instructor within 24 hours to take the exam. The exam must be taken at the time designated by the instructor.
- d) Makeup exams may not be the same exam as the original exam.
- e) All personal items, including all wrist wear, will be placed in the front of the computer lab/classroom. Supplies will be provided for each exam.
- f) No hoods, hats, sweatshirts with pockets, or outerwear may be worn during the exam.
- g) No cell phones, wrist wear, personal digital assistants (PDAs), MP3 players, USB flash drive, or any other electronic devices will be permitted to be used during the exam.
- h) Students may be randomly seated for each exam.
- i) Faculty cannot control for noise occurring during an exam. Disposable, sponge earplugs (supplied by the student) may be used during the exam.
- j) All students are required to review the exam immediately after submission. A score of less than 78% on any exam will mandate remediation. No further review of any exam will be conducted after the exam has been given.

- k) Students will not be permitted to ask questions during the administration or review of the exam.
- l) If the student fails to follow the testing procedure, the student's exam score will be reduced by 10% of the total exam points; if a second exam is missed, the student's exam score will be reduced by 10% of the total exam points. Three or more missed exams will result in a grade of "0".
- m) Student access to tests is limited to the periods of testing. Tests are SECURE materials and the property of the Nursing Department. It is illegal to reproduce these materials in any form, to have access to secure materials outside the classroom, or to release secure materials to students or any other individual or group. This includes discussion of questions outside of the testing area.
- n) If it is determined that a student has violated test security, program dismissal may be a consequence.
- o) Evaluations and assessments will be based on the required resources approved by the nursing division. If a student discovers a discrepancy between content presented in the classroom and content within the required resources, **it is the expectation that the student will report the discrepancy to the content instructor in writing for clarification.**

West Virginia University at Parkersburg  
Nursing and Health Sciences Division

Procedure: <b>Remediation Guidelines</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization 5/19/2010	Date last reviewed/revised: October 11, 2010, June 5, 2013; June 10, 2014, May 6, 2016; 5/18, 5/13/19

**Definition:**

Remediation is intended to improve one's skills in a specific field and master material from a specific unit before proceeding to next unit.

**Procedure:**

1. Mandatory independent test review will occur immediately after submission of the exam
2. Complete the Student Test Review Self-Assessment for each question missed
  - Lack of content
  - Misread question
  - Vocabulary
  - Changed answer
  - Lab values
  - Math
  - Other \_\_\_\_\_
3. For those students who earn less than a "C" on the unit exam may be required to schedule an appointment within 24 hours after the exam, through the division secretaries, with the instructor responsible for the test content to review and discuss their Self-Assessment. Consult the course syllabus for details.
  - a. Complete remediation assigned by the instructor, which may include but is not limited to:
    - Tutoring sessions (individual or group)
    - Test taking strategies workshop
    - Self-paced modules/study guides/ case studies/practice questions
    - Appointments with school counselor
    - Tutor Center

4. If a student is unable to attend the individual appointment, the student will notify their instructor by phone or email prior to the scheduled meeting and make arrangements with the instructor within 24 hours to reschedule.
5. The instructor will verify the remediation for completeness. If the student fails to complete the assigned remediation satisfactorily by the due date, the student's exam score will be reduced by 10%. Failure to complete the assigned remediation satisfactorily by the due date a second time will result in a grade of zero on the unit exam.
6. If the student fails to follow the remediation policy and/or a second mandatory test review/appointment is missed, that student's unit exam score will be reduced to zero.

## *Medication/Math Exam*

Procedure: <b>Medication/Math Exam</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date last reviewed/revised: May 19, 2010, June 6, 2012, June 5, 2013, June 10, 2014, January 7, 2016, August 2017; 5/18, 5/13/19

**Definition:** The Med/Math exam is designed to test the student's knowledge related to general principles of medication administration as well as evaluate mathematical skills necessary to calculate safe drug dosages in the clinical setting.

**Procedure:**

1. The medication math exam will be administered prior to the end of each semester. It will be administered after the 12<sup>th</sup> week of the semester and is scheduled on the course calendar.

Blueprint for the Introduction to Nursing Concepts exam will consist of the following:

- a. 2 questions – General medication administration
- b. 6 questions – Requiring conversions
- c. 3 questions – Relating to abbreviations
- d. 13 questions – Dosage calculations
- e. 6 questions – IV rate calculations

Blueprint for the Nursing Concepts of Health & Illness I and II and Synthesis of Nursing Concepts exam will consist of the above plus 5 pediatric dosage calculations.

2. The HESI Standardized Dosage and Calculations Exam will be administered as the Med/Math final exam in N142 Nursing Concepts of Health & Illness I. The score on the first attempt will be the score added to the grade book. Refer to the Standardized Testing and Progression Procedure.
3. Students enrolled in N134, but not enrolled in the co-requisite of N132, will be required to take a medication math exam for progression from N134 to N144.

4. Calculators, paper and pencils will be provided by the department. Students will write their names on the paper and all paper will be collected and discarded at the end of the exam.
5. The exam will be proctored according to the guidelines of the testing policy. The exam may be given electronically or via paper and pencil.
6. The student will have one hour to take the exam.
7. The student is required to achieve a minimum score of 90% to progress to the next nursing course or graduate.
8. The test grade earned on the exam is not counted in the total points for the course, except in N132 where it is given as the final exam.
9. The student who does not earn a minimum score of 90% on the first attempt will be required to self-remediate and retake the exam prior to the end of the course.
10. Failure to pass the exam with a 90% on the second attempt will prevent progression in the next nursing course/or graduation from the program. Students not successfully completing the exam on the second attempt will be required to remediate. The student will be required to complete remedial work in the area of mathematics and dosage calculations before a third attempt is granted. The third attempt will be administered two weeks after the final grades are posted in OLSIS.
11. Three versions of the exam will be generated to ensure a different exam is given for each attempt.
12. Failure to pass the third exam with a 90% will result in dismissal from the program.

***Use of Tablet Computer in Clinical***

<b>Procedure: Use of Tablet Computer in Clinical</b>	
Department: Nursing	Section: Student/Faculty Procedures
Approved by: Nursing Faculty Organization	Date Approved: May 15, 2013, Revised June 5, 2013; 5/18, 5/13/19

**Definition:** With the increase of technology, comes many factors that are of relevance to the students and patients in regards to tablet computer usage in the clinical field. Infection control will be defined and followed regarding usage in patient areas. Providing students with the opportunity to access any information anywhere will enhance each students overall learning experience.

**Procedure:** Nursing students may take tablet computers into the clinical areas. This policy is to protect both the student and the institution. Violations of these policies will result in disciplinary action.

1. Caring for the Tablet computer
  - Students will be responsible for the tablet computer while in the clinical field.
  - Students will purchase and maintain a screen protector.
  - Students will wipe the tablet computer clean between patients with antibacterial wipe.
  
2. Safeguarding and Maintaining the Tablet computer
  - The tablet computer must be fully charged on arrival to the clinical field.
  - The tablet computer must have a security code for opening and this code will not be shared with others.
  - If a tablet computer is found unattended in the patient care area, it should be given to the instructor.
  
3. Prohibited uses while in the clinical environment:
  - Accessing inappropriate materials
  - Illegal activities—use for financial or commercial gain
  - Violating patient confidentiality (HIPAA)



- Unauthorized access—any student caught trying to gain access to another student’s account will be subject to disciplinary action
  - Students are expected to use internet for clinical related activities only.
4. Appropriate use of the Tablet computer.
- Students will either inform or educate the patient’s and their families on the purpose of accessing device.
  - Job related activities including research, patient education, and assigned educational tasks to assist in Sim chart.
5. Students will assume responsibility for the safety of the Tablet computer. Clinical facilities/institutions will not be liable for any damage or loss of a student’s Tablet computer.

West Virginia University at Parkersburg  
Nursing and Health Sciences Division

Procedure: <b>Resource Utilization</b>	
Department: Nursing	Section: Faculty/Student Procedures
Approved by: Nursing Faculty Organization	Date initiated: 6/3/2015; 5/18, 5/13/19

**Definition: Elsevier Adaptive Quizzing/Learning** is for use throughout the curriculum to prepare students for course exams, programs incorporating concepts, HESI exams, and as the ultimate NCLEX-RN. **Elsevier Adaptive Quizzing** allows students to advance at their own pace — based on their performance — through multiple mastery levels for each content area. A comprehensive dashboard lets students view their progress and stay motivated. The educator dashboard, grade book, and reporting capabilities enable faculty to monitor the activity of individual students, assess overall class performance, and identify areas of strength and weakness, helping to achieve improved learning outcomes.

**Procedure:**

1. It is the expectation that students will come to class prepared with pre-class assignments completed.
2. Course coordinator will ensure that all students enrolled in their class have the appropriate access to the adaptive quizzing/learning for text books used in that course.
3. It will be noted in the course syllabus that it is the expectation that students will utilize the resources available to them, including but not limited to, adaptive quizzing, adaptive learning, textbook resources, and evolve resources.
4. It will be stated in the course syllabus that utilization of those resources is verifiable, and may be used to determine a student's eligibility to return to a course or the program after a course failure or interruption in progression.
5. Course coordinators and the teaching team for each course will establish how they will utilize adaptive quizzing/learning and resources. Examples; practice tests, remediation, ticket to class, ticket to test.
6. How adaptive quizzing/learning is to be used in a specific class will be clearly outlined in the course syllabus.
7. Students must complete 50 questions per week and will submit a hard copy/email verification of completion to the course coordinator at the end of each week. Failure to complete the required 50 questions will result in a 1% reduction in the student's overall course grade each week-the questions are not completed and submitted.

West Virginia University at Parkersburg  
Nursing and Health Sciences Division

<b>Procedure: Standardized Testing and Progression Procedure</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date adopted: June 5, 2013, June 10, 2014, January 6, 2015, January 7, 2016, August 2017; 5/18, 5/13/19

**Definition:** Standardized and customized Health Education System’s Incorporated (HESI) exams are used throughout the nursing program, and at the conclusion of the program, as an assessment of the student’s mastery of content, as well as, a component for progression and graduation. These exams will be part of the course grade. This procedure has been developed to facilitate the assessment of at-risk students and establish a review and remediation process to enhance their success in the program and on NCLEX-RN after graduation. Student participation in this academic testing program is a requirement of the nursing program.

**Procedure:** A HESI standardized or customized exam will be given as the final exam in each of the following nursing courses:

Nursing 134	HESI Introduction to Nursing Concepts Customized Exam
Nursing 142	HESI Dosage and Calculations Standardized Exam
Nursing 144	HESI Concepts of Health & Illness I Customized Exam
Nursing 234	HESI Concepts of Health & Illness II Customized Exam
Nursing 244	HESI Exit Standardized Exam
Nursing 245	HESI Management Standardized Exam

1. An un-proctored practice exam will be made available to be taken prior to the final exam for student self-assessment.
2. The proctored HESI exam will serve as the final exam of the course.
3. The conversion score of the first attempt will be used to calculate the points earned on the exam.
4. A score of 850 must be achieved on the proctored exam for successful completion of the course and progression to the next course.
5. If the student earns a passing grade in the course, the student will have a second opportunity to retake the proctored exam and achieve the 850 benchmark after they have completed the remediation plan.
6. If a student scores below an 850 on the proctored exam, the student is required to meet individually with the remediation faculty within 24 hours of receiving the exam score.

7. A student who scores below 850 on the proctored exam is required to complete a remediation plan developed between the student and remediation faculty. The goal of the remediation plan is to direct the student to the content areas that were not mastered by the student.
8. The remediation faculty and student will review the student's results, identify areas of weaknesses/deficits, and develop a "remediation plan" to guide the focus of study.
9. The student will report to the remediation faculty once a week to review the remediation plan progress.
10. Upon completion of the remediation plan, the remediation faculty will review the remediation activities to ensure completion and will schedule the student to take the second proctored exam.
11. A student who does not achieve the benchmark score of 850 on the second proctored HESI Exam will earn a course failure.

### **HESI Exit Exam**

A comprehensive exam will be given at the conclusion of N244 Synthesis of Nursing Concepts, as a means of evaluating mastery of the student learning outcomes and predicting success on the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The nursing program uses the HESI Exit Exam – RN as its comprehensive examination. This exam is a computerized, 150-item comprehensive exam that is designed to evaluate student strengths and weaknesses and program outcomes. Student results provide an evidence-based rationale for curriculum revision.

1. A proctored N244 HESI Exit Exam will be administered, as the final exam for N244, as scheduled during finals week of the semester.
2. Successful performance on the proctored N244 HESI Exit Final Exam, defined as a score of 850, is a course requirement in Nursing 244: Synthesis of Nursing Concepts.
3. The conversion score of the first attempt on the N244 HESI Exit Final Exam will be used to calculate the points earned on the course final exam.
4. Students who earn a 78% or better in the course (N244) but do not achieve the 850 benchmark are permitted two additional opportunities to achieve the benchmark of 850.
5. Failure to achieve the 850 score on the third attempt of the proctored N244 HESI Exit Final Exam will result in a course failure in Nursing 244: Synthesis of Nursing Concepts.
6. Students who achieve 78% of the total possible course points but do not achieve the benchmark score of 850 on the initial proctored N244 HESI Exit Final Exam will be assigned an "Incomplete" (IP) grade for Nursing 244: Synthesis of Nursing Concepts.
7. To be eligible to take the exam for the second attempt, the student will be required to:
  - a. Meet individually with an assigned remediation faculty within 24 hours of receiving the exam score.

- b. Develop a remediation plan based on the review of the exam results and identified areas of weakness. This plan will be used to guide the focus of study.
8. Upon completion of the remediation plan, the remediation faculty will review the remediation activities to ensure completion and will schedule the student to take the second proctored N244 HESI Final Exam.
9. Students who do not achieve the benchmark score of 850 on the second proctored N244 HESI Exit Final Exam will be required to:
  - a. Meet individually with an assigned faculty remediation advisor within 24 hours of receiving the exam score.
  - b. Develop a remediation plan based on the review of the exam results and identified areas of weakness. This plan will be used to guide the focus of study.
  - c. Complete a minimum of 100 practice questions/day until the scheduled third exam retake.
10. Upon completion of the remediation plan and the practice questions, the remediation faculty will review the remediation activities to ensure completion and will schedule the student to take the third proctored exam.
11. Students who do not achieve the benchmark score of 850 on the third proctored N244 HESI Exit Final Exam will earn a course failure for Nursing 244: Synthesis of Nursing Concepts.

## ***Employment***

Procedure: <b>Employment</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date last revised: August 2010; 5/18, 5/13/19

**Definition:** Due to the intense rigor of the nursing curriculum students are encouraged to limit work while they are enrolled in the nursing program.

**Procedure:**

1. Students will not be excused from scheduled classroom, campus lab, or clinical experiences to go to work.
2. If you will be late arriving to any scheduled learning experience, it is your responsibility to contact the faculty member who is supervising that activity.
3. If a student is hired by an affiliating health care agency, it is the student's responsibility to schedule work hours that do not interfere with assigned clinical experiences. Students in a scheduled clinical experience are not used in place of paid health care personnel.
4. Campus lab, clinical, and simulation lab assignments will not be adjusted due to work schedules.

## ***Clinical Readiness***

Procedure: <b>Clinical Readiness</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date: 6/9/14; Revised: January 13, 2017; 5/18

**Definition:** Each student admitted and/or progressing in the nursing program must meet the requirements for participation in clinical experiences. The requirements for participation in clinical experiences can be found online at <http://www.wvup.edu/wp-content/uploads/downloads/2013/12/CLINICAL-PRACTICE-REQUIREMENTS>. It is the responsibility of the student to ensure that all established clinical practice requirements are met to ensure the health and safety of both the student and public. All requirements must be completed and remain current by the published due dates and prior to attendance in clinical experiences.

**Procedure:** The Program Assistant III is responsible for collecting the required documentation, entering the data into the Nursing and Health Sciences Database, checking the data base monthly for expired requirements, and communicating to the student and course coordinator requirements that need renewed and/or are not met.

1. After formal acceptance into the nursing program, the student must have a physical examination (using the approved Nursing and Health Sciences form) complete with immunizations and/or titers. Hard copies of the results must be submitted to and on file in the Nursing and Health Sciences Division by the published date in the acceptance letter. NO EXCEPTIONS. If a student fails to submit these documents by the published dates, the student's admission will be rescinded and the student will not be permitted to start the program. To be granted admission, the student must reapply in the next cycle. Required immunizations and/or titers include:
  - o Initiation of the Hepatitis B vaccination series to have at least two doses completed by the start of the first semester, Hepatitis titer verifying immunity, or a signed waiver declining the vaccination. The series with titer must be completed prior to the start of the second semester. Documentation verifying completion of the series must be on file in the Nursing and Health Sciences office by 4:00 p.m. prior to the first day of clinical. Failure to do so will prevent the

student from attending the clinical experiences until the documentation is on file. The student will earn a clinical unsatisfactory for all missed clinical days due to noncompliance.

- Two step Mantoux tuberculosis upon admission and annual TB testing.
  - Tdap vaccination within the last ten years.
  - Varicella vaccination, titer, or documentation by a health care provider indicating he/she has had the chicken pox.
  - MMR vaccinations (2), titer, or documentation by a health care provider indicating he/she has had the measles and mumps.
  - A seasonal flu vaccination is required prior to the published date.
2. Criminal background check is required for all students entering nursing. Directions for completing the process are included in the admission letter. Fingerprint card, Applicant Information Form, and Payment must be submitted to the Nursing and Health Sciences Division by the published date. NO EXCEPTIONS. If a student fails to submit these documents by the published dates, the student's admission will be rescinded and the student will not be permitted to start the program.

**Providing false information and/or failure to disclose background information on the application to the Nursing Program is grounds for immediate dismissal/permanent suspension.**

3. Each student admitted to the nursing program is required to complete CPR Certification, **BLS –Basic Life Support from American Heart Association**, with the required documentation submitted to the Nursing and Health Sciences Division by the published date. Directions for completing the CPR requirement are included in the admission letter.
- It is the student's responsibility to ensure that CPR certification remains current and valid while enrolled as a student in the nursing program. Documentation to verify current status must be maintained in the Nursing and Health Sciences Division. Documentation verifying current and valid CPR certification for expired cards must be submitted and on file in the Nursing and Health Sciences Division by 4:00 p.m. the day prior to clinical experiences. Failure to submit the required documentation by 4:00 p.m. will render the student ineligible to attend clinical laboratories. The student will earn a clinical unsatisfactory for each clinical day



missed. Clinical absence prevents the completion of clinical objectives and can result in a clinical failure. The student is encouraged to review the Clinical Absence Procedure outlined in West Virginia University at Parkersburg's Student Nurse Handbook.

4. Completion of all clinical agency training requirements by the published dates.
  - Student will sign a HIPAA confidentiality statement at the start of each semester.
  - Student will complete required annual Carelearning modules prior to the published date. Failure to comply with completion of all modules will prevent the student from attending clinical experiences and result in a clinical unsatisfactory for each clinical day missed.
  - Student will complete all required training required by the clinical agency, including but not limited to computer access, medication administration, and glucometer use.
5. All students admitted to and enrolled in nursing are required to submit to randomized, annual drug testing. Failure to cooperate will result in administrative dismissal from the program. Positive results will result in immediate dismissal from the program and the student will not be eligible for readmission to any health science program. The Drug and Alcohol Procedure can be found in the WVU Parkersburg's Student Nurse Handbook.
6. If at any time there is a change in the student's health status (injury, surgery, pregnancy, etc.) a written release from the student's health care provider, stating the student is able to participate completely in clinical experiences, must be submitted to the Nursing and Health Sciences Division by 4:00 p.m. prior to the next clinical experience. The Change in Health Status with the approved release form is found in the WVU Parkersburg's Student Nurse Handbook. Failure to submit the release on the approved form prior to 4:00 p.m. will prevent the student from attending clinical experiences and the hours will count towards their allowable absences.
7. The student must adhere to the Professional Standards/Safe Clinical Practice Standards of the nursing program at all times. Failure to adhere to the Standards may result in dismissal from the program.

8. The Admission, Progression, and Graduation committee is responsible for reviewing and verifying immunizations and titers and communicating their findings to the Program Assistant III.
9. The Division Chair is responsible for reviewing physicals, background checks, and drug screen results and taking appropriate action for positive findings.
10. The Program Assistant III is responsible for maintaining the Nursing and Health Sciences database and storing the Health Records with the written documentation verifying compliance with the clinical practice requirements in a secure file in the Nursing and Health Sciences Division.
11. Monthly reviews of the database will be completed by the Program Assistant III. Requirements due to expire or incomplete requirements will be communicated to the student and course coordinator via emails with a deadline date for submission.
12. It is the student's responsibility to submit a hard copy of the clinical practice requirement(s) to the Nursing and Health Sciences Division by the published deadline. Failure to submit the documentation will prevent the student from attending clinical experiences and result in a clinical unsatisfactory for each clinical day missed.
13. The Course Coordinator is responsible for communication with the Program Assistant III to ensure all students are in compliance with the Clinical Practice Requirements prior to the start of the semester and as notified of expired requirements. The course coordinator is responsible to ensure that students, who are not current with the required requirements, do not attend clinical experiences and are given an "unsatisfactory clinical day."
14. Students are provided liability insurance coverage under the State of West Virginia's professional liability insurance program while actively enrolled in nursing courses within the nursing program. This policy covers nursing students regardless of setting, so long as the student is functioning within the student's role. Nursing students are **legally** responsible for their own actions. Nursing students must not provide any type of nursing care that they have not been taught.
15. If a student is employed outside the college setting, the student is not covered by the State of WV liability insurance while performing the duties of employment and is encouraged to purchase their own liability insurance.

### ***Communicable Disease Exposure***

<b>Procedure: Communicable Disease Exposure</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date adopted: 6/9/14; 5/18, 5/13/19

**Definition:** Communicable Diseases are spread through a variety of modalities from one person to another. If exposure to communicable disease occurs, it is important for the students to be tested to determine if infection has occurred.

**Procedure:**

1. It is the student's responsibility to remain up to date with required immunizations and physicals.
2. It is the student's responsibility to maintain their well-being by, but not limited to, getting adequate hours of sleep, eating healthy foods, exercise, and managing stress.
3. Any student who comes into contact with a known communicable disease will alert the nursing instructor. The nursing instructor will alert the chairperson of the Nursing and Health Sciences Division.
4. The instructor will:
  - a. Notify the Chairperson of the Nursing and Health Sciences Division.
  - b. Complete a West Virginia University Parkersburg Accident/Injury Report found at <http://www.wvup.edu/about/safety-security/forms-and-documents/>.
  - c. Notify Employee Health to initiate any screening/follow up treatment.
5. If the Exposure occurs in the Clinical Institution, the institutions policy/procedures in which the exposure occurred shall be followed.
6. Upon exposure, a WVU-Parkersburg incident report will be completed.
7. It is the student's responsibility to pay for recommended follow-up testing and/or treatment.

West Virginia University at Parkersburg  
Nursing and Health Sciences Division

***Needlesticks***

Procedure: <b>Needlesticks</b>	
Department: Nursing	Section: Student/Faculty Procedures
Approved by: Nursing Faculty Organization	Date last reviewed/revised: July 6, 2009; June 6, 2012; June 9, 2014; 5/18, 5/13/19

**Definition:** Safety in using sharps is a responsibility of both the student and faculty. Proper disposal of all sharps is required to ensure the safety of students, faculty, and community from transmission of blood-borne pathogens.

**Procedure:** In the event a student incurs a needle stick, break in the skin integrity, or body fluid exposure during Clinical, College lab or Campus experience, the following procedure will be followed:

1. The Exposed student will initiate treatment by:
  - a. Notifying the Instructor of the Exposure.
  - b. Completing an Incident Report at the clinical facility.
  - c. Following the clinical agency policy of where the needle stick occurred.
  
2. The instructor will:
  - a. Notify the Chairperson of the Nursing and Health Science Division.
  - b. Complete a West Virginia University Parkersburg Accident/Injured Person Report found <http://www.wvup.edu/about/safety-security/forms-and-documents/>.
  - c. Provide student with resources for serological testing.
  - d. Place a copy of the report with the student file in the Nursing Department.
  
3. If the Exposure occurs in the Clinical Institution:

**CCMC** Submit an Incident report and the student to go to the Employee Health Nurses immediately. Check immunization status of the student, including Tetanus. The student will be responsible to pay for own blood testing and/or treatment.

**MMH** Give incident report to Employee Health Nurse. Check immunization status of the student, including Tetanus. Student will go the Emergency Room to have blood drawn. Charge Nurse and/or Supervisor will see that the patient's blood test is drawn. A 6-month follow-up of blood test will be

done by the student. The student will be responsible to pay for his/her own blood testing and/or treatment.

4. If the incident occurs in the Campus Lab setting:
  - a. Immediately wash or flush the area with soap and water.
  - b. Notify the Instructor immediately.
  - c. Properly dispose of needle in sharps receptacle.
  - d. Report to the Nursing Lab Coordinator.
  - e. The Nursing Lab Coordinator will:
    1. File a West Virginia University Parkersburg Accident/Injured Person Report.
    2. Notify the Chairperson of the Nursing and Health Sciences Division.
    3. Provide student with resources for serological testing.
    4. Place a copy of the report with the student health file in the Nursing Department.
5. A yearly report of all needle stick injuries will be submitted to the Chairperson of the Nursing and Health Sciences Division.

***Infection Control Measures in Nursing Skills Laboratory***

Procedure: <b>Infection Control Measures in the Nursing Skills Laboratory</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date: 6/9/14; 5/18, 5/13/19

**Definition:** The Nursing Skills Laboratories provide environments for the students to learn, practice and demonstrate skills and procedures utilized in nursing practice. Infection control in the Nursing Skills laboratories aims to prevent pathogens being passed from one person to another.

**Procedure:**

1. Students will wash or sanitize hands upon entering and exiting the nursing laboratory.
2. No food or drink is permitted in the Nursing Skills laboratories.
3. Students will store all personal belongings in the student lockers.
4. Students are expected to act in a professional manner during all on-campus laboratory experiences.
5. All equipment should be handled safely and respectfully. Equipment should not be removed from the premises of the Nursing Skills Laboratories.
6. After the on-campus laboratory experience, the student will leave the clinical work site neat, clean, and restored to previous condition unless otherwise instructed.
7. Beds will be kept clean by changing soiled linens. Bed hardware will be cleaned with disinfectant wipes every semester and as needed.
8. Soiled laundry will be placed into designated bins. Soiled laundry will be washed routinely as needed.
9. IV pumps, medication carts, keyboard surfaces, and any clinical equipment used will be cleaned with disinfectant wipes every semester and as needed.

10. It is the student's responsibility to activate safety mechanisms on all sharps used during simulation to prevent injury. All sharps will be placed into the designated biohazard sharps bins. Sharps bins will be emptied by the lab coordinator, as needed, into buckets for disposal by maintenance.
11. Regular trash will be removed daily by maintenance.
12. All open needles will be discarded appropriately at the end of each semester.
13. MSDS sheets will be kept in the lab for hazardous materials used.

***Major changes in Health Status***

<b>Procedure: Major changes in Health Status</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date last revised: November 2008; 5/18, 5/13/19

**Definition:** Maintenance of personal health is the responsibility of each student for the protection of the student, the patients, and WVU at Parkersburg.

**Procedure:**

1. The completed physical form supplied by the Nursing and Health Sciences Division must be submitted to the Nursing and Health Sciences Division by the deadline date specified in the admission letter. Failure to submit the form will result in the student being dropped from the program.
2. All students are expected to submit proof of vaccination and/or immunity for all required immunizations as outlined in the clinical practice requirements.
3. Students who have not completed the Hepatitis B Series prior to the first day of clinical will be required to sign the Hepatitis B Vaccination Waiver form. Failure to sign the form will prevent the student from attending clinical (see attendance policy).
4. In the event that a student has a change in their health status, the Director of Nursing or the Nursing and Health Sciences Division Chairperson must be notified as soon as possible.
5. In the event of a major change of health status, the student will not be permitted in the clinical area until they submit a Nursing and Health Sciences Division Medical Release Form from their health care provider. This form must state that the student is able to participate without restrictions and can provide direct patient care safely with regard to themselves and to their patients in the clinical setting as a WVU at Parkersburg nursing student.
6. Failure to have the form submitted to Nursing and Health Sciences Division by 4 pm the day before clinical will prevent the student from attending clinical.
7. WVU at Parkersburg does not provide individual health and accident insurance. The student is responsible for any expense incurred as a result of illnesses or accidents including those that might occur in the clinical area.
8. Invasive procedures will only be performed under instructor supervision in the clinical setting.



**West Virginia University at Parkersburg  
Nursing and Health Sciences Division  
Department of Nursing**

## **Hepatitis B Vaccination Waiver**

I, \_\_\_\_\_, understand that as a student in the Nursing and Health Sciences Division at West Virginia University Parkersburg I will be required to care for patients in a variety of healthcare settings and may be exposed to blood or body fluids that potentially transmit infectious diseases, including Hepatitis B.

I am currently in the process of obtaining the Hepatitis B vaccination series. However, I would prefer to begin clinical before the vaccination series is complete. I understand that until the vaccination series is complete I am not fully protected, and I am still at risk of acquiring Hepatitis B. I do agree to complete the recommended immunization series and titer to demonstrate immunity and provide a copy to the Nursing and Health Sciences Division as I progress and after I complete the titer. The titer must be submitted within 90 days of 3<sup>rd</sup> injection.

I have completed the Hepatitis B series and titer; at this time the titer shows that I have not developed immunity to Hepatitis B. I understand that I am still at risk of acquiring Hepatitis B.

I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

I also agree to inform my clinical instructor and the division chairperson should any exposure to blood or body fluids occur, so that appropriate testing and treatment can be initiated.

---

Signature

Date

Received in Nursing and Health Sciences Division \_\_\_\_\_

Date

Signature

**West Virginia University at Parkersburg  
Nursing and Health Sciences Division**

**Medical Release Form**

---

Date: \_\_\_\_\_

\_\_\_\_\_ has been under my care and is able to participate  
(name of student nurse)  
without restrictions and can provide direct patient care safely with regard to  
themselves and to their patients in the clinical setting as a West Virginia  
University at Parkersburg nursing student.

---

Health Care Provider's Printed Name

---

Health Care Provider's Signature

---

**\*\*You must submit this form to the Nursing and Health Sciences Division Office no later than 4:00 pm the day prior to your scheduled clinical day. It may be submitted in person or faxed to 304-424-8211**

West Virginia University at Parkersburg  
Nursing and Health Sciences Division

<b>Procedure: Failure to Progress</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date last reviewed: August 2010 Last Revised: November, 29, 2010; June 2, 2011; January 2012, June 6, 2012, June 5, 2013, June 10, 2014, January 6, 2015, January 7, 2016, May 6, 2016; 5/18,5/13/19

**Definition:** Once a student is admitted to the Nursing Program at West Virginia University at Parkersburg, it is expected that the program be completed in the prescribed two years. The maximum length of time to complete the program can be no longer than three calendar years from the date of enrollment in the initial nursing course.

**Procedure:** The student contemplating withdrawal from a course or earns a D or F in a nursing course or a non-nursing course required to progress in the program, must meet with the assigned academic advisor and/or the Chairperson of the Nursing and Health Sciences Division at which time a Withdrawal Form will be completed and a conference note will be entered into the student's file.

If a student withdraws from a nursing or a non-nursing course required to progress in the program or earns a D or F in a nursing course or a non-nursing course required to progress in the program, the student may apply for re-admission. Within 5 days of release of final grades in OLSIS, the student must submit a written and/or email request for re-admission that includes an action plan to facilitate success. The request should be addressed to the Admission, Progression, and Graduation Committee, Nursing and Health Sciences Division, WVUP, 300 Campus Drive, Parkersburg, WV, 26104.

Students who fall out of progression and/or have not been enrolled in a required nursing course for progression for a semester or more, must demonstrate proficiency of the requirements of the most recent nursing course completed. This may include the following:

1. Pass a Theory exam with a score of 78% or better and a HESI score of 850 or better.
2. Pass a Pharmacology exam with a score of 78% or better.
3. Demonstrate mastery of technical skills by achieving a score of 90% or better on a skills exam.
4. Pass a Medication Math Exam with a score of 90% or better.

Re-admission to the Nursing Program is based on availability of space, a review of past records, including usage of student resources, and evidence that the student difficulty has been resolved. Students requesting re-admission to the program who are eligible to return will be ranked according to their admission criteria (GPA and HESI A<sub>2</sub> score). After final grades are posted, if seats are available in the course, re-admission to the program will be granted to the highest ranked students until all seats are filled.

A student who is re-admitted to the nursing program will be held to the current college catalog and Student Nurse Handbook in effect at the time of re-admission.

A student may be granted re-admission to the program twice, as long as the program can be completed in the required three calendar years. A student unable to progress to the next semester, regardless of the reason (withdrawal or course failure), for a third time, or exceeds the three calendar year time limit for completion, will be dismissed from the nursing program.

A nursing course may only be repeated once. A student who withdraws or earns less than a grade of "C" in the same nursing course twice will be dismissed from the nursing program. Dismissal from the nursing program renders the student ineligible for readmission or return to the program. A student who is dismissed from the program has the right of appeal.

A grade of "C" or better is required in each course in the nursing curriculum to qualify for graduation.

### **Withdrawal Periods**

-Follow college calendar.

**West Virginia University at Parkersburg  
Nursing and Health Sciences Division**

**Failure to Progress Plan**

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

**Reason for Failure to Progress:**

Personal Reasons:

- \_\_\_ Career Change
- \_\_\_ Health
- \_\_\_ Family
- \_\_\_ Stress
- \_\_\_ Financial
- \_\_\_ Job

Academic Reasons:

- \_\_\_ Theory Failure
- \_\_\_ Class Absence
- \_\_\_ Clinical Failure
- \_\_\_ Clinical Absence
- \_\_\_ Transfer
- \_\_\_ Other \_\_\_\_\_

Failure to progress from Course (s): (*Circle*) NURS 132 NURS 133 NURS 134 NURS 142 NURS 143  
NURS 144 NURS 234 NURS 244 NURS 245

Date \_\_\_\_\_

Eligible to Return? \_\_\_\_\_YES \_\_\_\_\_NO

Do you plan on returning to the program? \_\_\_\_\_YES \_\_\_\_\_NO

Action plan for return to program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Please note you must notify the program in writing prior to intended date of return.***

Date of notification of intent to re-enter program \_\_\_\_\_

I understand that I must apply for readmission to the program by the required date and that readmission to the nursing program is based on availability of space and a review of my records.

Signatures:

Student \_\_\_\_\_

Director \_\_\_\_\_

Date \_\_\_\_\_

## Dismissal from Nursing Program

Reasons for dismissal from the Nursing Program include but are not limited to the following:

1. Academic or clinical dishonesty (e.g. plagiarism, cheating, falsifying records, etc.)
2. Infractions of academic standards, rules, and regulations (e.g. behavioral expectations, required grade point average, etc., as stated in Student Handbook and school catalog.)
3. Failure to meet clinical objectives by conducting oneself in a manner considered harmful and/or unsafe in regard to patient safety.
4. Failure to uphold the standards for professional nursing practice as identified in Series 9 and 10 of the Legislative Rules for the West Virginia Board of Examiners for Registered Professional Nurses.
5. Violation of the **Professional Standards** and **Safe Clinical Practice Standards**.

### Procedures

Recommendation to dismiss a student from the Nursing Program may be made by a faculty member or members. This recommendation should be forwarded to the Admission, Progression, and Graduation Committee for review. The Admission, Progression, and Graduation Committee shall then forward a recommendation in writing to the Chairperson of the Nursing and Health Sciences Division, with a copy to the student. Final decision for program dismissal shall be made by the Chairperson. Written notice shall be sent to the student, to the faculty making the initial recommendation, and to the Vice President, Academic Affairs. Dismissal from the nursing program renders the student ineligible for readmission to the program.

When the decision to dismiss a student from the Nursing Program has been made, the student may choose to institute an academic appeal. The appeal is begun in the office of Academic Affairs. The procedure for an academic appeal is outlined in the West Virginia University at Parkersburg Board of Governors Policy D-47, "Student Academic Rights and Responsibilities," which may be found on the Board of Governors web page at [www.wvup.edu/Board\\_of\\_Governors/policies.htm](http://www.wvup.edu/Board_of_Governors/policies.htm).

Revised 1/17

West Virginia University at Parkersburg  
Nursing and Health Sciences Division

***Request for Transfer***

Procedure: <b>Request for Transfer</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date last reviewed: June 2011, June 2014, January 2016; 5/18

**Definition:** Students who have course work completed in an accredited school of nursing wishing to transfer into WVU Parkersburg’s Nursing Program

**Procedure:** In order to be considered for transfer from a current Nursing program into WVU P Nursing program, the following criteria must be met:

1. Be eligible for admission to West Virginia University at Parkersburg.
2. Complete an application to the Nursing program
3. Meet all admission requirements. This information can be found at [www.wvup.edu/healthsciences](http://www.wvup.edu/healthsciences). Follow the link to the Student Handbook for requirements.
4. Submit an official copy of ALL college work attempted.
5. Submit a copy of the course outline, handouts and evaluations for each course to be considered for transfer into the nursing program.
6. Submit a letter from a nursing faculty member that outlines competencies in the clinical area.
7. Submit a letter of recommendation for the Director of the present program stating that the applicant is leaving the current program in Good Standing.

All correspondence is to be addressed to the Admission, Progression and Graduation committee.

The Admission, Progression and Graduation committee will review requests when all of the above have been completed and materials received in the nursing office. The committee will partner with the Center for Student Services to determine if transfer is possible and for which class credits will be awarded. Applicants will be notified in writing of the decision of the Admission, Progression and Graduation committee. All of the above is dependent on available space in a nursing course.

If an applicant has failed two (2) nursing courses in the current nursing program or are not permitted to return to the current program, this will render the applicant ineligible for transfer into the Nursing program at WVU Parkersburg.

All previous nursing course failures in any nursing program will be recognized, documented and will follow the applicant into the nursing program at WVU Parkersburg. A third (3) nursing course failure will result in dismissal from the nursing program at WVU Parkersburg.

There is a three (3) year maximum to complete the nursing program at WVU Parkersburg. This three-year time limit will begin with the first nursing course taken at any previous college. Students may only request transfer one time.

Residency requirements for an Associate Degree at WVU Parkersburg require a minimum of 16 credit hours with a minimum GPA of 2.0. Students may not transfer into the last semester of the program.

Failure to follow these procedures or to disclose pertinent information will be grounds for rejection of the applicant's request for transfer.



West Virginia University at Parkersburg  
Nursing and Health Sciences Division

Procedure: <b>Academic Honesty</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date: 6/12/14; 5/18, 5/13/19

**Definition:** The public continues to rate nurses as one of the most trusted profession(s). Nurses consistently capture patient and public trust by performing in accordance with the *Code of Ethics for Nurses*. The code requires nurses to be open and honest, act with integrity and uphold the reputation of the profession. The people receiving health care must be able to trust the nurse with their health and wellbeing. Dishonesty is never justified. Being dishonest violates the trust placed in the nurse and undermines the nursing profession.

**Procedure:**

1. The student will maintain academic honesty when completing all learning activities.
2. The student is expected to demonstrate honesty and integrity in all aspects of interaction with patients and their families; nurses, physicians, and other members of the health care team; instructors and college personnel; and colleagues.
3. All nursing procedures and medication administration will be performed under the DIRECT OBSERVATION of the clinical nursing instructor/preceptor or with the permission of the nursing instructor/preceptor.
4. The student will admit to all errors involving patient care immediately to the clinical instructor.
5. Violations of academic honesty include:

**Plagiarism:**

- a. Representing the work of others as their personal work,
- b. Failure to use quotation marks when directly quoting from the work of others,
- c. Failure to document the ideas of others if paraphrasing a citation,
- d. Inventing or providing false documentation of sources,
- e. Use of a paper/assignment completed in one course as a paper/assignment in another course without disclosing to the faculty,
- f. Purchasing a paper online or from another student and submitting as your own.

**Cheating:**

- g. Use of any unauthorized assistance in taking quizzes or examinations,
- h. Use of any unauthorized sources in written assignments or carrying out assignments
- i. Sharing test content with other students who are to take the test,
- j. Unauthorized possession of a test or portion of a test prior to, during, or after completion of an examination or quiz,
- k. Falsifying or altering attendance records, grades, and/or other official documents,
- l. Falsifying all or part of any clinical record,
- m. Giving assistance to others who are participating in dishonest behaviors,
- n. Failure to report known or suspected academic dishonesty.

**Other:**

- o. Stealing, modifying or destroying materials which other students may need access to such as computer discs or library material,
- p. Failure to report patient-care errors to the instructor in the clinical setting,
- q. Copying and removing client records from the clinical setting,
- r. Failure to maintain client confidentiality, and
- s. Stealing drugs or clinical agency supplies.

This list of offenses is not intended to be fully exhaustive of all potential instances of academic dishonesty. Faculty and administrators may identify cases of academic dishonesty not herein contemplated.

6. **A violation of this policy will result in the initiation of the Academic Dishonesty Policy found in the WVU Parkersburg College Catalog.**
7. WVU Parkersburg has zero tolerance regarding academic dishonesty. Students in violation of this policy will be dismissed from the WVU Parkersburg's Nursing Program and receive the grade of an "F" for the course.
8. Students dismissed from the nursing program are not eligible to reapply for readmission.

West Virginia University at Parkersburg  
Nursing and Health Sciences Division

Procedure: <b>Latex Allergy</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date: 6/12/14, 3/6/15; 5/18

**Definition:** When working in the clinical setting or nursing skills lab, students may be exposed to latex. Because WVU at Parkersburg nursing labs are not latex free, students will be oriented to the risk factors for latex allergy and signs and symptoms of latex sensitivity during new student orientation.

**Procedure:**

1. The student will identify any allergies on their medical history form.
2. All students will be provided information regarding the health risk associated with latex including the prevalence of latex sensitization, risk factors for sensitization, mechanism to report potential problems with latex and basic management for latex sensitive students. This education will be provided to all students at orientation.
3. A Latex Allergy Self-Assessment will be completed by all incoming students during orientation to determine the risk or presence of latex-related allergies. This self-assessment will be maintained with the student health records in the Nursing and Health Sciences Division.
4. All students with evidence of latex sensitivity by questionnaire, medical history, or physical examination will be directed to seek out their health care provider for care and instructions.
5. Latex- sensitive students will use only non-latex gloves. Latex-free gloves will be available to latex-sensitive students. Students will be cautioned to wear latex-free gloves when handling latex supplies, equipment and manikins.
6. In case of a life-threatening reaction, (anaphylaxis) in a nursing lab, first aid should be provided within the scope of knowledge and skills by anyone who is readily accessible. The initial respondent should administer first aid, ONLY IF TRAINED TO DO SO, and contact the switchboard or activate the paging system for assistance. An accident report will be completed by the college administrator or supervisor and submitted to the Campus Safety Officer. If treatment or transport is refused by the injured person, a Refusal to Treat or Transport will be filed with the accident report. The signature of the injured party is required on the completed accident/injured person report. Campus Police and security will complete an Incident Report filing a copy with the Safety Director.

# LATEX ALLERGY SELF-ASSESSMENT

Student Name: \_\_\_\_\_ Date \_\_\_\_\_

This screening tool is intended to assist the student in identifying potential problems with latex sensitivity. It is not intended to be all-inclusive. If you have concerns or are uncertain, you should consult your physician.

Directions: Please answer yes or no to the question below.

1. Do you know or have you ever been told by your doctor or dentist that you have an allergy to any latex or natural rubber product?  Yes  No
2. Have you had itching, swelling, hives, or trouble breathing when you used any of the following personal sources of latex?

- |                                 |                              |                             |
|---------------------------------|------------------------------|-----------------------------|
| Balloons                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Rubber Gloves                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hot water bottles               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Rubber bands, balls             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Adhesive Tape                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ace Bandages                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Belts, bras, suspenders         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Dental Bite Block, dams         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Carpet backing                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Teething Rings, pacifiers       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Baby bottle nipples             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Condoms & birth control devices | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Erasers                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Foam Pillows                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Garden Hose                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Face Masks                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ostomy Bags Grip                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| IV Tubing                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Elastic Undergarments           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Urinary catheters               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Rubber Cement                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

3. Do you have any food allergies to the following food?

- Bananas [ ]Yes [ ]No
- Avocado [ ]Yes [ ]No
- Chestnuts [ ]Yes [ ]No
- Papaya [ ]Yes [ ]No
- Kiwi [ ]Yes [ ]No

4. Do you have a health history of the following (Circle if yes)?

- |                    |              |                       |              |
|--------------------|--------------|-----------------------|--------------|
| Eczema             | [ ]Yes [ ]No | Autoimmune Disorder   | [ ]Yes [ ]No |
| Asthma             | [ ]Yes [ ]No | Childhood Surgeries   | [ ]Yes [ ]No |
| Seasonal allergies | [ ]Yes [ ]No | Allergic Reactions    | [ ]Yes [ ]No |
| Poinsettia Allergy | [ ]Yes [ ]No | Extensive Dental Work | [ ]Yes [ ]No |

### **LATEX ALLERGY SELF-ASSESSMENT**

5. When you are wearing or around others wearing latex products, have you noticed presence of:

- |  |     |    |
|--|-----|----|
| A rash of itching/cracking of your hands     | YES | NO |
| Hives or redness                             | YES | NO |
| Itchy, watery, or red eyes                   | YES | NO |
| Runny nose or nasal congestion               | YES | NO |
| Fits of sneezing                             | YES | NO |
| Difficulty breathing or wheezing             | YES | NO |
| Chest tightness                              | YES | NO |
| Low blood pressure or fainting               | YES | NO |
| An allergic reaction that required treatment | YES | NO |
| Shock or anaphylaxis                         | YES | NO |

If yes to any answer, please explain:

---

---

---

---

West Virginia University at Parkersburg  
Nursing and Health Sciences Division

Procedure: <b>Shared Governance</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date: 2/10/2015, 3/9/15; 5/18, 5/13/19

**Definition:** Students have the right and responsibility to participate in the decision-making process and significantly contribute to program assessment. Students shall have opportunities to participate in meetings of the faculty organization structure.

**Procedure:**

1. Each class will elect one student to represent them at regularly scheduled meetings of the Curriculum and Outcomes Standing Committees of the Faculty Organization.
2. Committee chairs will be responsible for notifying student representative of scheduled meeting in a timely manner and student representatives will be expected to attend nursing faculty meetings or arrange for an alternate class member to replace them.
3. Time will be provided on the agenda for representatives to bring issues affecting students and provide input into faculty deliberations.
4. Elections will take place each semester to allow a variety of students to serve.
5. Regularly scheduled meetings will be held between the students and the Nursing Program Director for the purpose of providing input to the governance and for program improvement. Faculty will not be in attendance at these meetings.
6. Additionally, issues or concerns of students may be submitted on the Suggestion Form and placed in the Suggestion Box outside the nursing office.

West Virginia University at Parkersburg  
Nursing and Health Sciences Division  
Student Suggestion Form

WVU Parkersburg encourages students to be involved in the decision making process for program assessment and improvement. Faculty welcome suggestions for curriculum improvement, ideas for improving conditions which exist as a result of student procedures, and/or constructive feedback concerning other areas.

Any student may initiate the form and submit it to the faculty for review. The form may be placed in the locked box outside the nursing faculty offices. To insure the integrity of the program and safety of students, college, and community at large; it is important to note that faculty may not be able to implement the suggestion submitted.

Describe the procedure, situation, condition to be improved. Be specific

---

---

---

Describe in detail your proposed solution and how it may be implemented.

---

---

---

---

Describe how your suggestion will improve the situation and benefit the program.

---

---

---

Name: \_\_\_\_\_ Date submitted \_\_\_\_\_

West Virginia University at Parkersburg  
Nursing and Health Sciences Division

Procedure: <b>Professional Standards and Safe Clinical Practice Standards</b>	
Department: Nursing	Section: Student Procedures
Approved by: Nursing Faculty Organization	Date: 6/9/14; 5/18, 5/13/19

**Definition:** Student nurses are expected to perform and maintain the behaviors outlined in 19CSR10 of the 2002 West Virginia Nursing Code and Legislative Rules by the West Virginia Board of Examiners for Registered Professional Nurses. In addition, students are also expected to follow the American Nurses Association Code of Ethics when interacting with all clients. Therefore, all students in the Nursing Program at West Virginia University at Parkersburg are held accountable to uphold the **Professional Standards and Safe Clinical Practice Standards**.

**1. PROFESSIONAL STANDARDS**

- a. Interact with others with respect.
- b. Provide nursing care with respect and compassion for human dignity and the uniqueness of the individual without discrimination to “age, race, religion, gender, sexual preference, socio-economic status, national origin, handicap, or disease”.
- c. Respect the client’s right to privacy and maintains patient confidentiality.
- d. Report immediately to instructor incompetent, unethical or illegal behaviors.
- e. Accept responsibility for professional actions and competence:
  - i. Arrive on time for scheduled classes/activities.
  - ii. Arrive prepared for all scheduled classes/activities with required assignments completed.
  - iii. Complete written assignments and submit on time.
  - iv. Participate in and be attentive to group discussions.
  - v. Refrain from activities that are disruptive and interfere with the learning of others.
  - vi. Comply with established departmental absence policy, notifying faculty **prior to** absences or tardiness.
  - vii. Utilize learning enhancement opportunities as they arise.
- f. Adhere to the dress code as stated in the WVUP Student Handbook.
- g. Adhere to the College and Division's Academic Standards of Honesty.
- h. Adhere to the Policies and Procedures of the Nursing and Health Sciences Division as outlined in the college catalog and The Student Nurse Handbook.

**2. Procedure: SAFE CLINICAL PRACTICE STANDARDS**

- a. Practice safely within the legal boundaries of the state Nurse Practice Act.
- b. Practice within the framework of the ANA's Code of Ethics.



- c. Serve as a patient advocate
  - d. Collaborate with other health care team members
  - e. Accept responsibility and accountability for own decisions and actions.
    - i. Accept responsibility for maintaining and applying knowledge previously learned.
    - ii. Adhere to the standards of care when administering nursing care, medications, and treatments.
    - iii. Acknowledge limitations and seek instructor assistance when having difficulty or unsure of a task assigned.
    - iv. Accept and use constructive criticism to improve clinical practice.
  - f. Communicate truthfully verbally and in writing at all times.
  - g. Adhere to the policies and procedures of the clinical agencies and the nursing program.
3. Any violation of the Professional Standards and Safe Clinical Practice Standards may result in the student receiving an unsatisfactory clinical day.
  4. A student who receives a third unsatisfactory clinical day will receive a grade of “D” for the course and will not be permitted to return to the clinical area.
  5. The student has the right to appeal an unsatisfactory clinical day. The student will first appeal to their clinical instructor. If the student is not satisfied, the second step is to appeal the grievance to the Director of Nursing or the Chairperson of the Nursing and Health Sciences Division.
    - a. It is recommended that the student continue to attend classroom, campus laboratories and simulation during the appeal process.
  6. Referral to the APG Committee may occur at any time, at the discretion of the faculty, for any action on the part of the student that is unethical, illegal, dishonest, or poses imminent danger to the safety of a patient, health care member or a visitor.
  7. The APG committee may recommend to the division chair disciplinary action, including but not limited to, course failure, and/or dismissal from the Nursing Program.

**Graduation Requirements**  
**FOR**  
**WEST VIRGINIA UNIVERSITY AT PARKERSBURG**

1. Complete 60 credit hours as outlined in the Course of Study.
2. Maintain an overall grade-point average of C (2.0) or higher in all courses required for the associate degree in nursing.
3. Complete the following courses in the curriculum with a grade of “C” or better. (NURS 132, 133, 134, 142, 143, 144, 234, 244, 245; BIOL 107, 108, 200; ENGL 101; PSYC 101).
4. Complete a minimum of 16 credit hours with a minimum 2.00 grade-point average at WVU Parkersburg.
5. Attend the NCLEX Live Review offered by WVU Parkersburg
6. Complete an online graduation application by logging into your OLSIS account.

# Graduation Checklist

When you reach your final semester of coursework, there are a number of important tasks you will need to be responsible to complete. For your convenience the following checklist was created. ***It is your responsibility to ensure you complete each step.***

## 1. APPLY FOR GRADUATION

### **Graduation Fee (non-refundable)**

Complete an online graduation application by logging into your OLSIS account.

Deadline for December graduation: (See Center for Student Services).

Deadline for May graduation: (See Center for Student Services).

***Failure to apply for graduation by the deadline date will result in a delay of graduation by one semester or more.***

**Don't forget to order your graduation regalia through the bookstore. Deadlines will be posted throughout the college.**

## 2. GRADUATION PICTURES

### **Price to be determined.**

Class pictures are taken early in the last semester of the program - arrangements will be made by the Nursing and Health Sciences Division Office. You will receive an 8 X 10 copy of the composite and your three wallet size proof photos. Other packages will be available for you to order. Your picture will become a part of the composite **AFTER** you graduate.

## 3. HESI EXIT EXAM

The date of the HESI Exit Exam will be announced by the NURS 244 instructor. This is a computerized exam that lasts approximately 4 hours. This exam is mandatory and required for completion of program requirements. You must take and earn a score of 850 on this exam to qualify for graduation.

A student, who does not score 850 on the first attempt, will be required to remediate based on their HESI summary and repeat the HESI Exit examination as scheduled by the NURS 244 instructor. Failure to score 850 on the third attempt will result in a course failure in NURS 244.

## 4. REVIEW COURSES. The HESI three-day review course will be conducted during the final semester of the program. **Attendance is Mandatory and required for completion of program requirements.**

5. **APPLY FOR STATE BOARDS**

WV board applications are available for downloading from their website:  
<http://www.wvrnboard.wv.gov/>.

Early in the last semester an informational session will be held to review the state board application and help students fill out the forms correctly. If you plan to take the NCLEX-RN in another state, it is your responsibility to contact that State Board office for the required application forms.

At this time, you will need to request that a final copy of your transcript be sent to State Board **after** your graduation. Complete your transcript request by logging into your OLSIS account.

A temporary work permit will be issued to you from the State Board (in WV) when the processing of the license application is complete.

Ohio board applications are available for downloading from their website:  
<http://www.nursing.ohio.gov/forms.htm>

Deadline to submit state board applications:

December graduates: **TBA**

May graduates: **April 1<sup>st</sup>**

6. **SCHOOL PIN (price varies)**

Graduate nurses traditionally wear a pin on their uniform to signify graduation from the school program. Students desiring to purchase a pin can order the pin from The Pin People. To ensure the pin arrives by graduation, pins must be ordered two months prior to graduation.

7. **WVU Parkersburg Pinning CEREMONY**

WVU Parkersburg's Pinning Ceremony, honoring the graduates and their loved ones who have encouraged and supported the graduate through school, is held in addition to graduation. The pinning ceremony is a traditional formal ceremony celebrating the successful completion of the graduate's journey towards fulfilling the requirements of the Associate of Applied Science in nursing degree. The WVU Parkersburg nursing pin, identifying the state and school from which the student graduated, is presented to each graduate by a distinguished faculty member. The tradition of "pinning" new graduate nurses can be traced back to Florence Nightingale and symbolizes a welcome or "rite of passage" into the nursing profession.

8. **COMMENCEMENT**

Commencement ceremony is held at the completion of finals week in December and May. You may participate in commencement after completion of the course of study. The total college family participates, so seating is typically limited to a small number of guests for each graduate.

Graduation regalia is available through the bookstore. You must place your order by the posted deadline prior to graduation.

9. **CELEBRATE!!**

**\*\*All prices are subject to change.**

Revised 1/2017

## Preparation for NCLEX-RN

The unique testing situation with computer assisted testing (CAT) has increased the level of complexity of the testing information. To enhance your performance on State Boards, you are required to:

### Throughout the program:

1. Prepare for assignments every day.
2. Clarify questions as they arise.

### By week 3 of the last semester:

3. Meet with your nursing advisor to review areas of weaknesses and or concerns.
4. Establish a plan of study to address areas of need.

### By week 15 of the last semester:

5. Take the HESI Exit Exam (Week 16 Finals).
6. Continue systematic review of class notes and study aids.
7. A student, who does not score 850 on the first attempt, will be required to remediate based on their HESI summary and repeat the HESI Exit Exam as scheduled by the NURS 244 instructor. Failure to score a 850 on the third attempt will result in a NURS 244 course failure.
8. Attend the HESI review course.

### After graduation:

9. Continue reviewing materials from the courses.
10. Practice with computerized review questions at least 100 per day.

Revised 8/2017

## Series 9 & 10

### *Professional Conduct of Nursing Students*

The State of West Virginia has Code and Legislative Rules governing Registered Professional Nurses. Title 19 Series one is Policies and Criteria for the Evaluation and Accreditation of Colleges, Department or Schools of Nursing. This series states that "Students shall adhere to the standards for professional conduct as stated in the board's rule, Standards for Professional Nursing Practice, 19CSR10, and are subject to disciplinary action by the board as stated in the board's rule, Disciplinary Action, 19CSR9."

**TITLE 19  
PROCEDURAL RULE  
WEST VIRGINIA BOARD OF EXAMINERS FOR  
REGISTERED PROFESSIONAL NURSES  
SERIES 9  
DISCIPLINARY ACTION**

#### **§19-9-1. General.**

- 1.1. Scope. -- This rule defines the role and authority of the board in investigation and resolution of disciplinary matters.
- 1.2. Authority. -- W. Va. Code §§30-1-4 and 30-7-4.
- 1.3. Filing Date. -- August 17, 2004.
- 1.4. Effective Date.- September 18, 2004.

#### **§19-9-2. Definitions.**

- 2.1. The following words and phrases as used in this rule have the following meanings, unless the context otherwise requires:
  - 2.1.a. "Board" means the West Virginia Board of Examiners for Registered Professional Nurses.
  - 2.1.b. "Complaint" means any written, verbal, or other communication with the board or its representatives which indicates or tends to indicate that a licensee is acting or has acted in

violation of W. Va. Code §§30-7-1 et seq. or 30-15-1 et seq., or rules governing the practice of registered professional nursing.

2.1.c. "Proof" means all types of evidence except testimony, including but not limited to records, documents, exhibits, concrete objects, laboratory or other tests, and the reports of results of examinations or laboratory or other tests.

2.1.d. "Testimony" means evidence given by a witness under oath or affirmation, including but not limited to oral statements, affidavits, or depositions.

### **§19-9-3. Complaint Procedures.**

3.1. The Board will accept a complaint from any individual against one or more licensees.

3.2. The complaint may be written or verbal. The Board may accept anonymous complaints if the complaint provides enough information to begin an investigation. The Board may provide a form for the purpose of completing a complaint. Complaints shall include the following:

3.2.a. name and address of the licensee against whom the complaint is being filed;

3.2.b. the alleged violation which prompted the complaint;

3.2.c. the date or dates of the incident prompting the complaint;

3.2.d. any supporting documents related to the alleged violation; and

3.2.e. the name, address and telephone numbers of any and all witnesses to the incident.

3.3. The Board shall maintain a log of all complaints, indicating date of receipt, license number of nurse against whom the complaint is filed and the name of the individual filing the complaint.

3.4. A registered professional nurse required to file a complaint with the Board in accordance with this rule or any other applicable state law or rule shall do so within thirty (30) days after their knowledge of the alleged violation.

3.5. Complainants are immune from liability for the allegations contained in their complaints filed with the Board unless the complaint is filed in bad faith or for a malicious purpose.



3.6. The Board or its representatives shall gather information necessary to determine the validity of the complaint. All necessary investigative techniques, including but not limited to, subpoenas and interviewing potential witnesses, may be utilized.

3.7. The complainant shall be sent an acknowledgment stating one or more of the following:

3.7.a. The allegations are being reviewed by the Board; or

3.7.b. The allegations are beyond the jurisdiction of the Board; or

3.7.c. More information is required in order to fully investigate the complaint.

3.8. The licensee shall be sent a Notice of Complaint containing the allegations. The licensee has fourteen (14) days to respond to the allegations. The licensee shall also be sent a copy of the complaint filed against his/her license and any supporting documents filed with the complaint.

3.9. Board staff shall review all information received, including subpoenaed information, and determine if further investigation is necessary, if disciplinary action is warranted or if the case needs to be referred to the Disciplinary Review Committee (DRC) for review and/or dismissal.

3.9.a. The DRC may dismiss a case, direct staff to further investigate the allegations or determine the disciplinary action that should be taken against the license.

3.10. Board staff may negotiate terms of consent agreements if probable cause for disciplinary action is warranted.

3.10.a. The DRC shall review all consent agreements for approval and signature; it can reject the consent agreement or request modifications to the consent agreement.

3.11. If the DRC rejects the consent agreement and the licensee rejects the DRC's modifications, if any, staff shall set the case for hearing.

3.12. If the licensee contests the allegations and refuses to enter into a consent agreement, Board staff shall set the case for hearing.

3.13. A licensee may request complaints that are dismissed by the DRC to be expunged from the licensee's file after three (3) years if no other complaint is received against the same licensee within the three (3) year period.

#### **§19-9-4. Investigation.**

4.1. Upon complaint or on its own initiative, the Board or its employees or designees may investigate conduct which is occurring or has occurred which would violate W. Va. Code §§30-7-1 et seq., 30-15-1 et seq., or rules governing the practice of registered professional nursing.

4.2. For the purposes of an investigation by the Board:

4.2.a. The executive secretary or assistant executive secretary may subpoena witnesses and documents and administer oaths;

4.2.b. The Board or its authorized agents may depose witnesses, take sworn statements and collect other evidence;

4.2.c. The Board may institute proceedings in the courts of this state to enforce its subpoenas for the production of witnesses and documents and its orders and to restrain and enjoin violations of W. Va. Code §§30-7-1 et seq., 30-15-1 et seq., or rules governing the practice of registered professional nursing;

4.2.d. The Board may review pertinent medical records during the course of its investigation, and shall remove patient identifying information from records which are introduced as evidence at any disciplinary hearing;

4.2.e. The Board, or its employees or designees within the limits of authority granted by the Board, may employ investigators, consultants and other employees as may be necessary to assist in an investigation;

4.2.f. All powers of the Board and its employees or designees may be exercised to investigate a matter, even if a hearing or disciplinary action does not result from the investigative findings.

#### **§19-9-5. Disciplinary Action.**

5.1. The Board has the authority to deny, revoke, suspend, or otherwise discipline a licensee or applicant for licensure upon proof that the licensee or applicant for licensure has violated the provisions of W. Va. Code §§30-7-1 et seq.

5.1.a. The Board shall afford every person subject to disciplinary proceedings an opportunity for a hearing, as set forth in the Board's rule regarding Contested Case Hearing Procedure, 19 CSR 5;

5.1.b. If an applicant for licensure or a licensee fails to appear at a scheduled hearing or fails to reply to the notification of hearing, the charges specified may be taken as true and the Board may proceed with the disciplinary action;

5.1.c. Following a hearing before the Board or its hearing examiner, the Board will issue its decision on any disciplinary matter;

5.1.d. The Board may establish a committee that has the authority to resolve disciplinary matters through a formal consent agreement with a licensee, permitting the licensee to voluntarily agree to disciplinary action in lieu of a formal evidentiary hearing.

5.1.e. The Board or its authorized committee may take disciplinary action which includes, but is not limited to, the denial, suspension, or revocation of a license to practice as a registered professional nurse, or probation of a registered professional nursing license with terms to be met for continued practice, or the assessment of additional renewal, reinstatement, or administrative costs or fines against a licensee, or a combination of these or other actions. A licensee who fails to pay a fine or administrative cost assessed as part of disciplinary action or non-disciplinary action within the time period agreed upon between the parties, may be disciplined or may remain under the disciplinary terms until the fine and administrative costs are paid in full.

<http://www.wvrnboard.com/>

**TITLE 19  
LEGISLATIVE RULE  
BOARD OF EXAMINERS FOR REGISTERED  
PROFESSIONAL NURSES  
SERIES 10  
STANDARDS FOR PROFESSIONAL NURSING PRACTICE**

**'19-10-1. General.**

1.1. Scope. -- This rule establishes standards of safe practice for the registered professional nurse, and serves as a guide for the board in evaluating nursing care to determine if it is safe and effective.

1.2. Authority. -- W. Va. Code '30-7-4

1.3. Filing Date. -- March 31, 1994

1.4. Effective Date. -- April 1, 1994

**'19-10-2. Standards Related to the Registered Professional Nurse's Responsibility to Implement the Nursing Process.**

2.1. The registered professional nurse shall conduct and document nursing assessments of the health status of individuals and groups by:

2.1.1. Collecting objective and subjective data from observations, examinations, interviews, and written records in an accurate and timely manner. The data includes but is not limited to:

2.1.1.a. The client's knowledge and perception about health status and potential, or maintaining health status;

2.1.1.b. Consideration of the client's health goals;

2.1.1.c. The client's biophysical and emotional status;

2.1.1.d. The client's growth and development;

2.1.1.e. The client's cultural, religious and socio-economic background;

2.1.1.f. The client's ability to perform activities of daily living;

2.1.1.g. The client's patterns of coping and interacting;

2.1.1.h. Environmental factors (e.g. physical, social, emotional and ecological);

- 2.1.1.i. Available and accessible human and material resources;
- 2.1.1.j. The client's family health history; and
- 2.1.1.k. Information collected by other health team members;
- 2.1.2. Sorting, selecting, reporting and recording the data; and
- 2.1.3. Continuously validating, refining and modifying the data by utilizing all available resources, including interaction with the client, the client's family and significant others, and health team members.
- 2.2. The registered professional nurse shall establish and document nursing diagnoses and/or client care needs which serve as the basis for the plan of care.
- 2.3. The registered professional nurse shall identify expected outcomes individualized to the client and set realistic and measurable goals to implement the plan of care.
- 2.4. The registered professional nurse shall develop and modify the plan of care based on assessment and nursing diagnosis and/or patient care needs. This includes:
  - 2.4.1. Identifying priorities in the plan of care;
  - 2.4.2. Prescribing nursing intervention(s) based upon the nursing diagnosis and/or patient care needs;
  - 2.4.3. Identifying measures to maintain comfort, to support human functions and responses, to maintain an environment conducive to well being, and to provide health teaching and counseling.
- 2.5. The registered professional nurse shall implement the plan of care by:
  - 2.5.1. Initiating nursing interventions through:
    - 2.5.1.a. Writing nursing orders and/or directives;
    - 2.5.1.b. Providing direct care;
    - 2.5.1.c. Assisting with care; and
    - 2.5.1.d. Delegating and supervising nursing care activities;
  - 2.5.2. Providing an environment conducive to safety and health;

2.5.3. Documenting nursing interventions and responses to care; and

2.5.4. Communicating nursing interventions and responses to care to other members of the health care team.

2.6. The registered professional nurse shall evaluate patient outcomes and the responses of individuals or groups to nursing interventions. Evaluation shall involve the client, the client's family and significant others, and health team members.

2.6.1. Evaluation data shall be documented and communicated to other members of the health care team.

2.6.2. Evaluation data shall be used as a basis for reassessing the client's health status, modifying nursing diagnoses and/or patient care needs, revising plans of care, and prescribing changes in nursing interventions.

**'19-10-3. Standards Related to the Registered Professional Nurse's Responsibility as a Member of the Nursing Profession.**

3.1. The registered professional nurse shall know the statutes and rules governing nursing and function within the legal boundaries of nursing practice.

3.2. The registered professional nurse shall accept responsibility for his or her individual nursing actions and competence.

3.3. The registered professional nurse shall obtain instruction and supervision as necessary when implementing nursing techniques or practices.

3.4. The registered professional nurse shall function as a member of the health team.

3.5. The registered professional nurse shall collaborate with other members of the health team to provide optimum patient care.

3.6. The registered professional nurse shall consult with nurses and other health team members and make referrals as necessary.

3.7. The registered professional nurse shall contribute to the formulation, interpretation, implementation and evaluation of the objectives and policies related to nursing practice within the employment setting.

3.8. The registered professional nurse shall participate in the systematic evaluation of the quality and effectiveness of nursing practice.

- 3.9. The registered professional nurse shall report unsafe nursing practice to the Board and unsafe practice conditions to recognized legal authorities.
- 3.10. The registered professional nurse shall delegate to another only those nursing measures which that person is prepared or qualified to perform.
- 3.11. The registered professional nurse shall supervise others to whom nursing interventions are delegated.
- 3.12. The registered professional nurse shall retain professional accountability for nursing care when delegating nursing interventions.
- 3.13. The registered professional nurse shall conduct practice without discrimination on the basis of age, race, religion, gender, sexual preference, socio-economic status, national origin, handicap, or disease.
- 3.14. The registered professional nurse shall respect the dignity and rights of clients regardless of social or economic status, personal attributes, or nature of the client's health problems.
- 3.15. The registered professional nurse shall respect the client's right to privacy by protecting confidential information unless obligated by law to disclose the information.
- 3.16. The registered professional nurse shall respect the property of clients, family, significant others, and the employer.
- 3.17. The registered professional nurse assuming advanced practice shall be qualified to do so through education and experience as set forth in W.Va. Code '30-7-1 et seq. and the rule governing Announcement of Advanced Practice, 19 WV CSR 7.

<http://www.wvrnboard.com/>

# FORMS





Nursing and Health Sciences Division  
Change of Contact Information

Student Information		
Name:		
Date of Birth:	Student ID #	County of Residence:
Current Address:		
City:	State:	Zip Code:
Ethnicity: Circle One   African American   Asian   Caucasian   Mexican   Other:		
Gender: Male   Female	Home Phone:	Cell Phone:
Email Address:		
Emergency Contact		
Notify in case of emergency:		
Phone:		
Relationship:		

\_\_\_\_\_ No Change

\_\_\_\_\_ Date

\_\_\_\_\_ Signature



---

Nursing and Health Sciences Division

Authorization to Release Information to Clinical Agencies

I, \_\_\_\_\_, hereby authorize West Virginia University at Parkersburg to release my comprehensive physical examination, any felony/misdemeanor conviction, background check, or drug screen results to any clinical agency upon request. I understand that this information will be utilized to determine if I meet the requirements set forth by these institutions in relation to being eligible to participate in clinical training activities in these clinical agencies.

I understand I may consult an attorney at my own expense prior to signing this document.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature



---

Nursing and Health Sciences Division  
Nursing Department

Authorization to Release Information to WV State Board of Nursing

I, \_\_\_\_\_, hereby authorize West Virginia University at Parkersburg to release to the West Virginia Board of Examiners for Registered Professional Nurses any and all information concerning me during the time I was enrolled in the nursing program at WVU Parkersburg. This authorization includes but is not limited to any felony and or misdemeanor records, medical records or records relating to my physical, mental, or emotional condition and any treatment rendered to me; drug screen results, school transcripts or other records relating to my attendance at any school; disciplinary actions for academic dishonesty, professional misconduct, and/or violations of §30-7-11; or any other information relating to the professional standards and conduct expected of nurses.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

Nursing and Health Sciences Division

Confidentiality Statement, Professional Conduct and  
WV Code and Standard of Professional Nursing Practice Statement

Please initial each statement and sign and date bottom of the form.

**Confidentiality Statement**

\_\_\_\_\_ It is the obligation of WVU at Parkersburg’s Nursing and Health Sciences Division to maintain the confidentiality of all patient’s medical record information and to protect the patient’s right to privacy. As a student of the Nursing and Health Sciences Division, I understand that I am never to discuss or review, for personal purposes, any information from a patient’s medical record or information relating to the care and treatment of any and all patient’s in the clinical setting.

\_\_\_\_\_ I understand that any violation of any portion of the policies and procedures of the Nursing and Health Sciences Division or the state and federal regulation governing the patient’s right to privacy will result in cause for immediate termination as a student in the Nursing and Health Sciences Division.

**WV Code and Standard of Professional Nursing Practice Statement**

\_\_\_\_\_ I have read and received a copy of the West Virginia Legislative Code for Registered Professional Nurses Disciplinary Action, (19CSR9) and Standards of Professional Nursing Practice, (19CSR10). I have had an opportunity to discuss and ask questions. I understand the Code and will abide by the rules.

**Professional Conduct**

\_\_\_\_\_ WVU at Parkersburg’s Nursing and Health Sciences Division strongly supports the standards of the healthcare profession regarding the need for healthcare students to be persons of good moral character who demonstrate responsible behaviors.

Applicants are advised that their conduct before and after submitting their application to a Nursing and Health Sciences Program will be considered in the admission process. Conduct derogatory to the morals or standing of the Nursing and Health Sciences Division may be reason for denial of admission or dismissal from the program. Irresponsible behavior or conduct denoting questionable moral character will include, but not necessarily be limited to the following:

- Criminal activities – e.g. DUI, misdemeanors, or felonies
- Cheating/dishonesty
- Domestic violence
- Breach of confidentiality
- Substance abuse – e.g. manufacture, use, distribution, or positive drug screen
- Harassment
- Discrimination
- Social Networking

Students are advised that their conduct while students both on campus and off campus could result in dismissal from the program.

**NOTE: Disclosure of a criminal record does not automatically disqualify you from admission consideration.**  
**IMPORTANT NOTICE: The State licensing/certification boards may deny eligibility to take licensing/certification examination to individuals who have been convicted of a felony/misdemeanor and persons with drug/chemical dependency.**

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

