



WRIGHT STATE UNIVERSITY-
MIAMI VALLEY COLLEGE OF
NURSING AND HEALTH

UNDERGRADUATE NURSING STUDENT HANDBOOK 2021-2022

*This handbook is located on our homepage at
<https://health-education-human-services.wright.edu/nursing-kinesiology-and-health-sciences>*

The faculty and staff hope you enjoy your classes at Wright State University. We also wish you the best of success in your professional career.

The School of Nursing, Kinesiology and Health Sciences faculty reserves the right to revise the nursing requirements or the sequence as deemed necessary at any time to prepare students for new and emerging roles in nursing. Course requirements or sequence scheduling may be changed.

The information contained in this handbook is informational only, and not intended to be contractual in nature.

*** As of August 2021, the nursing program at WSU was reorganized to join other programs as part of the new college (College of Health Education and Human Services). During this time of transition the following terms are used interchangeably within our documents: College of Nursing and Health; School of Nursing, Kinesiology and Health Sciences, CoNH and SONKH, Nursing Program**

Table of Contents

STUDENT HANDBOOK	1
Table of Contents	2
General Information	4
Resources at WSU (Main Campus)	4
Resources at WSU (Lake Campus)	6
SONKH's Nursing Programs History, Mission, Vision, & Philosophy	8
SONKH's Nursing Program Curriculum Model	11
BSN Graduate Outcomes	12
Law Regulating the Practice of Nursing	13
Ohio Board of Nursing Student Conduct While Providing Nursing Care	15
Code for Nurses (American Nurses Association)	18
WSU SONKH's Nursing Program Code of Conduct for Students	19
Curriculum	20
Pre-licensure BSN Graduation Planning Strategy for Fall Start, Main Campus (starting F17)	20
Pre-licensure BSN Graduation Planning Strategy #1 & #2, Spring Start, Main Campus	21
Pre-licensure BSN Graduation Planning Strategy for Lake Campus	22
Alternative Prelicensure Pathway (APP) Graduation Planning Strategy	23
Pre-licensure BSN Program Course Descriptions.....	24
RN-BSN Graduate Planning Strategy	25
RN-BSN Program Course Descriptions.....	26
Honors Program.....	26
Independent Study In Nursing.....	26
Request For Independent Study.....	27
Writing Across the Curriculum.....	28
Policies and General Information	30
Academic Advising.....	30
Academic Policies	30
Completion (Graduation) Policy for both Pre-licensure BSN and the RN-BSN Students	30
Dismissals from the SONKH's Nursing Program and Readmission	30
Leave of Absence and Withdrawal Policy.....	31
Prior Learning Assessment, Transfer Credit. Advanced Standing	34
Progression, Dismissal, and Readmission in the Pre-Licensure Nursing Program.....	41
Progression, Dismissal, and Readmission in the RN-BSN Completion Program	43
Second Baccalaureate Degree Students.....	44
Academic Misconduct.....	45
Advanced Standing Policy for Veterans and Active-Duty Military	46
Attendance Policy	47
Classroom/On-line Didactic Courses	47
Clinical/Laboratory	47
Audit	49
Canceled Classes and Clinical Experience	50
Classification of Students.....	51
Clinical Facilities.....	51
Communication between Students and Faculty.....	51
Concerns and Issues Policy	51
Mediation Procedure for A Final Course Grade	53
FINAL GRADE MEDIATION FORM	54
Critical Incident/Near Miss Policy.....	55
Student Disabilities.....	60
Accommodations for Student Disabilities Policy.....	61

Technical Standards for Students	63
Digital Devices and Social Media Policy	73
Grading Scale for SONKH's Nursing Program Courses	76
Health and Insurance Requirements	77
Identification Cards/Badges	79
Illness & Injury Policy	80
Medical Emergency in the Classroom, Lab, and Clinical Setting	80
Name/Address/Telephone Changes	81
Nursing Pins	81
Online or Web-Enhanced Courses	81
Petition Process	81
Plagiarism Policy	82
Post-Exposure Plan to Infectious Substance	83
Practicing Safe and Professional Care	83
Student Conference Report	87
Pre-Licensure Practicum Placement Process (Preceptor Policy)	88
Pregnancy	90
Public Information	90
Recordings	91
RN Licensure	91
Simulation	92
Simulation Participation, Confidentiality, And Recording Agreement	94
The Nursing Simulation and Learning Resource Center (025 University Hall)	95
Student Guidelines For Nursing Simulation And Learning Resource Center	95
Smoking Policy (See the WSU Wright Way 6020 Smoking Policy)	98
Stethoscope	98
Standardized Testing for Student Success	98
Specialty/Mid-Curricular Exam Policy	98
HESI Exit Exam Policy	100
Student Organizations	101
Sigma Theta Tau International Zeta Phi Chapter	101
Association of Student Nurses at Wright State University	101
Student Signatures on Charts, Records, Progress Notes, etc.	101
Testing	102
Classroom Testing	102
Additional Guidelines for Online Testing	102
Testing Guidelines for Nursing Computer Lab	103
Toxicology Screening Policy	104
Uniform Policy	109
Dress Code for RN-BSN Completion Students	110
Visitors in the Classroom	110

General Information

Resources at WSU (Main Campus)

Where to Go for Help!

MAIN CAMPUS

<u>Issue</u>	<u>Resource</u>
Academic Advising	160 University Hall, 937-775-3131 Email: cheh-advisors@wright.edu Academic Advising (link)
Writing Assistance and APA Format	University Writing Center, 122 SSC, 937-775-5770 Writing Center (link)
Closures/Cancellations	<p>In the event of severe winter weather, the following WSU Alert channels will be used to inform employees and students of closures and delays:</p> <ul style="list-style-type: none">• Official listserv email• Text and voice messaging (to those opted in to this service)• Local radio & television stations (WHIO)• Wright State Homepage and WINGS• Campus Information Line• Facebook and Twitter <p>Sign up for campus emergency alerts at link below</p> <p>https://www.wright.edu/police/emergency-preparedness/stay-informed/university-emergency-notification-system-wright-state-alert</p>
SONKH's Nursing Program Computer Lab	009 University Hall
Counseling & Wellness Services and Student Health Services	Counseling and Wellness Raider Cares is Counseling and Wellness Services' 24-hour crisis phone service. You can reach the Raider Cares Line by calling 937-775-4567.

Student Health Services	Student Health Services
Evolve or HESI Access	Student Success Coordinator: Lisa Lambdin .
Simulation & Learning Resource Center (SONKH Nursing Program)	025 University Hall, 937-775-3697 or 3095 Molly.mellon@wright.edu or marlene.stuber@wright.edu
Disability Services	Office of Disability Services, 180 University Hall, 937-775-5680 https://www.wright.edu/inclusive-excellence/disability-services
Registration into closed Classes	If other sections of classes are open, contact the instructor of the course; if all sections of nursing classes are closed, contact the nursing office at 937-775-3131
Resume writing	Career Services
Student Success & Tutoring	Academic Support Student Success Coordinator: Lisa Lambdin
Test taking strategies	https://www.wright.edu/student-affairs/health-and-wellness/counseling-and-wellness/workshops-and-self-help/test-anxiety
Association of Student Nurses @ WSU	ASN Faculty Advisor: Liz Pulley - elizabeth.pulley@wright.edu and Annette Watts - annette.watts@wright.edu WSU Association of Student Nurses (link)

Resources at WSU (Lake Campus)

Where to Go for Help!

LAKE CAMPUS

<u>Issue</u>	<u>Resource</u>
Academic Advising	174 Dwyer Hall 419-586-0377
Writing and APA Format	Student Success Center, 182 Andrews Hall, 419-586-0333 Lake.wright.edu/campus-life/student-success-center
Closures/Cancellations	<p>Listen to local radio/TV stations or call the WSU Info Line: 1-800-237-1477 or 419-586-0300 or visit www.lake.wright.edu</p> <p>in the event of severe winter weather, the following WSU alert channels will be used to inform employees and students of closures and delays:</p> <ul style="list-style-type: none"> • official listserv email • text and voice messaging (to those opted in to this service) • local radio & television stations • wright state homepage and wings • campus information line • Facebook and twitter <p>Sign up for campus emergency alerts at WSU</p> <p>https://www.wright.edu/police/emergency-preparedness/stay-informed/university-emergency-notification-system-wright-state-alert</p>
Computer Labs	113 Trenary, 183 Andrews, 185 Andrews, 192 Dwyer, 194 Dwyer, 196 Dwyer and 221 Dwyer for use by faculty and students
Counseling & Wellness Services	Health & Wellness Clinic, 187 Andrews Hall, 419-586-0398 Raider Cares is Counseling and Wellness Services' 24-hour crisis phone service. You can reach the Raider Cares Line by calling 937-775-4567.
Evolve or HESI Access	182B Andrews Hall (Lynn Franck), 419-586-0389
Simulation & Learning Resource Center	199 Andrews Hall
Learning Disabilities	Office of Disability Services, 225 Dwyer Hall, 419-586-0366
Registration into closed Classes	If other sections of classes are open, contact the instructor of the course; If all sections of nursing classes are closed, contact Lynn Franck at 419-586-0389
Resume Writing	Student Success Center, 182 Andrews Hall, 419-586-0333 Lake.wright.edu/campus-life/student-success-center

Student Success	Student Success Center, 182 Andrews Hall, 419-586-0333 Lake.wright.edu/campus-life/student-success-center and Lynn Franck 419-586-0389
Test Taking Strategies	Student Success Center, 182 Andrews Hall, 419-586-0333 Lake.wright.edu/campus-life/student-success-center
Tutoring for GE classes	Student Success Center, 182 Andrews Hall, 419-586-0333 Lake.wright.edu/campus-life/student-success-center
Tutoring for Nursing	Student Success Center, 182 Andrews Hall, 419-586-0326 Lake.wright.edu/campus-life/student-success-center

Wright State University-Miami
Valley School of Nursing,
Kinesiology and Health, Nursing
Program

SONKH's Nursing Programs History, Mission, Vision, & Philosophy

HISTORY

In September 1973, following studies conducted in the 1960's by interested community health care administrators and nurse educators revealing a need for a baccalaureate nursing program, Wright State University College of Nursing and Health started the first baccalaureate nursing program with sixty-one students. In 2013, about 700 undergraduate students are enrolled. The undergraduate programs include traditional, RN/BSN for licensed registered nurses who wish to pursue a Bachelor of Science degree in nursing, and most recently an accelerated option, Baccalaureate Entry Accelerates Career Opportunities in Nursing (BEACON). This option allows students with a non-nursing bachelor's degree to earn a BSN in 16 months. The College of Nursing and Health first received full accreditation from the National League for Nursing in May 1976. In April 2005, full accreditation was awarded by Commission on Collegiate Nursing Education, and it was renewed November 2014 until June 30, 2025. In the fall of 2016, the first cohort of pre-licensure students began the nursing program at the Lake Campus site.

In January 1978, the College of Nursing and Health admitted the first students to its master's program. Just a year and a half later, in June 1979, the first graduates completed the program. Within six months, the College received accreditation from the National League for Nursing for a period of eight years for the masters program. Currently, approximately 220 students are enrolled in the graduate program. Beginning in 1993, a number of graduate specialties were added to the master's program, including Family Nurse Practitioner, Child and Adolescent Health, Acute Care Nurse Practitioner, Adult Health Clinical Nurse Specialist, Nursing Administration, and Nursing Education. In April 2005, the College of Nursing and Health received full accreditation from the Commission on Collegiate Nursing Education for 10 years, and in 2015, it was renewed for another 10 years. The Doctorate of Nursing Practice was started in January 2008. Two additional graduate programs, the Psychiatric-Mental Health Nurse Practitioner program began in Fall 2013, and a Neonatal Nurse Practitioner program will begin in Fall 2014.

In June 1984, the school entered into a collaborative agreement with the Division of Nursing at Miami Valley Hospital to form a Center for Excellence in nursing education. This agreement affords unique opportunities for research, clinical practice, and education. The Wright State University – Miami Valley College of Nursing and Health has contracts with 48 other agencies in the area which are used for clinical experiences and research.

In 1993, H.B. 478 established Wright State and Case Western Reserve universities as Advanced Practice Nursing pilot projects. This legislation allows advanced practice nurses to be reimbursed through the Ohio Department of Human Services and gives advanced practice nurses prescriptive authority. ODHS has established rules and regulations for reimbursement of advanced practice nurses. The bill requires a formulary committee of advanced practice nurses appointed by the Ohio Board of Nursing, MDs appointed by the Ohio Board of Medicine, a pharmacist appointed by the Ohio Board of Pharmacy and the State Commissioner of Health to recommend rules and regulations for prescriptive authority, develop a formulary, and approve prescriptive protocols for advanced practice nurses in the pilot projects.

In 2021, during a University Reorganization, the Wright State Miami Valley College of Nursing and Health became part of the the School of Nursing, Kinesiology, and Health Sciences joining other schools and departments to form the new College of Health Education and Human Services.

Revised 2/12/14; 6/3/16

MISSION STATEMENT

The Wright State University-Miami Valley College of Nursing and Health provides excellence in innovative educational programs as the foundation for lifelong learning; serves our community locally, regionally, nationally, and internationally; performs scholarship that enriches and guides the profession of nursing; and empowers faculty, staff,

students, and alumni to reach their full potential.
10/23/13

Approved FO:

VISION STATEMENT

The Wright State University-Miami Valley College of Nursing and Health will be a leader in the transformation of the educational enterprise in Ohio and beyond through collaborative partnerships, civic engagement, and service supported by scholarship to advance and empower nursing in an inclusive, respectful environment. Approved FO:
10/23/13

PHILOSOPHY

The College of Nursing and Health supports Wright State University's mission of teaching, research, and service. The faculty believe in the acquisition of knowledge, the exploration for new knowledge, the advancement of lifelong learning, and the search for basic truth. The faculty share the commitment of the University to respond to issues affecting the diversity of the global community.

The Faculty Believe:

The human community consists of individuals, families, groups, organizations, and communities. An individual is a dynamic being whose body, mind, and spirit develop over the life span. Individuals have inherent worth, dignity and the potential to be discerning, caring, creative, and rational beings within the context of their developmental stage and life situation.

Individuals make choices which create the self and provide opportunity for change.

Individuals are members of families who may serve as cohesive, dynamic support systems providing nurturance and protection as well as transmitting cultural values. Individuals form groups, organizations, and communities to share responsibilities and meet human needs. Vulnerable and underserved groups require shared responsibility by all humanity for communication, understanding, and peaceful coexistence.

Individuals, families, groups, organizations, and communities affect and are affected by their interactions with the environment. The environment is the context of human existence; the quality affects the human potential for health. The human community has a responsibility to protect, conserve, and promote the health of the environment.

Health and illness are dynamic coexisting processes which influence balance, harmony, and vitality within each individual. Both processes depend on environmentally affected and genetic capabilities, initiative, knowledge, individual choice, and value judgments. Well-being is a perception held by the individual of his or her ability to function in society and attain satisfying relationships with self and others as well as their ability to seek or find meaning in existence.

The discipline of nursing integrates knowledge derived from empirical, aesthetic, ethical, and personal sources to provide safe care that is scientifically and culturally sound. Professional nursing is grounded in liberal arts education and requires knowledge in nursing, the other sciences, arts, the humanities, and technology. Liberally educated nurses bring a unique blend of knowledge, judgment, skills, and caring to the healthcare team that delivers treatment and services in complex, evolving healthcare systems. Nursing's social mandate is to promote health and wellness, prevent disease and disability, and care for those who are ill or dying in the settings in which they are found. Professional nurses function autonomously, as well as collaboratively with clients and interprofessionally within a multifaceted health care system providing basic organizational and systems leadership.

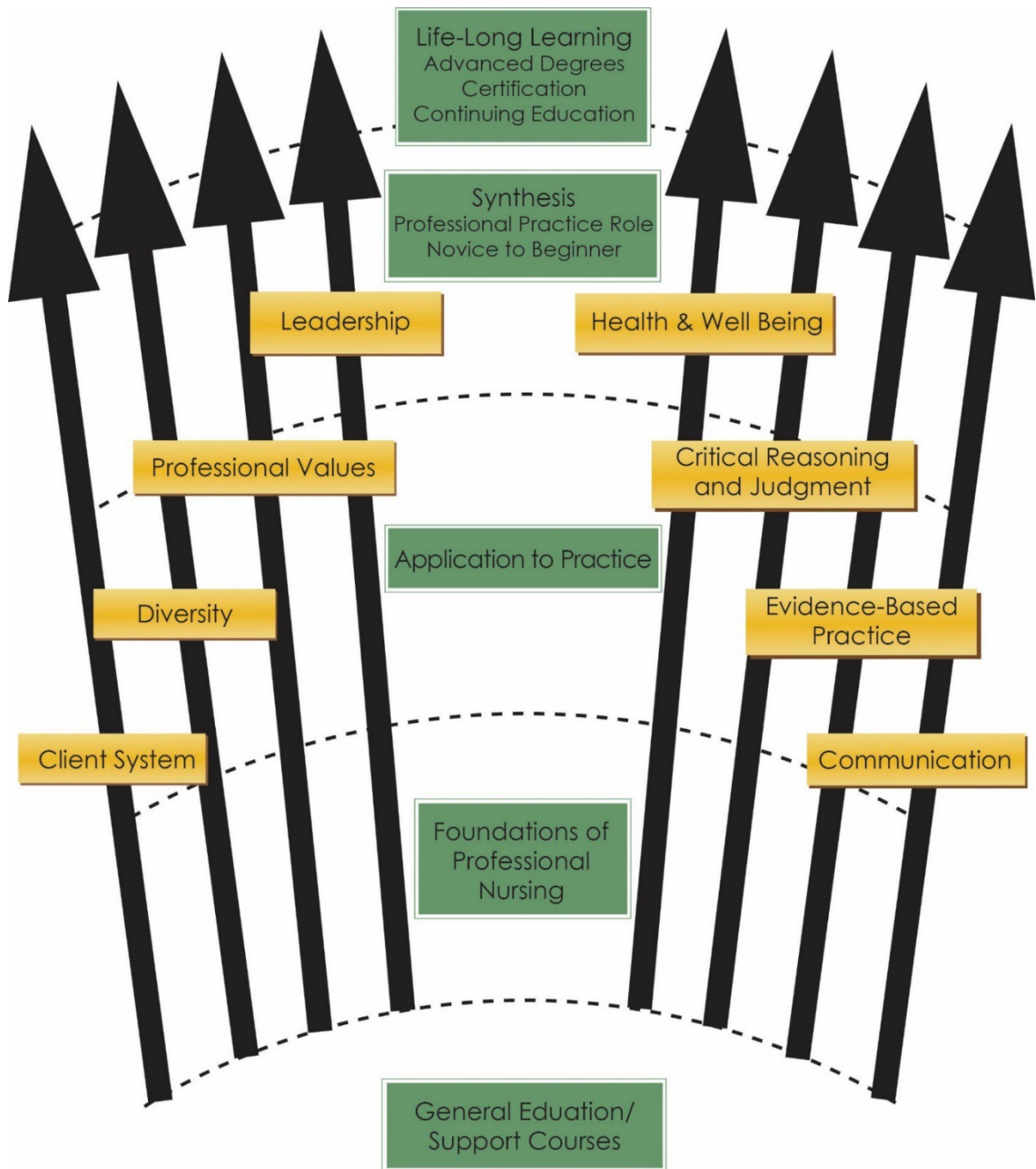
Professional nurses use critical thinking and methods of scientific inquiry to generate new knowledge, analyze data, recognize patterns, establish priorities, and promote evidence-based practice. Professional nurses address issues important to the profession of nursing, question dominant assumptions, and solve complex problems related to individuals, groups, and population-based health care. The professional nurse epitomizes an appropriate set of values and ethical framework for practice by consistently demonstrating core values of altruism, excellence, caring, ethics, respect, communication, and accountability. As advocates for quality outcomes and safety for all individuals, professional nurses must be knowledgeable and active in health care policy, finance, and regulatory environments.

Nursing education is an interactive teaching-learning process within a collegial and interdisciplinary environment.

Education facilitates critical thinking and inquiry, ethical insight, caring, communication, creativity, an appreciation of the past, sensitivity to societal diversity, and professional competence. Teaching includes assessing, advising, guiding, facilitating, modeling, sharing knowledge, and evaluating. Learning is a lifelong self-directed process of change that includes synthesizing knowledge, skills and values necessary for expanding the dimensions of the individual, which increasingly will include graduate study for the professional nurse.

Approved 3/9/09; Affirmed Faculty Org,
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SONKH's Nursing Program Curriculum Model



Approved March 9, 2009
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BSN Graduate Outcomes

The graduate will:

1. Meet the requirements for graduation which encompasses the arts, the sciences, and nursing for the basis of professional nursing practice. (Essential I)
2. Use basic organizational and systems leadership skills for client safety and quality client care. (Essential II)
3. Integrates current relevant evidence in professional nursing practice. (Essential III)
4. Implement health care information technology in the management of client care. (Essential IV)
5. Analyze legislative and regulatory processes relevant to the provision of health care. (Essential V)
6. Use effective interpersonal and interprofessional communication and collaboration to improve client health outcomes. (Essential VI)
7. Implement health promotion and disease prevention interventions at the individual and community level to improve population health. (Essential VII)
8. Exhibit professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice. (Essential VIII)
9. Practice at a baccalaureate nurse generalist level with clients across the lifespan and in a variety of settings; considering the variation, complexity, and resources necessary for the provision of care. (Essential IX)

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Law Regulating the Practice of Nursing

State of Ohio

Chapter 4723-4 Standards of Practice Relative to Registered Nurse or Licensed Practical Nurse [4723-4-01](#) General information.

(A) The purpose of this chapter is to establish:

- (1) Minimal acceptable standards of safe and effective nursing practice for a registered nurse and a licensed practical nurse in any setting;
- (2) Minimal acceptable standards of safe and effective practice for a certified nurse-midwife, certified nurse practitioner, certified registered nurse anesthetist, and clinical nurse specialist in any setting. Additional standards for practice as a certified nurse-midwife, certified nurse practitioner, certified registered nurse anesthetist, and clinical nurse specialist are established in Chapters 4723-8 and 4723-9 of the Administrative Code;

(B) For purposes of this chapter, the following definitions shall apply:

- (1) "Certified nurse-midwife" means a registered nurse who has met the requirements of section [4723.41](#) of the Revised Code, and who holds a current valid certificate of authority issued by the board under section [4723.42](#) of the Revised Code.
- (2) "Certified nurse practitioner" means a registered nurse who has met the requirements of section [4723.41](#) of the Revised Code, and who holds a current valid certificate of authority issued by the board under section [4723.42](#) of the Revised Code.
- (3) "Certified registered nurse anesthetist" means a registered nurse who has met the requirements of section [4723.41](#) of the Revised Code, and who holds a current valid certificate of authority issued by the board under section [4723.42](#) of the Revised Code.
- (4) "Clinical judgment" is the application of the nurse's knowledge and reasoning within the context of the clinical environment in making decisions about patient care.
- (5) "Clinical nurse specialist" means a registered nurse who has met the requirements of section [4723.41](#) of the Revised Code, and who holds a current valid certificate of authority issued by the board under section [4723.42](#) of the Revised Code.
- (6) "Direction" means communicating a plan of care to a licensed practical nurse. Direction by a registered nurse is not meant to imply the registered nurse is supervising the licensed practical nurse in the employment context.
- (7) "Licensed nurse" means a registered nurse or a licensed practical nurse who holds a current valid license to practice nursing in Ohio.
- (8) "Nursing diagnosis" means the identification of a patient's needs or problems which are amenable to nursing intervention.
- (9) "Patient" means the recipient of nursing care, which may include an individual, a group, or a community.

Effective: 02/01/2014; R.C. [119.032](#) review dates: 10/17/2013 and 10/15/2018

Promulgated Under: 119.03; Statutory Authority: 4723.07; Rule Amplifies: [4723.01](#), [4723.28\(B\)\(19\)](#) Prior Effective Dates: 12/01/1995, 04/01/1999, 02/01/2002, 02/01/2003, 02/01/2004, 2/1/09

[4723-4-03 Standards relating to competent practice as a registered nurse.](#)

- (A) A registered nurse shall provide nursing care within the scope of practice of nursing for a registered nurse as set forth in division (B) of section [4723.01](#) of the Revised Code and the rules of the board.
- (B) A registered nurse shall maintain current knowledge of the duties, responsibilities, and accountabilities for safe nursing practice.
- (C) A registered nurse shall demonstrate competence and accountability in all areas of practice in which the nurse is engaged including:
 - (1) Consistent performance of all aspects of nursing care; and
 - (2) Recognition, referral or consultation, and intervention, when a complication arises.
- (1) A registered nurse may provide nursing care that is beyond basic nursing preparation for a

registered nurse, provided: The nurse obtains education that emanates from a recognized body of knowledge relative to the nursing care to be provided.

(2) The nurse demonstrates knowledge, skills, and abilities necessary to provide the nursing care;

(3) The nurse maintains documentation satisfactory to the board of meeting the requirements set forth in paragraphs (D)(1) and (D)(2) of this rule;

(4) When the nursing care to be provided according to division (B)(5) of section [4723.01](#) of the Revised Code, the nurse has a specific current order from an individual who is authorized to practice in this state and is acting within the course of the individual's professional practice; and

(5) The nursing care does not involve a function or procedure that is prohibited by any other law or rule.

(D) A registered nurse shall, in a timely manner:

(1) Implement any order for a patient unless the registered nurse believes or should have reason to believe the order is:

(a) Inaccurate; (b) Not properly authorized; (c) Not current or valid; (d) Harmful, or potentially harmful to a patient; or (e) Contraindicated by other documented information; and

(2) Clarify any order for a patient when the registered nurse believes or should have reason to believe the order is:

(a) Inaccurate; (b) Not properly authorized; (c) Not current or valid; (d) Harmful, or potentially harmful to a patient; or (e) Contraindicated by other documented information. (F) When clarifying an order, the registered nurse shall, in a timely manner:

(1) Consult with an appropriate licensed practitioner; (2) Notify the ordering practitioner when the registered nurse makes the decision not to follow the order or administer the medication or treatment as prescribed;

(3) Document that the practitioner was notified of the decision not to follow the order or administer the medication or treatment, including the reason for not doing so; and (4) Take any other action needed to assure the safety of the patient.

(G) A registered nurse shall, in a timely manner, report to and consult as necessary with other nurses or other members of the health care team and make referrals as necessary.

(H) A registered nurse shall maintain the confidentiality of patient information. The registered nurse shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care, or for otherwise fulfilling the nurse's assigned job responsibilities, and shall not disseminate patient information for purposes other than patient care, or for otherwise fulfilling the nurse's assigned job responsibilities, through social media, texting, emailing or any other form of communication.

(I) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a registered nurse unless the patient has consented to the disclosure of identifiable patient health care information. A registered nurse shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(J) The registered nurse shall use acceptable standards of safe nursing care as a basis for any observation, advice, instruction, teaching, or evaluation and shall communicate information which is consistent with acceptable standards of safe nursing care.

(K) When a registered nurse provides direction to a licensed practical nurse the registered nurse shall first assess:

(1) The condition of the patient who needs nursing care, including, but not limited to, the stability of the patient;

(2) The type of nursing care the patient requires; (3) The complexity and frequency of the nursing care needed;

(4) The training, skill, and ability of the licensed practical nurse who will be performing the specific function or procedure, to perform the specific function or procedure; and (5) The availability and accessibility of resources necessary to safely perform the specific function or procedure.

Ohio Board of Nursing Student Conduct While Providing Nursing Care

Policies related to Student Conduct While Providing Nursing CareSTATE OF OHIO

The Ohio Board of Nursing and Wright State University- School of Nursing, Kinesiology and Health Sciences require all students to adhere to the following requirements while providing nursing care. Violation of any of these requirements may result in failure of a nursing clinical; dismissal from the School of Nursing, Kinesiology and Health Sciences and dismissal from Wright State University. All nursing students are subject to the student conduct code as listed in the *Wright State University Student Handbook*. A nursing student may also be referred to the University Office of Community Standards and Student Conduct for additional disciplinary actions, if deemed necessary. (*Ohio Board of Nursing Law and Rule Chapter 4723-5-12*)

(C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care .
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in ordeviations from the current valid order.
- (3) A student shall not falsify any patient record or any other document prepared or utilized in thecourse of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section [4723.01](#) and division (B)(20) of section [4723.28](#) of the Revised Code for a registered nurse, and division (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard precautions established by Chapter 4723-20 of theAdministrative Code;
- (9) A student shall not:
 - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
 - (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental,or emotional abuse.
- (10) A student shall not misappropriate a patient's property or:
 - (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
 - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gainat the patient's expense; (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

- (a) Engage in sexual conduct with a patient;
- (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
- (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
- (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

- (a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;
- (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in

limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Five Year Review (FYR) Dates: 12/19/2016 and 12/19/2021; Promulgated Under: 119.03; Statutory Authority: 4723.07:
Rule Amplifies: 4723.06; Prior Effective Dates: 2/1/96, 4/1/97, 2/1/02, 2/1/04, 2/1/07, 2/1/08, 2/1/12, 2/1/14

Code for Nurses (American Nurses Association)

AMERICAN NURSES ASSOCIATION PROVISIONS OF THE CODE OF ETHICS FOR NURSES

The ANA House of Delegates developed the following Code of Ethics for Nurses with Interpretive Statements.

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

WSU SONKH's Nursing Program Code of Conduct for Students

Wright State University-Miami Valley School of
Nursing, Kinesiology and Health Sciences
Code of Conduct for Students

Preamble

The Code of Conduct is based on national standards and an understanding that society has great trust in the nursing profession to provide safe and competent care. Learning to be a nurse means learning what is expected of a professional. Through academic study and clinical experience, the student nurse will learn to care for patients with a multitude of health conditions across the life span. Nursing students learn to work within a team and to collaborate with the many health care professionals in the practice arena. This Code of Conduct is a statement of professional behavior founded on professional values, ideals and obligations in nursing, and an agreement to uphold quality and safety standards in a patient-centered care model.

As students, we commit to follow the obligations and ideals for Nursing Students in the School of Nursing, Kinesiology and Health at Wright State University:

Academic Integrity

- Be responsible for my own work in class, online, and in clinical settings
- Uphold an environment of accountability both personally and professionally
- Report any witnessed evidence of academic dishonesty to the faculty
- Follow all SONKH's Nursing Program policies and procedures as outlined in the student handbook
- Use social media responsibly as outlined in the SONKH's Nursing Program social media policy

Personal Honor

- Be respectful in all relationships with faculty, staff, peers, and patients
- Maintain patient confidentiality and respect patient autonomy
- Perpetuate an environment of honesty and trust in all situations
- Recognize the inherent dignity and worth of every person—including yourself
- Strive to reach the highest levels of ethical, moral, spiritual, and cultural understanding in each interaction with the public
- Commit to integrating and embracing the ethical principles for the conduct of nursing
- Refrain from hazing, sexual misconduct, use of alcohol or drugs with patient contact, violence in the academic setting, bullying, destruction of school property or the property of others, or being in possession of dangerous weapons on university property or any clinical agency as a student from WSU

Clinical Professionalism

- Be personally accountable for actions and omissions in Practice and refrain from any action that may cause unnecessary harm
- Aim to create a therapeutic and professional relationship with patients
- Promote and encourage lifelong learning and professional development
- Practice within the scope of practice as dictated by national standards and the Nurse Practice Act in the state of Ohio
- Provide compassionate care
- Prepare thoroughly for patient care each day so that the care I may provide is safe and of the highest quality
- Use opportunity to improve faculty and clinical staff understanding of my needs

Approved as written by students F14: UG Curr 9/10/14; Slight revision by Grad Curr 10/15/14; Revision affirmed by UG Curr 11/12/14; reviewed 11.19.19
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Policies and General Information

It is the responsibility of nursing students to familiarize themselves with regulations that apply to all university students. Students should refer to the most current undergraduate catalog and university student handbook for those policies and procedures currently in effect. Nursing students are also responsible for checking their WrightState email account and Pilot courses daily. **Students are accountable for all information posted.**

Curriculum

Wright State School of Nursing, Kinesiology, and Health's Nursing Program

Pre-licensure BSN Graduation Planning Strategy for Fall Start, Main Campus (starting F17)

MAIN CAMPUS

Fall start, Spring Graduation		
YEAR	FALL	SPRING
Year 1 May 15th SON Applica- tion deadline	ANT 2100: Human Anatomy I (4) BIO 1050, or 1070, or 1120, or 1150 (4) ENG 1100: Eng Composition (3) PSY 1010: Intro (4) <div style="text-align: right;">Total 15</div>	ANT 2120: Human Anatomy II (4) CHM 1020: Organic Chem (4) PSY 3410: Lifespan Psych (3) STT 1600: Statistics (4) <div style="text-align: right;">Total 15</div>
Year 2	ENG 2120: Research & Argument (3) BIO 2200: Microbiology (4) NUR 2100: Assessment (3) NUR 3100: Patho (3) <div style="text-align: right;">Total 13</div>	HLT 3400: Pharmacology (3) NUR 2400: Intro to Clin Nur (7) NUR 3200: Family Diversity (IW) (3) SOC 2000: Intro to Soc (3) <div style="text-align: right;">Total 16</div>
Year 3	NUR 3420: Mental Hlth (6) NUR 3480: Care Adults (7) WSC E3 History (3) <div style="text-align: right;">Total 16</div>	ATH 2500 (WSCE3) (MC) (3) NUR 3300: EBP (IW) (3) NUR 3440: OB (4) NUR 3460: Peds (4) WSC E4 Arts/Hum Elective (MC or IW) (3) <div style="text-align: right;">Total 17</div>
Year 4	NUR 4420: Critically Ill (6) NUR 4440: PH Nur (6) WSC Elective (MC or IW) (3) <div style="text-align: right;">Total 15</div>	NUR 4460: Lrdship/Mgt/Prcpt (10) WSU Elective (MC or IW) (3) <div style="text-align: right;">Total 13</div>

GRAND TOTAL OF PROGRAM = 120 SEMESTER HOURS

WSC E = Wright State University Core Element

MC = Multicultural

IW = Integrated/Intensive Writing Course

 **Note: Must have 2 MC in WS Core and 2 IW Courses. Must earn a "C" or better in all nursing courses.**

Revised Executive Committee: 9/16/16

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Pre-licensure BSN Graduation Planning Strategy #1 & #2, Spring Start, Main Campus

GPS starting S17 & forward (MAIN Campus)

Spring start, Fall graduation (Pattern #2)			
YEAR	SPRING	SUMMER	FALL
Year 1 Sept 15th SONKH, Nursing Program Application deadline	ANT 2100: Anatomy I (4) CHM 1020: Organic Chem (4) ENG 1100: Eng Composition (3) PSY 1010: Intro (4) Total 15	ANT 2120: Anatomy II (4) BIO 1050, or 1070, or 1120, or 1150 (4) PSY 3410: Lifespan Psych (3) STT 1600: Statistics (4) Total 15	ENG 2120: Research (3) WSC: E4 Arts/Hum Elec (MC or IW) (3) WSC Elective (MC or IW) (3) WSC Elective (MC or IW) (3) Total 12
Year 2	NUR 2100: Assessment (3) NUR 3100: Pathophysiology (3) BIO 2200: Microbiology (4) SOC 2000: Intro to Sociology (3) Total 13		HLT 3400: Pharm (3) NUR 2400: Intro Clin Nur (7) NUR 3200: Family Diversity (IW) (3) Total 13
Year 3	NUR 3420: Mental Hlth (6) NUR 3480: Care Adults (7) Total 13		ATH 2500: (WSCE3) MC (3) NUR 3300: EBP (IW) (3) NUR 3440: OB (4) NUR 3460: Peds (4) Total 14
Year 4	NUR 4420: Critically Ill (6) NUR 4440: PH Nur (6) Total 12		NUR 4460: Lrdship/Mgmt/ Precpt (10) WSC E3 History (3) Total 13

GRAND TOTAL OF PROGRAM = 120 SEMESTER HOURS

WSC E = Wright State University Core Element MC = Multicultural IW = Integrated/Intensive Writing Course

 Note: **Must have 2 MC in WS Core and 2 IW Courses. Must earn a "C" or better in all nursing courses.**

Revised Executive Committee:

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SPRING Start.doc

Wright State School of Nursing, Kinesiology and Health Sciences, Nursing Program

Pre-licensure BSN Graduation Planning Strategy for Lake Campus

Fall start, Spring Graduation		
YEAR	FALL	SPRING
Year 1	ANT 2100: Human Anatomy & Phy I (4) BIO 1050, or 1070, or 1120 or 1150 (4) CHM 1020: Organic Chemistry (4) PSY 1010: Intro to Psychology (4) Total 16	ANT 2120: Anatomy & Physiology II (4) PSY 3410: Development Psychology (3) ENG 1100: Reading & Writing (3) STT 1600: Statistics (4) Total 14
Year 2 May 15th SONKH, Nursing Program Applica- tion deadline	NUR 2100: Assessment (3) NUR 3100: Patho (3) ENG 2100 or 2120: Research & Argument (3) BIO 2200: Microbiology (4) SOC 2000: Intro to Soc (3) Total 16	NUR 2400: Intro to Clin Nur (7) NUR 3200: Family Diversity (IW) (3) HLT 3400: Pharmacology (3) ATH 2500 (WSCE3) (MC) (3) Total 16
Year 2	NUR 3420: Mental Hlth (6) NUR 3480: Care Adults (7) WSC E4 Arts/Hum Elective (MC or IW) (3) Total 16	NUR 3300: EBP (IW) (3) NUR 3440: OB (4) NUR 3460: Peds (4) WSC E3 History (3) Total 14
Year 3	NUR 4420: Critically Ill (6) NUR 4440: PH Nur (6) WSC Elective (MC or IW) (3) Total 15	NUR 4460: Lrdship/Mgt/Prcpt (10) WSU Elective (MC or IW) (3) Total 13

GRAND TOTAL OF PROGRAM = 120 SEMESTER HOURS

WSC E = Wright State University Core Element

MC = Multicultural

IW = Integrated/Intensive Writing Course

 Note: **Must have 2 MC in WS Core and 2 IW Courses Must earn a "C" or better in all nursing courses**

6/6/16

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Alternative Prelicensure Pathway (APP) Graduation Planning Strategy

This program is for LPNs, EMTs, paramedics, military medic/corpsman, or other health care workers with previous training in certain specialties, the BSN may be completed in as little as 20 months (five consecutive semesters) through the BSN-Alternative Pre-Licensure Pathway. The program option evaluates previous health care training to provide college credit.


Fall start, Spring Graduation			
YEAR	FALL	SPRING	SUMMER
Year 1 May 15th SONKH, Nursing Program Applica- tion deadline	NUR 2124: Assessment (IW) (7) NUR 3100: Patho (3) ENG 2120: Research & Argument (3) HLT 3400: Pharmacology (3) Total 16	NUR 3420: Mental Hlth (6) NUR 3480: Care Adults (7) NUR 3200: Family Diversity (IW) (3) Total 16	NUR 3300: EBP (IW) (3) NUR 3440: OB (4) NUR 3460: Peds (4) Total 11
Year 2	NUR 4420: Critically Ill (6) NUR 4440: PH Nur (6) SOC 2000: Intro to Soc (3) Total 15	NUR 4460: Lrdship/Mgt/Prcpt (10) ATH 2500 (WSCE3) (MC) (3) NUR 4140: Disaster Elective (OPTIONAL) Total 13-16	

GRAND TOTAL OF PROGRAM = 120 SEMESTER HOURS

WSC E = Wright State University Core Element


MC = Multicultural

IW = Integrated Writing course

 **Note: Must have 2 MC in WS Core and 2 IW Courses**
Must earn a "C" or better in all nursing courses

Additional courses may be needed to fulfill all graduation requirements.

120 semester hours required for BSN Program

 **Please note this is a typical pattern but each student's program of study will be individualized to meet the student's needs**

Wright State School of Nursing, Kinesiology and Health Sciences' Nursing Programs

Pre-licensure BSN Program Course Descriptions

Course descriptions can be found in the Wright State University [Academic Catalog](https://catalog.wright.edu) (catalog.wright.edu). Wright State School of Nursing, Kinesiology and Health Sciences, Nursing Program.

RN-BSN Graduate Planning Strategy

Required courses:

Course may be taken in any order with the exceptions of NUR 4880 and NUR 4890 which require successful completion with a grade of “C” or higher NUR 3100, NUR 3300, NUR 4800, NUR 4810, NUR 4830, NUR 4850, NUR 4860 and NUR 4870.

Course descriptions can be found in the Wright State University [Academic Catalog \(catalog.wright.edu\)](http://catalog.wright.edu).

Required Courses
NUR 3100: <i>Concepts of Pathophysiology Across the Lifespan</i> Credit Hours: 3 credits Prerequisites: ANT 2120 and CHM 1020 both must be minimum grade “C”
NUR 3300: <i>Foundations of Research and Evidence-Based Practice (Integrated Writing Course)</i> Credit Hours: 3 credits Prerequisites: ENG 2120 or equivalent, and STT 1600 all must be a minimum grade of “C”
NUR 4800: <i>Transition to the Role of the Professional Nurse</i> Credit Hours: 3 credits Prerequisites: ENG 1100, ENG 2120 or equivalent, PSY 1010, and HLT 3400 all must be minimum grade of “C”
OR
NUR 4801: <i>Transition to the Role of the Professional Nurse for Unlicensed Nursing Students</i> Credit Hours: 3 credits Prerequisites: ENG 1100, ENG 2120 or equivalent, PSY 1010, and HLT 3400 all must be minimum grade of “C”
NUR 4810: <i>Nursing Care in a Genomics Era</i> Credit Hours: 3 credits
NUR 4830: <i>Holistic Nursing Practice using Complementary & Alternative Therapies</i> (Integrated writing “IW” course) Credit Hours: 3 credits
NUR 4850: <i>Collaborating for Improving Patient Health Outcomes</i> Credit Hours: 3 credits
NUR 4860: <i>Policy and Politics: Leading and Managing Health Care</i> Credit Hours: 3 credits
NUR 4870: <i>Advancing Communities Towards Healthy Outcomes</i> Credit Hours: 3 credits
NUR 4880: <i>Critical Reasoning in Complex Health Care Systems</i> Credit Hours: 3 credits
NUR 4890: <i>Application of Leadership and Management Concepts to Nursing Process</i> Credit Hours: 3 credits: 1 cr didactic (14 hrs); 2 cr clinical (56 fieldwork hrs)

Approved UG Curr: 3/2015 R:\off_conh-restricted\staff\Undergrad Programs\Semester Patterns\GPS RN-BSN.docx

RN-BSN Program Course Descriptions

Course descriptions can be found in the Wright State University [Academic Catalog](http://catalog.wright.edu) (catalog.wright.edu).

Honors Program

The University Honors Program is designed to meet the academic needs of superior students. It requires honors courses throughout the undergraduate curriculum. Information can be obtained from the University Honors Program office, 243 Millett Hall, 775-2660 and on the web at www.wright.edu/university-honors-program

SONKH's Nursing Program HONORS PROGRAM

See the SONKH's Nursing Program Honors Handbook on our home page at <https://nursing.wright.edu/advising/handbooks>

Independent Study In Nursing

NUR 4150

This course offers students an opportunity to define a topic for independent study to meet individual needs that are not available within the nursing curriculum.

PROCEDURE:

1. No prerequisites are required
2. A full-time faculty advisor will be selected by the student to facilitate the experience.
3. The student meets with the identified faculty member and obtains an agreement before registering for the independent study.
4. The student writes learning outcomes, course outline, requirements, and a plan for evaluation. The student submits document to a faculty member having some expertise in the chosen area of study preferably by the 12th week of the semester prior to registering for the independent study. If the faculty person agrees to serve as the student's advisor, the faculty person refines the course plan, as needed, in collaboration with the student.
5. Approval of the instructor and Assistant Chair is required.
6. See Student Handbook for the "Request for Independent Study" form. The form is completed and signed by the instructor and Assistant Chair. The completed form is submitted to the SONKH's Nursing Program Student Affairs office to provide permission for the student to enroll in the Independent Study course.
7. The student completes the independent study in the semester in which the student is registered.
8. The faculty member submits the syllabus to the SONKH's Nursing Program administration according to the CBA.

UG Curr, 9/10/14; 2/10/16

See next page for form

Request For Independent Study

Nursing 4150

Deadline for submission: Preferably by the 12th week of semester prior to enrollment.

Student's Name: _____

UID #: _____ E-mail: _____

Plan to enroll: Semester _____ Year _____ Credits _____

This course provides for individual study in an area of nursing not available through regular course offerings. Permission of the School of Nursing, Kinesiology and Health Sciences is necessary. The student designs objectives, a course outline, requirements, and plan for evaluation and submits this to a full-time faculty member having some expertise in the chosen area of study preferably by the 12th week of the semester prior to enrollment. If the faculty person agrees to serve as the student's advisor, the faculty person refines the course, as needed.

ATTACH AN OUTLINE OF YOUR COURSE OBJECTIVES AND SUBMIT TO THE FACULTY MEMBER FOR APPROVAL. NOTE: The plan should include how the student will engage in a minimum of 45 hours of work for each credit hour.

☐ Approved ☐ Denied

Faculty Signature: _____

Date: _____

☐ Approved ☐ Denied

Assistant Chair Signature: _____

Date: _____

NOTE: The original of this form with a copy of finalized objectives accepted by both student and faculty must be submitted to the *School of Nursing, Kinesiology and Health Sciences Student Affairs Office* (160UH Main campus or 182B Lake Campus) prior to enrollment in the course. The instructor and the student should also keep a copy with an outline of course objectives as well as a copy must also be submitted to the Faculty Assistant for filing.

Approved: UG Curr, 9/10/14; 2/10/16

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Writing Across the Curriculum

Goals of the writing across the curriculum program Wright State University's Writing Across the Curriculum (WAC) program has three goals:

To help students grow as writers,

To encourage students to use writing as a tool to discover and communicate ideas, and To introduce students to discipline-specific ways of writing.

Learning outcomes Wright State students will be able to produce writing that demonstrates their understanding of course content,

Is appropriate for the audience and purpose of a particular writing task,

Demonstrates the degree of mastery of disciplinary writing conventions appropriate to the course (including documentation conventions), and

Shows competency in standard edited American English.

Recommended graduation requirement for students making the transition from quarters to semesters, the previous requirement of four Writing Intensive (WI) courses for General Education has been reduced to three courses in the Wright State Core. Students may use either WI (quarter) or IW (semester) courses to meet this requirement. For students transferring to Wright State in fall quarter or 2012 or thereafter, the number of IW courses required for the Core depends upon the number of transfer hours applied to the Core in the term that they matriculate. A full statement of the policy is available at <http://www.wright.edu/academics/wac/>. Students with questions should be referred to their advisors.

All students must complete the two-course IW requirement in the major.

Change of designation from WI to IW Courses in the program will be described as Integrated Writing (IW) courses rather than Writing Intensive. In IW courses, writing with guidance from the course instructor is an important component of the learning, but writing instruction may not be the main focus of the course.

Description of IW courses

Courses should be designated as IW only when the learning outcomes of the course, typical mode of instruction, and class size are compatible with the IW outcomes identified above. Courses that are approved for the Integrated Writing (IW) designation must meet the following requirements:

- The course syllabus identifies the course as an IW course.
- The IW learning outcomes are listed on the syllabus.
- A significant amount of writing is required: a minimum total of 2,000 words in IW Wright State Core courses and a minimum total of 5,000 words in IW courses in the major.
- Students will receive response to their writing and have opportunities to use that response to improve their writing.
- Writing assignments are integrated into the course design. Students should not be able to pass the course without completing the writing assignments.
- Criteria for evaluating writing are clearly articulated and provided to students.
- These courses include NUR 3200 and NUR 3300 for pre-licensure students, and NUR 3300 and NUR 4880 for RN-BSN students.

Transfer Students—IW Requirements in the Major

All transfer students must satisfy the IW requirement in the major either by completing two IW courses at Wright State or by completing one designated IW course in the major and an independent writing project or independent reading course as described below.

Transfer students can satisfy the IW requirements in the Wright State Core in the following ways:

- Transfer students who have completed the Ohio Transfer Module will be considered as having met the IW requirement in the Wright State Core.
- Transfer students who have completed the equivalent of the Wright State Core when they matriculate at Wright State will be considered as having met the IW requirement in the Wright State Core.
- Transfer students who have completed the equivalent of less than 50% (less than 19 semester hours) of the

Wright State Core when they matriculate at Wright State must complete two IW courses in the Wright State Core.

- Transfer students who have completed the equivalent of 50-75% (19-28 semester hours) of the Wright State Core when they matriculate must complete one IW course within the Wright State Core.
- Transfer students who have already completed the equivalent of 75% or more of the Wright State Core may satisfy the IW requirement by completing one IW course in the Wright State Core or by preparing an acceptable portfolio that includes writing on demand or by completing an approved advanced writing course.

Transition and Returning Students—IW Requirements in Wright State Core

Transition and returning students can satisfy the IW requirements in the Wright State Core in the following ways:

- Transition and returning students who have completed the General Education requirements in effect when they matriculated will be considered as having met the IW requirement in the Wright State Core.
- Transition and returning students who have completed three or more WI courses in the current General Education program will be considered to have completed the IW requirement for the Wright State Core.
- Students who have completed two WI courses in the current General Education program must complete at least one IW course in the Wright State Core.
- Students who have completed one WI course in the current General Education program must complete at least two IW courses in the Wright State Core.

Returning, transfer, transition, or other students who cannot successfully complete two IW courses in the Wright State Core (excluding the Wright State Core writing requirement) may satisfy the IW requirement in any of the following ways:

- pass one IW course in the Wright State Core and earn a grade of C or better in an approved advanced writing course.
- pass one IW course in the Wright State Core and prepare an acceptable portfolio that includes writing on demand.
- earn a grade of C or better in an approved advanced writing course and prepare an acceptable portfolio that includes writing on demand.
- complete an additional IW course in the major beyond the two required IW courses in the major. The above options are limited to meeting the IW requirement for the Wright State Core.

Transition and Returning Students—IW Requirements in the Major

All students must complete at least two courses designated either WI (quarter courses) or IW (semester courses) in the major. Any combination of WI and IW courses will satisfy this requirement. Returning, transfer, transition, or other students who cannot successfully complete two IW or WI courses in the major may satisfy this requirement by completing an independent writing project within the program or by taking a designated IW independent reading course. Each department will designate the appropriate course needed to complete the requirement. Students may use an independent writing project or designated IW independent reading course to fulfill only one of the two-course requirement. This option is limited to fulfilling the IW requirement in the major. Whenever changes to the curriculum result in a redistribution of IW courses in the major, departments should ensure that the individual advising plans for transition students address the IW requirement in the major.

WAC Semester Conversion 4 Approved, Faculty Senate, July 12, 2012

Policies and General Information

Academic Advising

Students are encouraged to contact an advisor for career information, course planning, and academic counseling in the office of Student Success (160UH Main Campus or 171 Dwyer Lake Campus) at least once each year. Students are encouraged to run a DARS report at the end of each semester to make sure courses and grades have been recorded correctly.

Academic Policies

Please note admission policies for prelicensure and for the RN/BSN Completion program are posted on the School of Nursing, Kinesiology and Health Sciences

It is important to note that all prelicensure students are admitted to either the Lake or Main campus. Once admitted to a campus, students will complete the nursing program of study at that campus.

Completion (Graduation) Policy for both Pre-licensure BSN and the RN-BSN Students

In order for the pre-licensure and RN-BSN students to be eligible for the Bachelor of Science degree in Nursing, the student must have:

1. earned a minimum of 2.0 cumulative grade point average
2. completed the minimum number of 120 semester hours
3. completed the specific course requirements as identified for obtaining the bachelor of science degree in Nursing
4. completed all general education requirements
5. satisfactorily fulfilled the writing across the curriculum and the multi-cultural course requirements
6. fulfilled the University's residency credit requirement
7. filed an application for graduation with the Office of the Registrar according to dates posted by that office

Affirmed UG Curr, 10/8/14; 11/12/14

Dismissals from the SONKH's Nursing Program and Readmission

At the end of each semester, the records of all students experiencing academic issues and withdrawals will be reviewed. These students are encouraged to meet with an academic advisor to discuss the School of Nursing, Kinesiology and Health Science's academic progression policies and to receive referrals for appropriate academic support services.

Students who demonstrate lack of progress may be dismissed from the School of Nursing, Kinesiology and Health Sciences, Nursing Programs for **any** of the following reasons:

1. Both the semester and cumulative grade point averages are below 2.0 for two consecutive semesters.
2. Students who receive a grade of "D," "F," "U," or "X" in a nursing course and repeats that course with a grade of "D," "F," "U," or "X."
3. Students who receive a grade of "D," "F," or "X" in a second nursing course. (NOTE: Only one nursing course may be repeated.)

4. Students who exhibit a pattern of repeated withdrawals from courses in the nursing program of study.
5. Students who receive a grade of "D," "F," or "X" in a science course and repeats that course with a "D," "F," or "X".*
6. Students who receive a grade of "D," "F," or "X" in a third science course.* (NOTE: Only two science courses may be repeated.)
7. Students must have 'C' or higher in courses in the nursing program of study (See**).
8. Inability to complete the program within 9 semesters once enrolled in NUR 2100.

*Science courses: ANT 2100 & 2120; BIO 1050, 1070, 1120, 1150; CHM 1020; BIO 2200; HLT 3400

**Required courses in which students must earn a "C" or better: all nursing courses, ATH 2500, SOC 2000, STT 1600, ANT 2100 & 2120, Biology 1050, 1070, 1120 or 1150, CHM 1020, ENG 1100 and 2100/2120, BIO 2200, PHR 340 or HLT 3400, PSY 1010 & 3410,

Procedures:

- A. Students dismissed from the School of Nursing, Kinesiology and Health Sciences, Nursing Program may have the option to transfer to another academic unit if their academic standing in the University is satisfactory.
- B. Students who meet one of the criteria for academic dismissal will be given one semester to transfer out of the School of Nursing, Kinesiology and Health Sciences, Nursing Program. If the transfer process is not initiated by the student, Student Affairs personnel will automatically notify the Registrar to assign the student to a nondegree status.
- C. Once students have been dismissed from the School of Nursing, Kinesiology and Health Sciences, Nursing Program, students are not considered eligible for readmission. However, students who feel they have had unusual circumstances that have resulted in failure to meet progression policies may use the most current procedure for completing an undergraduate petition (see most current petition guidelines). Any students readmitted to the nursing program must meet the curriculum requirements in effect at the time of readmission.

UG Curr 4/8/15

Leave of Absence and Withdrawal Policy

TITLE: LEAVE OF ABSENCE AND WITHDRAWAL POLICY FOR UNDERGRADUATE STUDENTS

POLICY: Any student that anticipates the need for a leave of absence must request and receive approval for said leave. If the student is not continuously enrolled and takes no classes for more than three semesters, the student will be considered withdrawn. Active withdrawal involves first withdrawing from the University and then notifying the School of Nursing, Kinesiology and Health Sciences, Nursing Program.

PROCEDURE:

1. All requests for a leave of absence are to be submitted to the appropriate Assistant Chair by personal letter giving time of leave and length requested and rationale. The Assistant Chair will make a determination based upon the circumstances as presented in each individual case and the leave is for a defined time period.
2. University: A student leaving the University at any time during the term must officially withdraw; otherwise, the student will receive an "F" or "X" or "NR" for each course in which the student is enrolled. The current withdrawal policies and procedures are stated in the Wright State University undergraduate and graduate catalog.
3. School of Nursing, Kinesiology and Health Sciences, Nursing Program: In addition to withdrawing from the University, the student must notify the School of Nursing, Kinesiology and Health Student Affairs Office of the student's intent. The student must apply for readmission if they have

withdrawn.

4. Re-enrollment is not automatic. Currently enrolled students receive priority over re-applicants or transfer students. Returning students are admitted on a space available basis. A person whose nursing program is interrupted for any reason must meet the degree requirements in effect at the time of readmission to the College. Students may be required to repeat a course if the content of the original course is considered to be out of date.

RATIONALE: In order to have accurate enrollment data, students need to request Leave of Absence formally.

RELATED POLICIES: CONH Attendance Policy; CONH Progression Policy; WSU Student Handbooks, Petitioning for Readmission after Academic Dismissal

APPROVED BY AND DATE: UG Curr, 3/2014; Faculty Org, 10/22/14; UG Curr 4/12/17 (affirmed-no changes); UG Curr 2/14/18; Faculty Assembly 3/28/18

REVIEWED: Fall 2019

FOLDER: STUDENT

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Wright State University
Nursing Program

LEAVE OF ABSENCE REQUEST FORM

Please complete the following information and submit to the nursing program Chair's Office. If possible, submit this form at least one semester prior to the requested leave of absence. Provide any documentation to support leave request as applicable.

Name: _____ Date _____

UID _____ Email: _____

Home Address:

Dates Leave of Absence Requested (NOTE: Dates cannot be indefinite):

Reason for Leave of Absence:

Leave of Absence is (check one) ☐ Approved ☐ Denied

Rationale:

Nine semester rule completion extended to (Semester/Year): _____

Signature of Nursing Program Chair

Date _____

1. Original Student file
2. Copy sent to student

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UG Curr: 10/12/16

Prior Learning Assessment, Transfer Credit. Advanced Standing

TITLE: SONKH's Nursing Program GUIDELINES FOR TRANSFER CREDIT, PRIOR LEARNING ASSESSMENT, AND ADVANCED STANDING

The School of Nursing, Kinesiology and Health Sciences (SONKH) Nursing Program recognizes that many adult learners have knowledge and skills developed through prior academic and non-academic training and experience, which may be equivalent to college-level coursework. WSU has established university procedures to allow students to earn college credit for prior coursework and occupational experience, including credit for any military training based on the American Council on Education (ACE) guidelines. The SONKH's Nursing Program follows University procedures for determining transfer credits or credits received through Prior Learning Assessment (PLA).

This SONKH policy outlines: (1) awarding credit for SONKH's Nursing Programs courses through transfer of academic credit, (2) awarding credit for prior learning, and (3) awarding advanced standing status as defined by the Ohio Board of Nursing.

POLICY:

1. Advanced standing: The Ohio Board of Nursing (OBN) defines "Advanced standing" as credit granted for prior nursing courses or transfer credit according to the policy required by paragraph (A)(3) of rule [4723-5-12](#) of the Administrative Code (OBN 4723-5-01[B]). Students wishing to enroll in the SONKH's Nursing Program will have an opportunity to obtain Advanced Standing in the nursing program on an individual basis.
 - a. All students who transfer nursing coursework from a regionally accredited institution will begin the nursing program of study based on transfer credit for prior completed coursework, subject to syllabus review.
 - b. All students wishing to transfer nursing coursework from a non-regionally accredited institution may submit a portfolio for prior learning assessment.
 - c. All students having prior non-nursing health related education through regionally or non-regionally accredited programs, or who have health care related occupational experience, may submit a portfolio for assessment of prior learning.
 - d. Credit will be granted to students with military training, experience, or coursework that has been recognized by the American Council on Education (ACE) or is otherwise regionally accredited (consistent with the Chancellor of the Ohio Board of Regents' Directive 2011-004).
 - e. Regardless of transfer and/or PLA credit, all students must have a program of study that reflects all university degree completion requirements.
2. Graduate Students
 - a. Total credit obtained through transfer courses and/or prior learning assessment cannot exceed 50% of the credits required for the graduate degree being pursued.
 - b. Total credit obtained through transfer courses and/or PLA cannot exceed 33% of the credits required for a graduate certificate. Note: In addition, a minimum of 9 credit hours of certificate courses must be taken at WSU to meet the residency requirement.
 - c. An exception is made for civil servants and military personnel employed by Wright Patterson Air Force Base who have been transferred to the base within the previous three years, who have no limit to the amount of graduate credit they may transfer.
 - d. All PLA credits will be applied to the student's transcript following successful completion of the first nursing course in the student's program of study with a grade of "C" or better.

3. RN TO BSN Undergraduate Pathway
 - a. All RN-BSN students must possess a valid, unencumbered Registered Nurse (RN) license.
 - b. For students transferring from another RN-BSN program, no more than a total of 9 of the 30 required nursing credit hours listed on the RN-BSN program of study may be obtained through transfer or PLA.
 - i. Students transferring from regionally accredited programs will use the credit transfer process.
 - ii. Students transferring from non-regionally accredited programs will use the PLA process.
 - c. Graduates of regionally accredited associate degree nursing programs will receive transfer credit hours of electives.
 - d. Graduates of non-regionally accredited associate degree nursing programs must submit a PLA portfolio showing a valid, unencumbered state of Ohio nursing license, to obtain up to a maximum of 31 credit hours of electives.
 - e. All PLA credits will be applied to the student's transcript following successful completion of the first nursing course in the student's program of study with a grade of "C" or better.
 - f. PLA and transfer credits may not be used to meet the University residency requirements.
4. Traditional Undergraduate Pathway
 - a. Undergraduate students must earn a minimum of 30 semester credit hours at Wright State University to meet residency requirements.
 - b. PLA and transfer credits may not be used to meet the University residency requirement and/or the general education (core) requirements.
 - c. All PLA credits will be applied to the student's transcript following successful completion of the first nursing course in the student's program of study with a grade of "C" or better.
5. Alternative Pre-Licensure Pathway (APP)
 - a. LPNs and other health-care practitioners who are state licensed/certified to practice must have a current valid, unencumbered license or certification.
 - b. Individuals with prior health care related education, from regionally or non-regionally accredited training programs, and recent work experience (within the previous 5 years) in direct patient care (LPNs, military medics, paramedics, EMT's, etc.) may request prior learning assessment for equivalent nursing course credit.
 - c. In addition to transfer/PLA credits for didactic nursing courses, eligible students may receive partial course credit for one credit hour of laboratory/clinical experience for all clinical nursing courses except the final practicum.
 - d. Students who fail to achieve a grade of "C" or better in any clinical course for which they have received partial course credit for clinical will be required to retake the course for the full amount of credits.
 - e. All PLA credits will be applied to the student's transcript following successful completion of the first nursing course in the student's program of study with a grade of "C" or better.
 - f. Transfer and PLA hours may not be used to meet the University requirements.
6. Students who disagree with a decision regarding transfer of credit or prior learning assessment credit made by the School of Nursing, Kinesiology and Health Sciences' Nursing Program may pursue a petition as outlined in the most recent petition guidelines for the type of course being petitioned (undergraduate or graduate).

PROCEDURE:

1. **Transfer of Credit from Regionally and Non-Regionally Accredited Institutions of Higher Education**
 - A. *Transfer of Graduate Level Courses and Advanced Standing:* Upon the approval of the School of Nursing, Kinesiology and Health Sciences' Nursing Program and the Graduate School, graduate

credit completed at another graduate school may be transferred to the student's program at Wright State. Credit may be transferred if the following conditions are met:

- a. The institution must be a regionally accredited academic institution of higher education and/or be a graduate nursing program accredited through either CCNE, ACEN, or CNEA.
 - b. The student was admitted and enrolled as a graduate student at the institution where the graduate credit was completed.
 - c. The student left the other institution in good standing.
 - d. The grades in the courses to be transferred were "B" or better.
 - e. The credit was obtained within the seven-year matriculation time limit for master's degree programs, five-year time limit for certificate programs, and ten year time limit for doctoral programs.
 - f. An official transcript reflecting the course work and grade received is on file in the Graduate School.
 - g. The graduate program administrator reviews the course with faculty teaching a similar course at WSU to determine if the course is equivalent in terms of content and learning outcomes to the WSU required course. The signed *Transfer Credit Approval Form* documenting the decision is placed in the student file along with a copy of the syllabus.
 - h. The student has a current program of study on file with the Graduate School. The program of study must clearly reflect the student's required and elective courses, including those in which transfer credit was accepted.
- B. *Transfer of Undergraduate Courses and Advanced Standing:* Upon approval of the School of Nursing, Kinesiology and Health Sciences's Nursing Program, undergraduate credit completed at another undergraduate institution may be transferred to the student's program at Wright State. Credit may be transferred if the following conditions are met:
- a. The institution must be a regionally accredited academic institution of higher education and/or be a graduate nursing program accredited through either CCNE, ACEN, or CNEA.
 - b. The student was admitted and enrolled as a student at the institution where the undergraduate credit was completed.
 - c. The student left the other institution in good standing.
 - d. The grades in the courses to be transferred are "C" or better.
 - e. Science courses must be completed within five-year prior to admission.
 - f. An official transcript reflecting the course work and grade received is on file at the university.
 - g. Transfer credit for courses approved through the Ohio Articulation and Transfer Policy or local transfer agreements will be guaranteed.
 - h. Courses not meeting "h" above will be reviewed by the student's academic advisor for equivalency with WSU courses.
 - a. If the student's academic advisor is unclear regarding the appropriateness of transfer of a general education credit, the advisor will request further evaluation by college administration.
 - b. For undergraduate nursing courses, the college administration reviews the course, along with faculty teaching a similar course at WSU, to determine if the course is equivalent in terms of content and learning outcomes to the WSU required course. The signed *Transfer Credit Approval Form* documenting the decision is placed in the student file along with a copy of the syllabus.
 - i. The student has a current program of study on file that clearly reflects the student's required nursing and other supporting courses in the program of study. The program of study must include enough courses at WSU for student to meet current residency requirements.

C. Granting Credit by Prior Learning Assessment (PLA)

- a. **Prior learning may be demonstrated in three ways: (1) standardized examinations by nationally recognized external testing organizations; (2) examinations administered internally by Wright State departments; and (3) portfolio assessment.**
- b. The student must be registered for the term in which prior learning is assessed.
- c. Students may attempt the exam or portfolio assessment no more than two times for the same course.
- d. **Residency: As noted above, credits for demonstrated knowledge earned through any prior learning method do not fulfill Wright State University residency requirements.**
- e. **Credit by Examination**
 - a. *External Standardized Exams:* The SONKH's Nursing Program website will clearly specify any courses for which standardized examination is an option for course equivalency of a nursing course. Information posted on the website will include courses with equivalent exams, required score for credit on the exam, and eligibility for the exam. All students eligible to take the course will have the option of taking the standardized exam for prior learning credit.
 - (1) Standardized tests administered by nationally recognized testing organizations: The student is responsible to pay the testing authority but will have no additional fee charged by WSU.
 - (2) Standardized tests deemed acceptable by the SONKH's Nursing Program, but which require proctoring by the SONKH's Nursing Program staff and/or faculty: In addition to costs assessed by the testing authority, students must complete the Prior Learning Assessment (PLA) Registration form and pay appropriate Wright State University processing fees to receive credit. The form can be accessed from the following link: <https://www.wright.edu/academic-affairs/policies/prior-learning-assessment-procedure-and-form>.
 - (3) Students passing the exam will receive a 'P' grade for that course.
 - b. *School of Nursing, Kinesiology and Health Sciences' Nursing Program Developed and Administered Examinations:* The SONKH's Nursing program website will clearly identify any courses in which an internally developed and administered examination is an option for course equivalency of a nursing course. All students eligible to take the course will be eligible to sit for the internally developed and administered exam. Students must complete the Prior Learning Assessment (PLA) Registration form and pay appropriate college and Wright State University processing fees to receive credit. The form can be accessed from the following link: <https://www.wright.edu/academic-affairs/policies/prior-learning-assessment-procedure-and-form>. Students passing the exam will receive a 'P' grade for that course.

D. Credit by Portfolio Assessment

- a. Students may provide a formal written request for recognition of prior learning by submitting a portfolio for internal analysis in the SONKH's Nursing Program which provides documentation of past experiences that are equivalent and comparable to specific course objectives or competencies.
- b. A listing of courses eligible for internal portfolio assessment is made available to students on the college website with all students given the opportunity to submit a portfolio for review.
- c. Students may submit a portfolio for assessment no more than two times. A second portfolio can be submitted no sooner than 30 days after receiving notice of the outcome of the initial portfolio assessment.
- d. Portfolios are reviewed by a nursing faculty trained in assessing portfolios for credit

using standardized rubrics for portfolio assessment.

- e. Students must complete the most recent Prior Learning Assessment (PLA) Registration form and pay appropriate Wright State University processing fees to receive credit.
- f. It is highly recommended that students consult an academic advisor for guidance on how to submit a successful portfolio for assessment.
- g. Portfolios must contain the following elements:
 - i. Introduction—Statement of purpose of the portfolio providing an introduction of the student and summary of portfolio contents.
 - ii. Course Identification—Clear indication of the SONKH's Nursing Program course the student is requesting to have considered for credit including course objectives.
 - iii. Narrative—A narrative providing a clear and organized description of how the student believes he/she has met each course objective for the specified course based on any previous coursework, work experience, training, etc. The narrative is written in APA style with references as appropriate.
 - iv. Appendices—Each portfolio should include Appendices providing supporting documentation as evidence to support the narrative with each Appendix numbered alphabetically starting with the Letter 'A.' Examples of supporting documentation to include in the Appendices include letters of verification from an employer/supervisor, work products, videos or audio recordings, course completion or CEU certificates, websites, etc. A portfolio may be denied due to lack of appropriate documentation.
 - v. Authentication—Final signed statement indicating authenticity of the information and documentation as true and the student's own work.

RATIONALE: Since adult learners may have acquired college level knowledge from a variety of academic and non-academic related training and experiences, mechanisms for recognizing prior learning provide a student-centered approach to promote student success. In addition, federal and state laws are in effect to guarantee academic mobility for military and veteran populations.

RELATED POLICIES: OBN 4723-5-12 Program Policies; WSU Prior Learning Assessment Policy; WSU Transfer Credit Regulations; WSU Transfer Credit for Military Training, Experience, and Coursework; Graduate Policies and Procedures Manual, 4.70 Transfer Credit.

APPROVED BY AND DATE: Grad Curr 9/16/15, 12/9/15; UG Curr 11/18/15; 1/13/16; 3.20.19
Faculty Assembly 4.14.19

REVIEWED: Fall 2019

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School of Nursing, Kinesiology and
Health Sciences, Nursing Program
Transfer Credit Approval Form

Student Name _____ WSU UID # _____

Address _____

Phone _____

WSU Email _____

Course Transfer Requests:

1. Name of Course Taken: _____

Credit Hours: _____ ☐ quarter hours OR ☐ semester hours

Institution: _____

Final Grade: _____ Date of Completion: _____

Requesting transfer and equivalence for NUR _____

Syllabus reviewed by: _____ Date: _____

Equivalency for transfer ☐ Approved ☐ Denied (check one). Comments:

College Level Approval Title Date Signature of

2. Name of Course Taken: _____

Credit Hours: _____ ☐ quarter hours OR ☐ semester hours

Institution: _____

Final Grade: _____ Date of Completion: _____

Requesting transfer and equivalence for NUR _____

Syllabus reviewed by: _____ Date: _____

Equivalency for transfer ☐ Approved ☐ Denied (check one). Comments:

Approval Title Date Signature of College Level

*Original completed form filed, **with syllabi attached**, in student's record and used to develop program of study. Copy sent to student with decision.*

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Portfolio Assessment Statement of Original Work

I am submitting a portfolio for assessment for equivalency for the following course offered at Wright State University:

_____ College/Department

_____ Course
Number Course Title

I affirm that all materials submitted with this portfolio are my original work. I have properly referenced other sources that I used in my narrative. I have not copied work from other sources nor claimed other's work as my own. I understand that submitting plagiarized work is a violation of the WSU Code of Student Conduct (<https://www.wright.edu/community-standards-and-student-conduct/code-of-student-conduct>)

_____ Last Name (please print) First name U ID #

_____ Signature Date

NOTE: Student must also submit the WSU Prior Learning Assessment Registration Form found at:
https://www.wright.edu/sites/www.wright.edu/files/page/attachments/Prior-Learning-Assessment-Form_1.pdf

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Progression, Dismissal, and Readmission in the Pre-Licensure Nursing Program

TITLE: PROGRESSION, DISMISSAL, AND READMISSION IN THE PRE-LICENSURE PROGRAM

POLICY: Successful progression through the nursing program is dependent upon the student meeting established SONKH's Nursing Program criteria as well as all Wright State University criteria.

PROCEDURE:

Guidelines for progression in program:

1. Students have 9 semesters to complete the 6 semester BSN curriculum, starting with the semester enrolled in NUR 2100.
2. Students have 8 semesters to complete the 5 semester Veterans/Accelerated BSN program, starting with the semester enrolled in NUR 2124.
3. A minimum grade of C must be achieved to pass a required nursing course and progress in the major. A student who receives a grade of "D," "F," "U," or "X" in a nursing course may have an opportunity to repeat the course one time only.
4. Only one nursing course may be repeated. If a second nursing course is not successfully completed, the student will be dismissed from the nursing program.
5. Students must maintain a 2.0 cumulative grade point average or higher to continue in nursing courses.
6. All prerequisite and corequisite courses, including non-nursing courses, must be completed as specified.
7. As a practice profession, students must abide by the standards as indicated in the ANA nursing Code of Ethics, Ohio Board of Nursing rules and regulations, Wright State University Code of Conduct, and the WSU School of Nursing, Kinesiology and Health Sciences' Nursing Program Student Code of Conduct. Failure to do so may result in dismissal from the nursing program.

Changes in the Program of Study:

1. Courses in the nursing major are sequentially planned. This means that, unless otherwise specified, nursing courses must be successfully completed in the order and semester listed on the curriculum pattern. Since nursing courses are not offered each semester, unsuccessful attempt of any course may result in a later graduation date.
2. The School of Nursing Kinesiology and Health Sciences makes every effort to accommodate students who are out of sequence in the nursing clinical courses so that they may progress through the program in a timely manner. However, students who continue through the program as scheduled in their original program of study are given first preference for available spaces in all nursing courses.
3. Leave of Absence: Students who cannot attend courses for a term or more for any reason must notify the appropriate Assistant Chair to obtain approval for a leave of absence. Refer to the Leave of Absence Policy for further information.

Academic Support:

1. At the end of each semester, the Office of Student and Alumni Affairs reviews the record of all students experiencing academic issues and withdrawals. These students are encouraged to meet with an academic advisor in the Office of Student and Academic Affairs to discuss the School of Nursing, Kinesiology and Health Sciences' academic progress policies and to receive referrals for appropriate academic support services.

Academic Dismissal from the School of Nursing, Kinesiology and Health Sciences, Nursing Program.

1. Students who demonstrate lack of progress may be dismissed from the School of Nursing,

Kinesiology and Health Sciences, Nursing Program for **any** of the following reasons:

- a. Both the semester and cumulative grade point averages are below 2.0 for two consecutive semesters.
- b. Inability to complete the program within 9 semesters once enrolled in NUR 2100 or 8 semesters after enrolled in NUR 2124.
- c. The student earns a grade of "D," "F," "U," or "X" in a nursing (NUR) course and repeats that course with a grade of "D," "F," "U," or "X."
- d. The student earns a grade of "D," "F," "U," or "X" in a second nursing (NUR) course.
(NOTE: A student may repeat only one nursing course.)
- e. The student earns a grade of "D," "F," "U," or "X" in a science course and repeats that course with a grade of "D," "F," "U," or "X".*
- f. The student earns a grade of "D," "F," "U," or "X" in a third science course.* (NOTE: A student may repeat only two of the science courses.)
- g. Students must earn a 'C' or higher in courses in the nursing program of study (See**).
- h. Withdrawals from HLT or NUR courses during 2 terms.
- i. Commit an egregious patient safety error; violate a Social Media or HIPAA policy; or demonstrate a pattern of safety, code of conduct, or other pattern of behavior incongruent with safe, professional nursing care and/or the CONH Code of Student Conduct.

*Science courses: ANT 2100 & 2120; BIO 1050, 1070, 1120, 1150; CHM 1020; M&I 2200; HLT 3400

**Required courses in which students must earn a "C" or better: all nursing (NUR) courses, ATH 2500; SOC 2000; STT 1600; ANT 2100 & 2120; Biology 1050, 1070, 1120 or 1150; CHM 1020; ENG 1100 and 2100/2120; M&I 2200; PHR 340 or HLT 3400; PSY 1010 & 3410.

2. A student dismissed from the School of Nursing, Kinesiology and Health Sciences' Nursing Program may have the option to transfer to another academic unit if their academic standing in the University is satisfactory.
3. Students who meet one of the criteria for academic dismissal will be given one semester to transfer out of the School of Nursing, Kinesiology and Health Sciences' Nursing Program. If the transfer process is not initiated by the student, Student Affairs personnel will automatically notify the Registrar to assign the student to a non-degree status.

Readmission to the SONKH's Nursing Program:

1. Once students have been dismissed from the School of Nursing, Kinesiology and Health Sciences' Nursing Program, students generally are not considered eligible for readmission. However, students who feel they have had unusual circumstances that resulted in failure to meet progression policies may use the most current procedure for completing an undergraduate petition (see petition guidelines). Any students readmitted to the nursing program must meet the curriculum requirements in effect at the time of readmission.

RATIONALE: This policy provides students with guidance in understanding progression, dismissal and readmission requirements for the School of Nursing, Kinesiology and Health Sciences' Nursing Program.

RELATED POLICIES: CONH's Nursing Program Leave of Absence Policy, CONH Grading Scale Policy, University and CONH Academic Misconduct Policies, CONH Student Code of Conduct, CONH Undergraduate Petition Policy, Ohio Board of Nursing 4723-5-12 Program Policies; CONH Guidelines for Practicing Safe and Professional Care.

APPROVED BY AND DATE: UG Curr 2/11/13, 4/08/13, 9/07/16, 4/12/2017; Faculty Assembly 4/19/17

REVIEWED: Fall 2019 **FOLDER:** ACADEMIC R:\conh-restricted\Organizational Handbook\Policies\Academic Policies\+BSN Progression, Dismissal & Readmission Prelicensure.docx

Progression, Dismissal, and Readmission in the RN-BSN Completion Program

Successful progression through the nursing program is dependent upon the student meeting established SONKH Nursing Program criteria as well as all Wright State University criteria.

Guidelines for Progression in Program

1. Students have 5 years to complete the RN-BSN curriculum, starting with the semester enrolled in NUR4800/4801.
2. A minimum grade of C must be achieved to pass a required nursing course and progress in the major. A student who receives a grade of "D," "F," "U," or "X" in a nursing course may have an opportunity to repeat the course one time only.
3. Only one nursing course may be repeated. If a second nursing course is not successfully completed, the student will be dismissed from the nursing program.
4. Students must maintain a 2.0 cumulative grade point average or higher to continue in nursing courses.
5. All prerequisite and corequisite courses, including non-nursing courses, must be completed as specified.
6. As a practice profession, students must abide by the standards as indicated in the ANA nursing Code of Ethics, Ohio Board of Nursing rules and regulations, Wright State University Code of Conduct, and the WSU School of Nursing, Kinesiology and Health Service's Nursing Program Student Code of Conduct. Failure to do so may result in dismissal from the nursing program.

Program of Study

1. All students will develop an intended plan of study with their academic advisor.
2. The plan may be modified as needed with advisor approval in the 5-year period.
3. If the RN-BSN student cannot complete the program of study as submitted, the student must make an appointment with their advisor before dropping a class.
4. Revised programs of study are developed with their Advisor using the following guidelines:
 - a. Courses are offered according to enrollment and according to a faculty-approved curriculum.
 - b. If program requirements change, plans for graduation may also change.
 - c. If a student gets off track from the intended progression to graduation and upon return course enrollment is full, the student will need to wait until the next course offering to complete it.
5. The School of Nursing, Kinesiology and Health Sciences' Nursing Program makes every effort to accommodate students who are out of sequence in the nursing clinical courses so that they may progress through the program in a timely manner. However, students who continue through the program as scheduled in their original program of study are given first preference for available spaces in all nursing courses.
6. Leave of Absence: Students who cannot attend courses for a term or more for any reason must notify the appropriate Assistant Chair to obtain approval for a leave of absence. Refer to the Leave of Absence Policy for further information.

Academic Support

1. At the end of each semester, the Office of Student and Alumni Affairs reviews the record of all students experiencing academic issues and withdrawals. These students are encouraged to meet with an academic advisor in the Office of Student and Academic Affairs to discuss the School of Nursing, Kinesiology and Health Sciences' Nursing Program academic progress policies and to receive referrals for appropriate academic support services.

Academic Dismissal from the School of Nursing, Kinesiology and Health Sciences' Nursing Program

1. Students who demonstrate lack of progress may be dismissed from the School of Nursing, Kinesiology and Health Sciences' Nursing Program for **any** of the following reasons:

- a. Both the semester and cumulative grade point averages are below 2.0 for two consecutive semesters.
- b. Inability to complete the program within 5 years once enrolled in NUR 4800/4801.
- c. The student earns a grade of "D," "F," "U," or "X" in a nursing (NUR) course and repeats that course with a grade of "D," "F," "U," or "X."
- d. The student earns a grade of "D," "F," "U," or "X" in a second nursing (NUR) course. (NOTE: A student may repeat only one nursing course.)
- e. The student earns a grade of "D," "F," "U," or "X" in a science course and repeats that course with a grade of "D," "F," "U," or "X".*
- f. The student earns a grade of "D," "F," "U," or "X" in a third science course.* (NOTE: A student may repeat only two of the science courses.)
- g. Students must earn a 'C' or higher in courses in the nursing program of study (See**).
- h. Commit an egregious patient safety error; violate a Social Media or HIPAA policy; or demonstrate a pattern of safety, code of conduct, or other pattern of behavior incongruent with safe, professional nursing care and/or the SONKH Code of Student Conduct.

*Science courses: ANT 2100 & 2120; BIO 1050, 1070, 1120, 1150; CHM 1020; BIO 2200

**Required courses in which students must earn a "C" or better: all nursing (NUR) courses, ATH 2500; SOC 2000; STT 1600; ANT 2100 & 2120; Biology 1050, 1070, 1120 or 1150; CHM 1020; ENG 1100 and 2100/2120; BIO 2200; PSY 1010 & 3410.

2. A student dismissed from the nursing program may have the option to transfer to another academic unit if their academic standing in the University is satisfactory.
3. Students who meet one of the criteria for academic dismissal will be given one semester to transfer out of the . If the transfer process is not initiated by the student, Student Affairs personnel will automatically notify the Registrar to assign the student to a non-degree status.

Readmission to the SONKH's Nursing Program

1. Once students have been dismissed from the nursing program, students generally are not considered eligible for readmission. However, students who feel they have had unusual circumstances that resulted in failure to meet progression policies may use the most current procedure for completing an undergraduate petition (see petition guidelines). Any students readmitted to the nursing program must meet the curriculum requirements in effect at the time of readmission.

RELATED POLICIES: CONH Leave of Absence Policy, CONH Grading Scale Policy, University and CONH Academic Misconduct Policies, CONH Student Code of Conduct, CONH Undergraduate Petition Policy, Ohio Board of Nursing 4723-5-12 Program Policies; CoNH Policy for Practicing Safe and Professional Care.

UG Curr 2/11/13, 4/08/13, 9/07/16, 4/12/17; Faculty Assembly 4/19/17

Second Baccalaureate Degree Students

In general, students who have a baccalaureate degree in another major and are returning to earn a second baccalaureate degree in nursing can be considered to have fulfilled general education requirements. Second degree students must complete all prerequisite courses and apply for admission to the School of Nursing, Kinesiology and Health Sciences' Nursing Program based on the most current application instructions and deadlines.

Academic Misconduct

TITLE: ACADEMIC MISCONDUCT

POLICY:

Academic misconduct as defined in the Wright State University Student Handbook "includes but is not limited to plagiarism (submission of an assignment as the student's original work that is wholly or in part the work of another person) or dishonest conduct during an examination (including possession of tests or notes not authorized by the instructor or of a device prepared specifically for the purposes of cheating; communication with another person other than the instructor, by any means; looking at another person's paper; violation of procedures prescribed to protect the integrity of an examination; cooperation with another person in academic misconduct)."

Examples of Academic dishonesty include, **but are not limited to**, the following

behaviors: Using external assistance during an examination, including:

- a. Communicating in any manner with another student during an examination;
- b. Copying material from another student's examination;
- c. Permitting another student to copy from your examination;
- d. Using notes, calculators, or other devices during an examination without expressed consent from the instructor; and
- e. Utilizing the assistance of a third party in completing a "take home" exam when such assistance is not expressly permitted.

Falsifying information, including:

- a. Inventing or altering data for a laboratory experiment or field project;
- b. Altering the content of a graded paper and resubmitting it to the instructor under the pretense of an error in grading; and
- c. Creating a fictional citation for a research paper.

Taking credit for the work of others, including:

- a. Quoting, paraphrasing, or otherwise using the words or ideas of another as your own without acknowledging or properly citing the other (commonly called plagiarism);
- b. Submitting as your own work any paper, homework assignment, take-home examination, computer program, artistic work, or other academic product created wholly or in part by, provided by or obtained from another.

Engaging in improper conduct such as:

- a. Obtaining or reading a copy of a confidential examination in advance of the time it will be administered without the knowledge and consent of the instructor;
- b. Reusing a paper or essay submitted in a previous term or course; Creating or making changes to your academic record or changing grades; Stealing, changing, destroying, or impeding the academic work of another student.

PROCEDURE:

1. Alleged violations of academic misconduct may be reported by faculty, staff, or students in the SONKH's Nursing Program.
2. A violation may be reported to the faculty of the course in which the alleged act occurred, the appropriate Assistant Chair (or equivalent academic administrator) of the SONKH's program, or a member of the staff of the Office of Community Standards and Student Conduct.

3. Faculty-Student meetings will be held as described in the Wright State University *Code of Student Conduct*.
4. All matters relating to academic misconduct are referred to the Office of Community Standards & Student Conduct
5. Penalties for academic dishonesty and the student procedure in academic dishonesty prosecution are clarified in the Wright State University Student Handbook and on the Office of Judicial Affairs website www.wright.edu/students/judicial.
6. SONKH's nursing program sanctions, including course failure and/or dismissal from the nursing program, will be applied for students who violate the WSU Student Code of Conduct and/or any applicable state nursing practice or federal policies.
7. Additional sanctions may be imposed by the WSU Office of Community Standards & Student Conduct.
8. A student accused of a violation of academic integrity is not permitted to drop or withdraw from the course in which the allegation of academic dishonesty occurred while the matter is under review.

RATIONALE: Academic dishonesty is an ethical violation of the basic code of conduct for nursing.

RELATED POLICIES: *Wright State University Code of Conduct, Office of Community Standards and Conduct, ANA Code of Ethics, SONKH's Nursing Program Student Code of Conduct*

APPROVED BY AND DATE: Affirmed by Faculty Org, 8/27/14; Revised by UG Curr 9/7/16; UG Curr 3/15/17; GradCurr 4/5/17; Faculty Assembly 4/19/17

REVIEWED: Fall 2019

FOLDER: STUDENT

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Advanced Standing Policy for Veterans and Active-Duty Military

All veteran and military students applying to the university have the opportunity to earn academic credit for prior military coursework and occupational experience. Already established university procedures allow students to earn college credit for any military training based on the American Council on Education (ACE) guidelines. By providing documentation of military training or transcripts of any previous college courses, students will be awarded appropriate credit for any applicable prerequisite or core courses.

1. *Awarding Academic Credit:* Military students and veterans should supply documentation of training transcripts to the SONKH's Nursing Program on acceptance to the SONKH's Nursing Program for evaluation. Students may transfer courses from any other accredited program or enroll in Wright State University courses to complete any needed core or prerequisite courses.
2. *Translation of Military Clinical Skills:* Veteran and military students with a military medic/corpsman background have the ability to apply to the WSU Alternative Prelicensure Pathway (APP) option that will allow them to challenge nursing courses for academic credit on an individual basis. To earn credit, students must satisfactorily provide evidence of equivalent military training or complete a faculty-developed evaluation of skills specific for each course, approved by the Undergraduate Curriculum Committee, to receive credit for up to a maximum of two credits of laboratory experience in NUR 2124 and one credit of clinical experience for all clinical courses except NUR 4460 and 3 credits of NUR 3200.

UG Curr, 3/12/14; 10/18/14; 10/14/15;

Attendance Policy

TITLE: ATTENDANCE POLICY

POLICY: Students are expected to attend all classes, clinical, and laboratory sessions on time and stay for the scheduled period.

PROCEDURE:

1. Students who know a scheduled class, laboratory, or clinical experience will be missed are responsible for notifying faculty in advance. It is recommended this be done as soon as a planned absence is identified.
2. Students with unplanned absences for a scheduled class, laboratory, or clinical experience are responsible for notifying faculty as soon as possible.
3. Extenuating circumstances are those that are severe and exceptional, unforeseen and unavoidable, and close in time to the request for the exception and may include serious illness, hospitalization, accidents, injuries, military duty, etc. Events not considered extenuating circumstances include but are not limited to work commitments, vacations, weddings, non-university related athletic or other special events.
4. The student is required to provide documentation of extenuating circumstances that would prevent attendance for any clinical, laboratory, or graded classroom experiences (quizzes, exams, in-class assignments, etc.) to be considered excused.
5. Documentation may include, but is not limited to, health care provider letter, accident reports, military orders, and/or hospital records.
6. Students should consult the University Excused Absence Guidelines at <http://policy.wright.edu/policy/2330-excused-absence-guidelines>.

Classroom/On-line Didactic Courses

1. All course syllabi will provide expectations for attendance including whether attendance will be factored into the final course grade.
2. In the event that a class is missed because of a faculty-approved extenuating circumstance, the student assumes responsibility for any material missed during the class and for contacting faculty regarding any required make-up assignments based on the class absence.
3. Faculty reserve the right to determine if missed exams or in-class assignments can be made up and the type of make-up exam or assignment to be given.
4. Make-up exams will not be given early and require documentation of extenuating circumstances prior to taking the make-up exam (see above).

Clinical/Laboratory

1. All syllabi with clinical and/or laboratory components will include the minimum number of clinical and laboratory hours required for the course.
2. Clinical experiences will not be scheduled on university scheduled holidays or when the university is officially closed (i.e. weather-related issues). Each course coordinator or lead faculty will work with clinical faculty and students to determine a clinical schedule for any clinical days when the university is closed (i.e. holiday, weather closures, etc.) that must be made-up to ensure meeting the minimum clinical hours for the course.
3. Students are responsible for notifying the instructor and/or clinical agency in advance when absence is unavoidable unless the student can validate that a situation existed that prevented this notification. Failure to notify the instructor and/or clinical agency is unprofessional behavior that may result in clinical failure.

4. Clinical absences must be made up regardless of whether or not the student is currently meeting course outcomes. Attending clinical on an alternate day or with an alternate clinical group may be an option. NOTE: Clinical cannot be made up with non-clinical assignments.
5. Students with restrictions or limitations may not attend clinical experiences. Students with injury or illness that affects the ability to participate in clinical after the start of the semester will be expected to provide documentation from a provider that states the date the student may return to the clinical setting with no restrictions or limitations. Documentation must be provided to the clinical faculty prior to student returning to the clinical setting.
6. Even with a documented extenuating circumstance that is determined by faculty as an excused absence, students may not be able to progress if there are extended or repeated absences affecting the ability to meet course laboratory and clinical hour requirements of a given course. In the event the student has an issue that results in extended and repeated absences, the student is encouraged to contact an academic advisor for consideration of options before the university-approved drop date.
7. For undergraduate courses:
 - a. Students who miss the first week of clinical and clinical orientation are not guaranteed the ability to receive a make-up and continue in the course as many facilities only offer orientation at specific dates and times.
 - b. Students who miss more than one clinical day (1/2 term courses) or 2 clinical days (full term courses) are not guaranteed the ability to make up the missed hours whether the absences were excused or not.
 - c. If students miss clinical time because the faculty member is ill or the university is closed, clinical time will be made up.
 - d. Undergraduate students in precepted clinical experiences must meet the clinical hour requirement in the term for which they are registered. Students should consider withdrawing from the course before the university drop deadline if extended absences will prevent the student from fulfilling the clinical hours.

RATIONALE: Student learning is facilitated by attendance in classroom, clinical, and laboratory experiences. Frequent absences will seriously jeopardize the student's ability to meet the course objectives. Ohio Board of Nursing policies related to classroom, clinical, and laboratory attendance and credit hour policies must be met for undergraduate students. Graduate programs must meet the national standards for clinical experiences.

RELATED POLICIES: CoNH *Student Illness/Injury Policy*, CoNH *Guidelines for Practicing Safe and Professional Care Policy*, Ohio Board of Nursing 4723-5-12 Program Policies, WSU Excused Absence Guidelines, CBA Faculty Rights and Responsibilities

APPROVED BY AND DATE: Faculty Org 2/25/15; UG Curr 3/15/17; Grad Curr 4/5/17; Faculty Assembly 4/19/17

REVIEWED: Fall 2019

FOLDER: STUDENT

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Attendance Policy.docx

Audit

TITLE: AUDITING A COURSE

POLICY: When class space permits and with the written permission of the instructor and approval by the Associate Chair, a student may audit a nursing course. Students who audit a course do not receive a grade or credit for it. Students may not use an audited course to establish full-time status.

PROCEDURE: In order to audit a course, students must obtain the appropriate signatures on the "RegistrationActivity Form" and return it to Raider Connect by the end of the first week of the semester. Requests to audit beyond the first week are not permitted.

RATIONALE: Auditing a course requires appropriate signatures so that students taking course for credit have opportunity for registration.

RELATED POLICIES: WSU Undergraduate Student Catalog

APPROVED BY AND DATE: Administration, 8/29/14

FOLDER: ACADEMIC

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Canceled Classes and Clinical Experience

TITLE: CANCELED CLASSES AND CLINICAL EXPERIENCE

POLICY: The decision to close the University due to a weather emergency will be made by 5:00 am and announced through the University's emergency notification system.

PROCEDURE:

1. If the University is closed, all classes, laboratory, and clinical experiences for SONKH's Nursing Program students are canceled. In the event of inclement weather, students may call either the Information Booth line at (937)775-5740 or the general University number, (937)775-3333, or check the University website at www.wright.edu. All closings are posted on the website. Students may also sign up to receive email and text notifications of all closings. Lake Campus students should listen to the local radio/TV stations for updates, or sign up to receive email and/or text notifications of all closings. Students may also contact the WSU info line at (800)237-1477 or (419) 586-0300 for more information.
2. If the University closes or cancels classes after students have arrived in a clinical experience, the faculty and students may not continue with the clinical experience. If there is concern for the student's safety that leaving immediately would increase the likelihood for harm, students may stay in clinical until it is safe to leave (i.e., a tornado). A decision to send students home will be made by the faculty member in this event. All missed clinical time must be made up.
3. During inclement weather when the University has not officially canceled classes, individual faculty and students must make their own decision about whether they can travel to the University or clinical agency. In the event that a faculty member is unable to attend a class, the faculty member must follow procedures in the SONKH's Nursing Program Guidelines for Cancelled Classes and Faculty Absences. Clinical must be made up with clinical experiences; lab must be made up with lab experiences. Communication between faculty and students during these emergency situations is vital and faculty will develop an emergency call plan with their clinical students.

RATIONALE: Safety of our students is a priority. When the University closes for weather, it is the responsibility of our faculty to safely release students from classes and clinical.

RELATED POLICIES: CONH *Guidelines for Canceled Classes and Faculty Absences*; Emergency Closing Procedures, Wright Way Policy Number, "Inclement;" Collective Bargaining Agreement Article 7, Faculty Rights and Responsibilities

APPROVED AND DATE BY: Admin 9/9/15; 6/6/16

REVIEWED: 11.19.19

FOLDER: ACADEMIC

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Classification of Students

Students who do not complete their program of study as outlined on admission or progress in a timely manner may be subject to new curriculum requirements at both the lower and upper division.

Clinical Facilities

The School of Nursing, Kinesiology and Health Sciences' Nursing Program uses a variety of clinical facilities within the community, such as: Preschools, schools, extended care facilities, hospitals, and community clinics and services. In addition, nursing students will be required to visit clients in the community. Students must provide their own transportation to all clinical facilities which may be anywhere in the main campus or Lake campus region (i.e., up to 90 minutes driving time).

Communication between Students and Faculty

TITLE: COMMUNICATION BETWEEN STUDENTS, FACULTY, AND STAFF

POLICY: The best means of communicating with faculty and staff is through the WSU email account unless specifically told otherwise by course faculty. The SONKH's Nursing Program does not maintain a list of non-WSU email addresses of students.

PROCEDURE:

1. The WSU email account is automatically set up for students and activated once they have received their CATS computer account username and password.
2. Students are responsible for checking their WSU email frequently; daily is recommended.
3. Dayton Campus students must report name, address, and phone number changes to the Registrar's Office and to the SONKH's Nursing Program Administrative office.
4. Lake Campus students must report name, address, and phone number changes to the Enrollment Services office in 170B Dwyer Hall.

RATIONALE: It is essential that students, faculty, and staff maintain regular communication. In order to do so, all contact information must be current.

RELATED POLICIES:

APPROVED BY AND DATE: Administration, 8/15/14; 6/6/16; UG Curr 3/15/17; Grad Curr 4/5/17; Faculty Assembly 4/19/17

REVIEWED: Fall 2019

FOLDER: STUDENT

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Concerns and Issues Policy

TITLE: STUDENT CONCERNS AND ISSUES

POLICY: Students may have a concern or an issue with some aspect of the class or clinical environment. To resolve the problem, students should proceed in a stepwise fashion to individuals with increasing authority.

PROCEDURE:

1. If a student is dissatisfied with some aspect of a course or clinical, and the concern **is not a grade issue**, the student should:
 - a. Confer with the instructor involved.
 - b. If not resolved, meet with course coordinator (if clinical course with multiple sections) or the lead faculty. For graduate students, meet with the appropriate Concentration Director.
 - c. If the issue is still not resolved, then the student may meet with the appropriate SONKH Assistant Chair or Director of the Lake Campus nursing program.
 - d. If the issue is still not resolved, then the student may meet with the Nursing Program Chair.
 - e. If a student feels the issue still has not been resolved, the student may contact the WSU Office of Student Advocacy and Wellness.
2. **If a student has issues with a final course grade**, the student should complete the steps listed on the Academic Mediation Policy and Form.

RATIONALE: Students need to have a reasonable course of action for due process.

RELATED POLICIES: Academic Mediation Policy and Form

APPROVED BY AND DATE: Admin, 11/12/14; 2/17/15; 6/6/16; UG Curr 3/15/17; Grad Curr 4/5/17; Faculty Assembly 4/19/17

REVIEWED: Fall 2019; admin update 1.4.21 (renaming of advocacy office)

FOLDER: STUDENT

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Mediation Procedure for A Final Course Grade

TITLE: MEDIATION PROCEDURE FOR A FINAL COURSE GRADE

POLICY: Faculty members retain the authority to make the final determination of the grade to be awarded to each student in his or her class. After a final course grade has been awarded, the grade can only be changed by the faculty that assigned the grade. In the event that a student and the faculty member cannot come to an agreement regarding the final course grade, the following procedure is to be followed.

PROCEDURE:

1. The student will discuss the matter with the faculty member.
2. If there is no resolution, the student and faculty member will discuss the matter with the course coordinator or appropriate director.
3. If there is no resolution, the student will submit a request to mediate the final grade to the nursing program assistant chair. This form must be submitted within ten (10) working days of posting of the final course grade.
 - A. Within 10 working days after receiving the mediation form, the nursing program Chair will:
 - 1) confirm the student has already discussed the final grade with the faculty member who assigned the grade and the course coordinator or concentration director,
 - 2) confirm the student has given a copy of the formal complaint to the faculty member,
 - 3) ensure that no computational or other error has been made in reporting the grade,
 - 4) meet with the student to review the complaint, and
 - 5) either review the complaint with the faculty member and offer a perspective for the faculty member's consideration or consult with the student about proceeding to step 4 with review of grade by a faculty panel. This should be done within 10 working days after the student has met with the nursing program Chair.
 4. If the course grade is unchanged, the student may appeal to the nursing program Chair within 10 working days after receiving notification from the faculty member, requesting a 3-member panel review. The nursing program Chair will then select three objective faculty members who have had no involvement in the case.
 - A. The panel members will:
 - 1) Ask the faculty member for any additional information that should be considered,
 - 2) Seek further information from any involved party, if they have reason to believe that pertinent information might be available,
 - 3) Meet to formulate their joint recommendation, and
 - 4) Report their findings to the faculty member with a copy to the nursing program Chair. This should be accomplished within 10 working days after the request has been filed with the nursing program Chair.
 - B. After receiving the perspectives from the selected faculty members, the faculty member responsible for the grade will:
 - 1) Convey his/her decision to the student in writing within 10 working days of receiving the report from the faculty committee.
 - 2) Notify the nursing program Chair of the decision and when it was conveyed to the student.
 5. Based on the outcome of the mediation, the student may meet with an Academic Advisor to discuss a plan of action including a petition or updated program of study.

RATIONALE: This policy is to clarify the nursing program procedure regarding a student's disagreement with a final course grade. Timelines must be established to ensure a swift resolution to the problem.

RELATED POLICIES: CBA for TET & NTE: Article 7 (p. 8 in both agreements)

APPROVED BY AND DATE: UG Curr 5/17/10; 03/12/12; 6/6/16. Grad Curr 4/16/12; 10/5/16; UG Curr 3/15/17;

Grad Curr 4/5/17; Faculty Assembly 4/19/17. **REVIEWED:** Fall 2019 **FOLDER:** STUDENT R:\conh-restricted\Organizational Handbook\Policies\Student Policies\+ALL Mediation Procedure for Final Course Grade.docx

FINAL GRADE MEDIATION FORM

Completion of this form provides documentation that the student and faculty have followed the College of Nursing & Health policy for grade mediation.

Student	UID
Course	Grade final
Faculty responsible for assigning the grade	
Explanation of the grade dispute (attach additional pages as needed)	
Step 1 Verification of student meeting with faculty Grade remains unchanged <input type="checkbox"/> Grade will be changed to _____	Student _____ Faculty _____ Date _____ <input type="checkbox"/> Check here to continue to step 2
Step 2 Verification of student meeting with Course Coordinator or appropriate Director	Student _____ Course Coordinator or Concentration Director _____ Date _____ <input type="checkbox"/> Check here to continue to step 3
Step 3 Verification of student meeting with nursing program Chair Student _____ Nursing Program Chair _____ Date _____	<input type="checkbox"/> Return to faculty to consider _____ OR <input type="checkbox"/> Check here to continue to step 4 (initiation of faculty panel)
Step 4 If the student wishes to appeal to the nursing program Chair, the Chair will convene a three member faculty Panel to review the student's request for mediation of a final grade. AT THIS POINT, THIS FORM SHOULD BE GIVEN TO THE NURSING PROGRAM CHAIR.	
<i>Panel Recommendation to the Faculty</i> Grade should stand as final _____ Grade should be changed to _____ Panel Chair: _____ Member _____ Member _____ Date _____	
After the panel has reviewed the complaint and provided a perspective to faculty member, the faculty member notifies the student of the decision as to whether or not the grade will be changed. <div style="text-align: center; margin-top: 10px;"> </div>	Faculty decision: <input type="checkbox"/> Grade stands as final _____ <input type="checkbox"/> Grade will be changed to _____* *The faculty member is responsible for initiating the process for changing the grade. Faculty _____ Date _____
Step 5 Student meets with academic advisor.	

Critical Incident/Near Miss Policy

School of Nursing, Kinesiology, and Health Services, Nursing Program

TITLE: CRITICAL INCIDENT TRACKING/STUDENT ERRORS AND NEAR MISSES

POLICY: Errors or near misses are a risk with students who are novice practitioners and must be minimized to the extent possible. A record must be kept of all errors and near misses so that faculty may analyze occurrences and develop a plan to reduce risk.

Definitions:

1. *Error* - an act of omission or commission that leads (or could potentially lead) to an undesirable patient outcome
2. *Near Miss*-an incident or behavior which had the potential to cause-injury or illness, but did not actualize due to chance, corrective action and/or timely intervention given the level of the student.

PROCEDURE:

1. The nursing student will report all errors or near misses immediately to the clinical instructor, assigned nurse, and/or preceptor as appropriate.
2. The patient's condition will be assessed and treated as indicated.
3. The student or individual discovering the error will report to the nurse caring for the patient. Facility specific error documentation will be completed with assistance of the clinical instructor. A student in conjunction with the faculty member will complete any facility-required error reporting paperwork or notify the faculty member when working in a precepted clinical experience.
4. A University Occupational/Non-Occupational Injury/Illness & Incident Report and/or Sharps Injury Form Needlestick Report are completed and returned to the Associate Dean as appropriate to the incident.
5. A WSU CONH Critical Incident Tracking Tool will be completed by the student and clinical faculty. The form will be used to document any student improvement plan as indicated by the specific incident. One copy of the form will be kept with the student's Clinical Evaluation Tool for the specific clinical course.
6. A copy of the form will be given to the Associate Dean for filing in the nursing department.
7. The Program Assessment Committee will analyze the data for any trends in incidents and report this data at least once each semester during the academic year with a report provided to the Undergraduate Curriculum Committee meeting or more often if trends indicate a need for an immediate program improvement plan.
8. Students who fail to notify faculty of any and all clinical errors or near misses are at risk of dismissal from the nursing program.
9. All persons involved with the incident and this procedure will maintain confidentiality of the student and incident as appropriate.
10. While the laboratory setting is designed to provide a safe environment for learning, faculty will determine if specific circumstances may also dictate completion of the tracking form if an error occurs in the laboratory setting based on the specific situation.

RATIONALE: The purpose of this policy is to promote patient/client safety in the clinical setting, ensure compliance with agency and university risk management policies, and provide a mechanism for promoting program improvement using a Just Culture philosophy.

RELATED POLICIES: OBN Student Practice Law; Wright Way Policy 6032: Reporting Injury & Illnesses

APPROVED BY AND DATE: UG Curr: 4/9/14; Program Assessment: 9/16/15

FOLDER: CLINICAL

Wright State University-Miami Valley College of Nursing & Health
CRITICAL INCIDENT TRACKING TOOL (CONFIDENTIAL)

Student Name: _____ UID#: _____ NUR _____

Date _____

Adapted with permission from NCBON CET

	Criteria	Human Error	At Risk Behavior			Reckless Behavior		Score
		0	1	2	3	4	5	
G	General Nursing Practice	No prior written counseling for practice issues.	Prior written counseling for single nonrelated practice issue within last 12 months.	Prior written counseling for single related practice issues within past 12 months.	Prior written counseling for various practice issues within the last 12 months.	Prior written counseling for same practice issue within last 12 months.	Prior written counseling for same or related practice issue within last 6 months with minimal to no evidence of improvement.	
U	Understanding/Level of Experience	Has knowledge, skills, and ability. Incident was accidental, inadvertent or oversight.	Limited understanding of correct procedure. May be novice (beginning student) or <6 months experience with nursing or with current event/activity.	Limited understanding of options/resources. Aware of correct procedure but in this instance cut corners. May be advanced beginner or 6 mos to 2 yrs experience in nursing or with current event/activity.	Aware of correct action/rationale but failed to apply in this incident. Did not obtain sufficient information or utilize resources before acting. May be competent or have >2 years' experience in nursing or with current event/activity.	In this instance, there was intentional negligence or failure to act/not act according to standards. Risk to client outweighed benefits. May be in a position to guide/influence others. May be proficient > 5 years in nursing or with current event/activity.	In this instance, there was intentional gross negligence/unsafe action/inaction. Student demonstrated no regard for client safety and harm almost certainly would occur. May hold a leader/mentor position. May be expert performer > 5 years in nursing or with event/activity.	
I	Internal Policies/Standards/Orders	Unintentional breach or no policy/standard/order exists for error.	Policy/standard / order has not been enforced as evidenced by cultural norm (common deviation of staff) or policy/standard / Order was misinterpreted.	Policy/standard/order clear but student deviated in this instance as a time saver. Failed to identify potential risk for client. No evidence of pattern.	Aware of policy/standard/order but ignored or disregarded to achieve perceived expectations of management, client, or others. Failed to utilize resources appropriately. May indicate a pattern.	Intentionally disregarded policy/standard /order for own personal gain.	Intentional disregard of policy/standard/order with understanding of negative consequences for the client.	
D	Decision/Choice	Accidental/mistake/inadvertent error	Emergent situation—quick response required to avoid client risk.	Non-emergent situation. Chose to act/not act because perceived advantage to client outweighed the risk.	Emergent or non-emergent situation. Chose to act/not to act without weighing options or utilizing resources. Used poor judgment.	Clearly a prudent student at same level would not have taken same action. Unacceptable risk to client/agency/public. Intentional disregard for client safety.	Willful egregious/flagrant choice. Put own interest above that of client/agency/public. Intentionally neglected red flags. Substantial and unjustifiable risk.	
E	Ethics/Credibility/	Identified own error and self reported.	Readily admitted to error and	Reluctantly admitted to error but attributed to	Denied responsibility until confronted with evidence.	Denied responsibility despite	Took active steps to conceal error or failed to disclose	

	Account-ability	Honest and remorseful.	accepted responsibility when questioned. Identified opportunities and plan for improvement in own practice.	circumstances to justify action/inaction. Cooperative during investigation and demonstrated acceptance of performance improvement plan.	Blamed others or made excuses for action/inaction. Failed to see significance of error. Reluctantly accepted responsibility and denied need for corrective action.	evidence. Indifferent to situation. Uncooperative, insubordinate and/or dishonest during investigation.	known error. Provided misleading information during investigation or destroyed evidence. May have inappropriately confronted others regarding investigation.	
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9/16/15

Total Score _____

Description of Incident:

1. Facility and Unit:

2. Description of Incident (type or error or near miss, injury, treatment, etc.):

3. Patient Intervention/Outcome:

Mitigating Factors (check all identified)	Noted	Aggravating Factors (check all identified)	Noted
Communication breakdown (multiple handoffs, change of shift, language barrier)		Worked in excess of 12 hours in 24/or 60 hours in last week to meet personal needs (work and clinical hours)	
Limited or unavailable resources (inadequate supplies/equipment)		Especially heinous, cruel, and/or violent	
Interruptions/chaotic environment/emergencies—frequent interruptions/distractions		Vulnerable client: geriatric, pediatric, mentally/physically challenged, sedated	
Worked in excess of 12 hours in 24/or 60 hours in the last week to meet agency needs (work and clinical hours)		Disciplinary action (practice related issues) in previous semesters	
High work volume/staffing issues		Took advantage of student position	
Policies/procedures unclear		Threatening/bullying behaviors	
Prior clinical evaluations have been above average		Knowingly created risk for more than one client	
Insufficient orientation/training to facility			
Client factors (combative/agitated, cognitively impaired, threatening)			
Non-supportive environment; interdepartmental conflicts			
Lack of response by other departments/providers			
Other mitigating factors identified:		Other aggravating factors identified:	
Total # mitigating factors identified		Total # aggravating factors identified	

Criteria Score from page 1 _____. Just Culture response based on score and mitigating/aggravating factors:

Monitor	Performance Improvement Plan	Clinical Failure Required
<ul style="list-style-type: none"> All criteria in green <u>OR</u> Mitigating factors reveal human error <p>Just culture = console</p>	<p>Develop plan for improvement if:</p> <ul style="list-style-type: none"> 3 or more criteria in yellow <u>OR</u> Criteria score 7-15 <p>Just culture = coaching</p>	<p>Mandatory clinical failure for:</p> <ul style="list-style-type: none"> 1 or more criteria in red <u>OR</u> Criteria score of 16 or more <u>OR</u> Incident involves fraud, theft, drug abuse, diversion, sexual misconduct, mental/physical impairment or any other significant legal violation (i.e., HIPAA, etc.) <p>Just culture = punishment for patient safety</p>

Suggested Plan for Improvement:

Faculty Signature: _____ Student
Signature: _____

Retain a copy for student file and submit a copy with complaint form to the appropriate Associate Dean (Undergraduate or Graduate)

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Approved by Undergrad Curr, 4/9/14; Program Assessment Comm 9/16/15

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Student Disabilities

Students requiring accommodations due to a physical and/or learning disability should notify the course faculty prior to or at the beginning of the course. Contact between the Office of Disability services (ODS), nursing program Chair and faculty can be initiated at the student's request to plan for and coordinate student services. Please contact ODS (937/775-5680 or Lake Campus 419/586-0366) to learn about their services if an undocumented disability is suspected. The SONKH's Nursing Program Accommodations for Student Disabilities policy is listed below.

Accommodations for Student Disabilities Policy

TITLE: ACCOMMODATIONS FOR STUDENT DISABILITIES

POLICY: WSU SONKH's Nursing Programs are respectful of students' rights and responsibilities in accordance with the Americans with Disabilities Act of 1990 ("ADA"), as amended by the ADA Amendments Act of 2008, as well as Section 504 of the Rehabilitation Act of 1973. The University and the SONKH's Nursing Programs are committed to providing reasonable accommodations to students with disabilities. Any student who believes a reasonable accommodation is necessary may request such an accommodation. While the process for requesting reasonable accommodation may be started at any time, accommodations may not be implemented retroactively. Therefore, it is important that students allow ample time for their accommodation requests to be processed.

Accommodations for Disability.

1. Accommodations may be requested for existing, newly diagnosed, or temporary disabilities or limitations (e.g., casted arm).
2. No student is required to disclose a disability before or after admission to the SONKH's Nursing Program. However, disclosure and documentation are required if accommodations are requested.
3. Any student who believes a reasonable accommodation is necessary should contact the Wright State Office of Disability Services ("ODS") for information on the reasonable accommodation process.
4. Once a student is qualified by ODS as having a disability, ODS will research, consider, and attempt to develop a potential accommodation plan with the student.
5. Students will then make arrangements to meet with the nursing program Chair and/or course instructor prior to the start of the course or as soon as possible if the need is identified during the term. This notification will allow time for the Chair and/or faculty member to determine if the requested accommodation(s) are reasonable and can be implemented without fundamentally altering the SONKH's Nursing Program technical and program standards.
6. The SONKH's Nursing Program will assure educational access by providing reasonable and appropriate accommodations, while maintaining the academic standards and integrity of the nursing program. Accommodations that compromise patient care, or that fundamentally alter the nature of the program or activity, are not considered to be reasonable.
7. If the student cannot meet the essential functions of a particular course, either unassisted or with dependable use of assistive devices (reasonable accommodation), the student may not be able to successfully complete the course.
8. If a student or faculty member believes a student is not succeeding with the existing accommodations, ODS will be notified. The student will meet with ODS for further advising and/or referral.

Technical Standards

Throughout the program, the student must be able to complete, with or without reasonable accommodation, typical nursing activities and role functions of a *generalist* Registered Nurse in order to provide safe and effective patient care in each clinical area set forth by the curriculum. Upon admission to the Nursing program, certification by a healthcare provider is required stating the student's general physical and/or mental health is sufficient to meet the technical requirements of the nursing program.

Rationale: The nursing profession, and the study of nursing, requires the student meet the cognitive, sensory, affective, and psychomotor functional requirements necessary for safe, effective care. Individuals

must be able to meet these functional requirements with or without reasonable accommodation.

RELATED POLICIES:

Office of Disabilities Services (ODS) pages at <https://www.wright.edu/student-affairs/health-and-wellness/disability-services>

CoNH Policy for Safe and Professional Care

CoNH Illness & Injury Policy

APPROVED BY AND DATE: Admin, 9/15/14; 4/18/2018

REVIEWED: Fall 2019

FOLDER: \\shared.wright.edu\\restricted\\conh-restricted\\Organizational Handbook\\Policies\\Student Policies\\+ALL Accommodations Policy 4.18.18.docx

Technical Standards for Students

Nursing students are held to a very high standard of performance. Nursing education involves not only classroom learning activities but, also, clinical learning activities across a wide variety of health-related agencies with actual patients. These activities require a combination of abilities including cognitive, sensory, physical, emotional, and social skills.

Individuals seeking admission to a SONKH's Nursing Program should be aware that certain limitations resulting from health conditions can interfere with patient care and/or patient safety to the extent that such limitations may not be compatible with successfully completing the Nursing program, even with reasonable accommodation. Such conditions may include those that cause a high absenteeism rate, an inability to perform routine nursing tasks, an inability to promptly engage in critical thinking, or an inability to provide necessary emergency interventions. WSU seeks to respectfully collaborate with students to ensure accessibility while maintaining student accountability for knowledge acquisition, integration, and application.

The SONKH's Nursing Programs provide the following technical standards and related examples of typical nursing role functions to inform prospective and current students of the performance requirements that are necessary to successfully provide effective and safe patient care. Please note that the examples are not all inclusive. These standards apply to all student conduct regardless of setting (classroom, health care agency, lab, online, etc.).

Applicants and enrolled students for all Nursing programs must be able to meet the following technical standards, determined to be essential to the performance of the nursing role by the Wright State University nursing faculty:

Functional Areas	Technical Standards	Some Examples of Related Typical Nursing Role Functions
Cognitive Abilities		
1. Reading	1.1. Read and understand written documents in English.	1.1.1. Read and understand agency policies and procedures. 1.1.2. Read and understand information in patient charts. 1.1.3. Comprehend standard nursing and medical terminology.
2. Arithmetic/Math	2.1. Read and understand numbers and symbols.	2.1.1. Read and understand meaning of medication orders. 2.1.2. Read and understand meaning of number readouts on monitors. 2.1.2. Accurately tell time.
	2.2. Document numbers, measurements, and symbols.	2.2.1. Write numbers and symbols on hard files. 2.2.2. Type numbers and symbols in electronic files
	2.3. Accurately add, subtract, multiply, and divide.	2.3.1. Accurately measure objects regarding length, width, height, weight, etc. 2.3.2. Compute drug dosages, rates of delivery, etc. 2.3.3. Convert numbers to and from the metric system. 2.3.4. Measure duration of time.
	2.4. Accurately read and understand digital, analog, and waveform tools.	2.4.1. Obtain and interpret information from a flow chart/graph and derive meaning. 2.4.2. Obtain and interpret information from a digital display.
3. Knowledge acquisition and recall	3.1. Ability to acquire fundamental knowledge.	3.1.1. Study, understand, and retain new academic information. 3.1.2. Electronic media literacy. 3.1.3. Collect information on appropriate clinical assessment indicators.
	3.2. Ability to recall pertinent information within a time frame that assures patient safety.	3.2.1. Listen to shift report or read patient chart and recall pertinent facts related to patient care as needed. 3.2.2. Listen to shift report or read patient chart and recall pertinent facts related to required tasks as needed. 3.2.3. Recall verbal or written directions related to sequential tasks to be performed.

Functional Areas	Technical Standards	Some Examples of Related Typical Nursing Role Functions
4. Data analysis and interpretation	4.1. Ability to accurately process information within a time frame that assures patient safety.	4.1.1. Quickly identify normal and abnormal assessment findings. 4.1.2. Relate findings to potential causes and consequences.
5. Integrating knowledge to establish clinical judgment	5.1. Sound judgment in planning based on appropriate data collection and interpretation.	5.1.1. Determine appropriate actions based on evidence. 5.1.2. Appropriately respond to rapidly changing patient conditions within a safe time period.
	5.2. Ability to transfer information from one situation to another.	5.2.1. See commonalities between two different patients or patient populations to assist with problem solving.
	5.3. Ability to prioritize and sequence tasks.	5.3.1. Complete work tasks in logical and time appropriate manner.
6. Evaluation	6.1. Use cause and effect reasoning.	6.1.1. Accurately determines patient responses to nursing interventions.
	6.2. Apply effective problem solving methods to revise plans when untoward responses occur.	6.2.1. Update nursing care plan following evaluation of patient response.
7. Time orientation	7.1. Keep to an appropriate time schedule.	7.1.1. Arrive to work on time. 7.1.2. Distribute medications on time. 7.1.3. Send patients to procedures on time.
Sensory Abilities		
8. Visual	8.1. Sufficient visual acuity to make accurate observations.	8.1.1. Participate meaningfully in academic demonstrations and simulations. 8.1.2. Read school-related materials. 8.1.3. Use equipment safely.
	8.2. Sufficient visual acuity to perform an accurate assessment close-up and at a distance.	8.2.1. Complete a visual assessment of the patient. 8.2.2. Complete a visual assessment of the environment. 8.2.3. Distinguish color differences for assessments (e.g.: inflammation) or color-coded materials. 8.2.4. Monitor patients in low-light situations.
	8.3 Sufficient visual acuity to accurately read information presented in an electronic format.	8.3.1. Accurately read electronic health records.
9. Auditory (Hearing)	9.1. Sufficient auditory acuity to communicate with patients and co-workers.	9.1.1. Receive and understand normal speaking voice when it is not possible to read lips, such as in surgery or low light-situations.

Functional Areas	Technical Standards	Some Examples of Related Typical Nursing Role Functions
	9.2. Sufficient auditory acuity to perform assessments.	9.2.1. Accurately auscultate.
	9.3. Sufficient auditory acuity to perceive emergency situations.	9.3.1. Ensure safety of weak or infirm patients (e.g. can hear a call for help). 9.3.2. Accurately respond to workplace alarms.
10. Tactile (Touch)	10.1. Sufficient tactile sensation to complete a physical assessment.	10.1.1. Accurately assess pulse rate and characteristics. 10.1.2. Accurately identify a change in skin temperature or texture. 10.1.3. Accurately palpate body landmarks.
	10.2. Sufficient tactile sensation to perform job-related technical tasks.	10.2.1. Identify equipment by touch. 10.2.2. Have awareness of dropping objects.
11. Olfactory (Smell)	11.1. Sufficient olfactory awareness to identify abnormal body odors.	11.1.1. Detect foul smelling drainage. 11.1.2. Detect “fruity” breath associated with DKA. 11.1.3. Detect alcohol on breath.
	11.2. Sufficient olfactory awareness to identify abnormal environmental odors.	11.2.1. Detect smoke. 11.2.2. Detect overheated equipment.
12. Multisensory	12.1. Sufficient multisensory integration and stability to negotiate normal and abnormal environmental stimuli.	12.1.1. Determine environmental hazards related to fall risks through awareness and analysis of multiple environmental cues. 12.1.2. Protect and evacuate patients as necessary during emergency situations that may involve loud alarms, strobe lighting, and generally chaotic environments.
Physical Abilities		
13. Physical strength	13.1. Push and pull objects.	13.1.1. Push a wheelchair. 13.1.2. Position a patient in bed.
	13.2. Provide physical support as needed.	13.2.1. Assist an infirm patient out of bed. 13.2.2. Assist an infirm patient to ambulate to a chair or bathroom.
	13.3. Lift and move objects weighing up to 50 pounds.	13.3.1. Pick up a child. 13.3.2. Lift a side rail on a bed. 13.3.3. Carry necessary equipment from one location to another. 13.3.4. Assist with transfer of adult patient from gurney to bed or vice versa.

Functional Areas	Technical Standards	Some Examples of Related Typical Nursing Role Functions
	13.4. Defend self or restrain another.	12.4.1. Take evasive action if accosted. 12.4.2. Protect patient from self-inflicted injury.
14. Physical endurance	14.1. Sufficient energy level to perform duties	14.1.1. Complete a typical 8-12 hour nursing shift. 14.1.2. Stand for several hours, for example, in surgery or while doing complex patient care. 14.1.3. Manage physically taxing workloads.
	14.2. Sustain repetitive movements.	14.2.1. CPR
15. Gross motor	15.1. Able to move from one location to another.	15.1.1. Transport self between patient rooms. 15.1.2. Transport self within confined spaces such as small or cluttered patient rooms. 15.1.3. Move quickly in response to an emergency
	15.2. Able to maintain physical balance and stability.	15.2.1. Rise from chair to provide for patient safety during an emergency. 15.2.2. Sit comfortably in order to promote effective face-to-face communication with patient in bed. 15.2.3. Stand with stability while holding a newborn or child. 15.2.4. Turn from side to side while transferring patient or doing a sterile dressing change. 15.2.5. Bend from waist, or stoop, or squat to empty drainage devices or insert therapeutic devices.
	15.3. Effective range of motion for provision of patient care.	15.3.1. Reach above head, forward, below waist and out to sides in order to provide patient care as needed.
16. Fine motor	16.1. Grasp/pinch.	16.1.1. Hold a pen and write. 16.1.2. Grasp and remove bandage tape. 16.1.3. Manipulate a syringe. 16.1.4. Pinch skin to give an injection.
	16.2. Pick up small objects.	16.2.1. Pick up a piece of paper. 16.2.2. Pick up scissors. 16.2.3. Pick up thermometer.
	16.3 Squeeze objects.	16.3.1. Squeeze an eye dropper. 16.3.2. Squeeze rubber inflation ball on blood pressure cuff. 16.3.3. Operate fire extinguisher.

Functional Areas	Technical Standards	Some Examples of Related Typical Nursing Role Functions
	16.4 Twist objects.	16.4.1. Turn a doorknob to open a door 16.4.2. Turn a small knob on a monitor.
	16.5 Typing/keyboarding skills	16.5.1. Use computers, keypads, etc.
Emotional and Social Abilities		
17. Communication	17.1. Can effectively read information written in English.	16.1.1. Efficiently access, read and interpret medical orders. 16.1.2. Efficiently access, read and interpret patient care notes. 16.1.3. Effectively read current professional literature.
	17.2. Can effectively communicate verbally in English.	17.2.1. Verbalize an oral report on a patient. 17.2.2. Verbally interview a patient. 17.2.3. Effectively teach necessary information for health promotion or maintenance. 17.2.4. Speak clearly on the telephone. 17.2.5. Give instructions to personnel. 17.2.6. Clarify information.
	17.3. Can effectively communicate in writing.	17.3.1. Use both electronic and written medical record systems.
18. Emotional stability	18.1. Work effectively within complex systems.	18.1.1. Adapt to rapidly changing situations. 18.1.2. Remain focused on tasks in a noisy or busy environment. 18.1.3. Able to multitask.
	18.2. Maintain personal emotional balance.	18.2.1. Remain calm during high-stress situations. 18.2.2. Effectively manage personally challenging experiences of shock, grief, anger, frustration, etc. 18.2.3. Function effectively in environments inherent with uncertainty.
19. Interpersonal skills	19.1. Build functional working relationships with clients/patients.	19.1.1. Establish working rapport with patients. 19.1.2. Establish emotional boundaries between self and patient. 19.1.3. Provide emotional support to patient or family member. 19.1.4. Exhibit a caring, sensitive, and respectful attitude.

Functional Areas	Technical Standards	Some Examples of Related Typical Nursing Role Functions
	19.2. Build functional working relationships with colleagues	19.2.1. Establish working rapport with peers/co-workers 19.2.2. Function as a contributing and effective member of the health care team.
	19.3. Manage interpersonal conflicts	19.3.1. Respect differences in others. 19.3.2. Practice civility in all situations including face-to-face, written, social media, etc. 19.3.3. Use effective communication skills to resolve conflicts with others.
20. Ethical comportment	20.1. Maintain a personal sense of integrity.	20.1.1. Truthful charting. 20.1.2. Truthful reporting. 20.1.3. Refrain from unethical activities. 20.1.4. Refrain from illegal activities. 20.1.5. Advocate for patient, family, and/or community

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Wright State School of Nursing, Kinesiology and Health Sciences' Nursing Program

Statement Regarding Compliance with Technical Standards

Candidates and students for the Undergraduate or Graduate Nursing Programs are required to certify that they understand and can meet these technical standards or that they believe that, with certain reasonable accommodation, they can meet the standards.

STUDENT VERIFICATION

I, _____, UID _____, acknowledge that I have been provided with and have reviewed the Technical Standards for the Wright State University – Miami Valley School of Nursing, Kinesiology and Health Sciences' Nursing Program. By signing below, I hereby certify that, to the best of my knowledge and belief, I am capable of demonstrating the technical standards on a regular basis, with or without reasonable accommodation. I understand that willful misrepresentation of my capabilities may disqualify me from continuing in the program.

I understand that, should I wish to request any accommodation to perform any of the essential technical standards identified above, I will contact the Office of Disability Services ("ODS") at 937-775-5680 or visit their website at www.wright.edu/ods.

Printed Name

Signature

Date

Digital Devices and Social Media Policy

**Wright State University-Miami
Valley School of Nursing,
Kinesiology and Health Sciences'
Nursing Program**

TITLE: DIGITAL DEVICES AND SOCIAL MEDIA POLICY

PURPOSE: This purpose of this policy is to help the School of Nursing, Kinesiology and Health Sciences' Nursing Program (SONKH) maintain an environment that is conducive to learning and to protect patient privacy and the integrity of clinical and classroom experiences. This policy is subordinate to applicable laws.

DEFINITIONS: Social media is defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, Flickr, YouTube, Instagram, and SnapChat.

PROCEDURES:

- Digital devices, other than those used for note-taking or accessing class-related information, are typically prohibited in classroom and clinical settings. Faculty members may modify this policy as course needs dictate. Specific agencies/hospitals may have different rules, which students must observe during clinical experiences.
- **Students should not communicate confidential, privileged, or proprietary information, particularly including information protected by HIPAA and FERPA. Distributing confidential, privileged, or proprietary information may be illegal and unethical, and may result in disenrollment from the College and referral to law enforcement / regulatory agencies.**
- **Comments or photographs that relate to clinical experiences may directly or inadvertently identify patients and/or patient medical information or other protected information. Students should avoid commenting about or posting photographs related to clinical experiences. Such comments or posts may also violate the College's and the student's contractual agreements with the clinical site, in which case the student may be removed and barred from the clinical site.**
- **Respect copyright and fair use:** Always consider copyright and intellectual property rights when utilizing social media sites. Adhere to all applicable laws and regulations.
- **Avoid Using Wright State University logos for endorsements:** The University logos (usually including SONKH's Nursing Program students in uniform where the SONKH's Nursing Program logo is visible) are protected by copyright and trademark law, and generally may not be used for personal or commercial purposes. Unauthorized use of the University's logos may be illegal, and may subject students to legal action. Further, such uses may violate the Code of Student Conduct.
- Students should obtain consent before creating and posting photographs, videos, or audio recordings of others. Faculty members have intellectual property rights in the content of their courses (including slides and handouts), and may restrict the right to photograph, film, or record audio during class, and to re-distribute in-class materials for non-academic purposes. Disregarding faculty instructions regarding in-class recordings may violate the Code of Student Conduct. It is almost always inappropriate, unprofessional, and unethical to create video or audio recordings during clinical experiences, as this frequently depicts or reveals confidential patient identities or information, and usually violates policies at the clinical site.
- **Terms of service:** Be mindful of the Terms of Service of any social media platform employed.
- **"Friending":** WSU-SONKH's Nursing Program strongly discourages students from "friending" faculty and clinical agency personnel unless there is a genuine personal relationship that pre-

dates the student/instructor or instructor/nurse relationship. Acts contrary to this policy can create the perception of impropriety or partiality.

- Students who obtain contact information for a patient or a patient's family for healthcare-related purposes must not use social media, texting, emailing, or other forms of communication with or about a patient or patient's family member for purposes not related to healthcare, or for any purposes other than fulfilling the student's assigned clinical responsibilities. Be mindful that "friending" patients may violate professional boundaries and/or confidentiality.
- **Think (and rethink) before sharing on a social media sites:** Privacy is very hard to maintain, and never guaranteed, when utilizing social media sites. Before posting anything, think about the consequences of what would happen in the event that it becomes widely known (for example printed in a newspaper, posted on a billboard, or "going viral" on the internet) and how that could impact both the student and the University. Search engines can retrieve posts years after they are created, and communications can be forwarded or copied. If the student posting would not speak the comment in class or to a member of the media, think about if it should be posted online. Remember that many employers now check social media histories of prospective employees, and may not respond favorably to a prospective employee who is indiscreet on social media.
- **Be respectful and professional:** Consider how a social media posting will reflect on the student, the University, and the SONKH's Nursing Program. Students should avoid posts that are obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity, including patients, families, faculty, staff, fellow students, and agency personnel. Students are expected to adhere to professional standards including the ANA Code of Ethics. These types of communications, particularly those that amount to criminal harassment, sexual harassment, or threats, frequently lack legal protection, and may result in dismissal from the University or civil/criminal proceedings.
- **Identify personal views as personal:** If a student identifies him/herself as a Wright State University student online, it should be clear that the views expressed are not necessarily those of the institution. For example: "The views expressed on this site are completely my own and do not represent the views or policies of WSU SONKH's Nursing Program or any of its affiliated clinical agencies." Considering adding this language to the profile or "about me" section.
- **It is inappropriate and may violate class policy, SONKH's Nursing Program policy, and University policies/codes to access social media sites during clinical, laboratory, or class time. Using social media during clinical time is unprofessional, and may be reflected in the student's clinical grades.**
- **Use social media names and URL's that don't identify WSU SONKH:** Avoid using your WSU email address as your primary contact on social sites. Your social media avatar should not include WSU's name or logo.
- **Avoid providing healthcare advice or provider referrals:** WSU SONKH's Nursing Program doesn't endorse people, products, services, or organizations. If you give or request advice or referrals, clearly indicate that you are not doing so on behalf of WSU or the SONKH's Nursing Program.
- **Add value to the WSU community with what you post:** Be accurate and factual. If you make an error, post the correction immediately within the original post.
- Students who are aware of any violation of this policy must promptly report the violation to the Chair of the nursing program. Failure to report may result in disciplinary proceedings.
- **Ethical Obligations.** The SONKH nursing program will report social media and/or digital device usage that violates nursing ethics. Violations may result in revocation of a nurse's registration or a State Board of Nursing's refusal to grant registration.

Violations:

- **All complaints regarding possible violations of this policy will be investigated.** Consequences for failure to abide by any component of this policy may range from informal reprimand, to failure of a course, to

dismissal from the program and referral to Code of Student Conduct or Office of General Counsel.

Privacy violations are especially serious: Violations involving protected health information (PHI) **will** result in disciplinary action up to and including expulsion. In addition, students may be subject to federal HIPAA fines or prosecutions from the affected individuals or clinical agencies.

- **Financial penalties:** Students may be required to reimburse WSU nursing program if the university incurs legal costs related to an inappropriate social media posting.
- **Personal liability:** Defamation may prompt civil proceedings by the injured party, which may result in an award of money damages against the student, sometimes including punitive damages and attorney fees.
- **Additional consequences:** WSU-nursing program may have mandatory reporting obligations to licensing and credentialing bodies.

Disclaimer: *WSU and the SONKH's Nursing Program are not responsible for postings on social media as referenced in the above policy.*

Rationale: While the use of cellular phones and other digital devices can provide educational benefit to students, their use must not disrupt the learning or patient care environment. In addition, the increasing use of these devices for accessing and posting information on social media sites must promote a professional image that does not violate policies related to protection of sensitive and confidential information.

RELATED POLICIES: Wright Way 2001; OBN Program Policy 4723-5-12; WSU Code of Conduct, HIPAA, FERPA; CoNH Nursing Testing Policy,

RESOURCES: ANA Code of Ethics, NCSBN White Paper: A Nurse's Guide to Use of Social Media, ANA Social Networking Principles Toolkit

APPROVED BY AND DATE: UG Curr, 05/14/12, 01/16/19; Revised Faculty Assembly, 08/27/14, 4/24/19

REVIEWED: Fall 2019

FOLDER: \\shared.wright.edu\\restricted\\conh-restricted\\Organizational Handbook\\Policies\\Student Policies\\+ALL Digital Devices Social Media Policy 4.24.19.docx

Student Signature: _____

Printed Name: _____

Date: _____

Grading Scale for SONKH's Nursing Program Courses

TITLE: GRADING SCALE

POLICY: The grading scale for the Undergraduate Nursing program for all students entering Fall 2011, and thereafter, is as follows:

- 93 - 100 = A
- 84 – 92.99 = B
- 75 – 83.99 = C
- 66 – 74.99 = D
- Below 66 = F

Note:

- 1) Earning below a 75% in a nursing course will result in failure to progress in the nursing program.
- 2) Rounding of final course grades will not occur.

PROCEDURE:

NUR courses with a clinical component:

1. All students must pass both the didactic (classroom) and the clinical/lab components of a clinical course in order to earn a passing grade (A, B, or C) in the course.
2. In order to pass the didactic component of a clinical course, three criteria must be met:
 - a. Students must earn an average of exam scores that is greater than or equal to 75%.
 - b. Students must earn an overall course grade of 75% per the final grade calculation method stated in the syllabus.
 - c. Students must earn a passing grade on all assignments listed as Pass/Fail.
3. In order to pass the clinical/lab components of a clinical course, students must meet the standards identified on the student evaluation form.
4. Course grades will be calculated in the following manner for clinical courses:
 - a. Students passing both the didactic and clinical/lab components of the course will earn a final course grade based on the student's quantitative evaluation data.
 - b. Students passing the didactic component of the course but failing the clinical/lab component of the course indicates an inability to apply that knowledge in practice will earn an "F" for the final course grade.
 - c. Students failing the didactic component of the course, but passing the clinical/lab component of the course will earn a "D" or "F" based on the assigned percentages for each grade.
 - d. Students failing both the didactic and clinical component of the course will earn an "F" for the final course grade.

For SONKH's Nursing Program (NUR and HLT) courses without a clinical component:

1. In order to pass a NUR or HLT course which is didactic only, the following criteria must be met:
 - d. Students must earn an overall course grade of 75% per the final grade calculation method stated in the syllabus.
 - e. Students must earn a passing grade on all assignments listed as Pass/Fail.

RATIONALE: As a practice discipline (or profession), the nursing curriculum is rigorous, and students must be

held to a high standard of academic achievement in both clinical and non-clinical nursing courses.

RELATED POLICIES: WSU Undergraduate Student Handbook, “Grading System”, WSU Graduate Student Handbook, 5.10 The Marking and Point Systems

APPROVED BY AND DATE: UG Curr: 4/11/11, 10/12/16; Faculty Senate 11/16/16

REVIEWED: Fall 2019

FOLDER: ACADEMIC

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Health and Insurance Requirements

Documentations

All students must provide evidence of compliance with required clinical agency documentation when due. Students may not be able to participate in clinical experiences without appropriate documentation of clinical requirements. This policy applies to any clinical, practicum or field experience at both the undergraduate and graduate levels.

PROCEDURE:

1. The student is responsible to ensure that they are compliant at all times while enrolled in the nursing program.
2. Documentation is due by August 1st for first clinical course in fall semester; by April 1st for the first clinical course in summer semester; and by December 1st for the first clinical course in spring semester.
3. Documentation is to be submitted to the on-line compliance management system except as instructed.
4. Failure to provide appropriate documentation when due for every clinical course in which they are enrolled will not be allowed to participate in the clinical experience and thus cannot pass the course. The CoNH reserves the right to administratively drop for failing to meet the clinical compliance requirements.
5. Students who temporarily drop out of the program are responsible for contacting the appropriate Clinical Placement Coordinator regarding these requirements before re-entering clinical nursing courses.
6. The student is responsible for any costs necessary to meet these requirements.

Background Checks

1. All students are required to complete both federal and state background checks prior to enrollment in the SONKH. Subsequent testing may be required by clinical agencies. Refer to the “Background Check” policy.

Verification of RN Licensure

1. RN-BSN and graduate students must provide evidence prior to enrollment of a current unencumbered license as an RN in the state in which the clinical experience will occur. Verification must be from the appropriate Board of Nursing or NURSIS website.
2. Renewals must be entered in the on-line document management system before expiration of the current license.

Medical (information and forms are located:

<https://nursing.wright.edu/student-life-and-resources/my-program>

1. Initial health assessment report (a SONKH page 5 form): A medical examination must be completed prior to the first clinical experience with documentation that the student has no health restrictions that may hinder their ability to perform in clinical, laboratory, or class. The student completes demographics, Section I.. The healthcare provider completes Sections II and III and signs page 5. Further updates may be required throughout the program by a clinical agency.
2. Immunizations and/or Titters: Most immunizations and titers require documentation only once during the program. Some, such as tetanus, may expire during the course of study. Others, such as Hepatitis B series, are on a specific time schedule.
3. Tuberculosis (TB) screening: Students must provide documentation that screening has been conducted prior to enrollment and ongoing as specified.
4. Required documentation and schedule are listed in the *Student Checklist for Health and Insurance Requirements* (see following pages)

Personal Health Insurance

1. Students are required to carry health insurance while enrolled in the nursing program.
2. Students must submit a photocopy of their personal health insurance policy or card (both sides of card) which verifies the policy number. The student's name must appear on the insurance card. If it does not, submit the card, along with verification of coverage (example: letter from the insurance company indicating student coverage or the on-line verification of coverage from the insurance holder's account)
2. Students who purchase health insurance each semester through the university are responsible for submitting a copy of their receipt at the beginning of each semester. A receipt should be requested from Raider Connect when the semester's fees are paid.
3. Should the student's health insurance change while in the program, the student must submit the new documents as soon as possible.
4. **Military:** if your name is not on a spouse's military Insurance card, please contact the insurance company and obtain a statement indicating that you are covered under your spouse's military insurance. The military Id is not accepted for proof of insurance coverage. A letter from the military insurer can be submitted as proof of coverage.

Cardiopulmonary Resuscitation (CPR) Certification

The required CPR is current certification for **Basic Life Support** (BLS for health care providers). The course must include single-rescuer, 2-person, AED, team basic life support with a focus on High-Quality CPR, team dynamics and must have a skill check component by a certified instructor.

1. The following BLS course certifications are accepted:
American Heart Association (AHA), American Red Cross (ARC), American Safety & Health Institute (ASHI)
2. **Military Students:** The nursing program recognizes CPR certification through the Military Training Network (MTN) for Resuscitative Medicine Programs, thus the MTN provider cards are accepted.
3. Proof must be submitted prior to beginning the first nursing course, clinical, practicum or field experience and updated prior to expiration. Only an official CPR card (back and front) or electronic card (Ecard) is accepted. No letters or certificates will be approved.

WSU Bloodborne Pathogen Training and Clinical Passport (Greater Dayton Area Hospital Association)

Students are required to successfully complete on-line learning modules on Pilot, upon admission and annually. The student must read the content and take a quiz. Upon successful completion of a quiz, a certificate will be generated for submission to the student's personal compliance account. <https://nursing.wright.edu/student-life-and-resources/my-program>

Drug and/or Alcohol Testing

1. Clinical sites may require students meet additional requirements such as drug screening. It is the student's responsibility to ensure these compliance requirements are met by the scheduled due date.
2. Students who are licensed nurses are also at risk for having findings related to criminal offenses or drug/alcohol screenings reported to the appropriate Board of Nursing

Note: Liability Insurance

1. Student liability insurance is covered in course fees. Any student wishing to review the policy may request a copy from the Dean's office.
2. Liability insurance is limited to activities directly associated with clinical duties required by the SONKH's Nursing Program
3. In addition to the blanket coverage provided by the SONKH's Nursing Program, the SONKH's Nursing Program recommends that all licensed students (RNs and LPNs) carry personal liability coverage.

Identification Cards/Badges

TITLE: IDENTIFICATION CARDS/BADGES

POLICY: All University students are required to have a Wright 1 card which serves as a photo ID and a library card. However, all students in the SONKH's Nursing Program are required to wear a nursing ID badge/card at all times during clinical, lab, or field work experience.

PROCEDURE:

1. Pre-licensure Students
 - a. Dayton Campus: To obtain a Wright 1 card and/or a photo nursing ID card/badge, students go to the ID Center in 055 Student Union.
 - b. Lake Campus: To obtain a Wright 1 card and/or a photo nursing ID card/badge, students go to 170 Dwyer Hall on Lake Campus.
2. RN-BSN Students
 - a. Students must wear identification as an RN and WSU SONKH's Nursing program RN-BSN student identification badge.
 - b. Dayton Campus: To obtain a Wright 1 card and/or a photo nursing ID card/badge, students go to the ID Center in 055 Student Union.
 - c. Lake Campus: To obtain a Wright 1 card and/or a photo nursing ID card/badge, students go to 170 Dwyer Hall on Lake Campus.
 - d. Student will obtain their ID badge from the RN-BSN Advisor.
3. Graduate Students
 - a. To obtain a Wright 1 card and/or a photo nursing ID card/badge, students go to the ID Center in 055 Student Union.
 - b. The Wright State University identification badge should be the only identification worn in the clinical setting.
4. A minimal fee is charged for issue and replacement of cards.

RATIONALE: All students in the SONKH's Nursing Program must be easily identifiable in the community

and in clinical settings for their affiliation with WSU.

RELATED POLICIES:

APPROVED BY AND DATE: Admin, 8/14/14; UG Curr 3/15/17; Grad Curr 4/5/17; Faculty Assembly 4/19/17

REVIEWED: Fall 2019

FOLDER: STUDENT

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Illness & Injury Policy

TITLE: STUDENT ILLNESS & INJURY POLICY

POLICY: Students will ensure that any health requirements are completed prior to every clinical course. Students will also promptly notify the assigned instructor of any physical and/or behavioral health condition that may affect his or her performance or safety in a clinical setting. The assigned clinical instructor is responsible for assessing and taking action on any physical and/or behavioral health change that is noticed or brought to their attention.

PROCEDURE:

1. Students enrolled in clinical courses will provide evidence of completion of all required health requirements to the assigned clinical instructor on the first day of clinical. It is the student's responsibility to provide any updated health information as appropriate during the term.
2. It is the student's responsibility to report any changes in health status that would affect ability to participate safely in clinical to the assigned clinical faculty in a timely manner (i.e., communicable illness, injury, pregnancy, etc.).
3. All students who have been released from class/clinical/laboratory experiences for 3 or more consecutive days for physical/medical/psychological reasons may not return to class/clinical/lab until a release is on file from the respective health care provider stating the student is fit for duty. Students must present documentation prior returning to the class/clinical/lab experience. This information is then given to the SONKH Office of Student & Alumni Affairs.
4. In the event of an extended illness, the student may need to contact a SONKH academic advisor for consideration of options for successfully completing the program of study.
5. The student will assume financial responsibility for his or her own health care needs.

Medical Emergency in the Classroom, Lab, and Clinical Setting

- If the emergency occurs in the classroom or lab setting, 911 will be called.
- A student requiring emergency treatment while in the clinical setting will be taken to the emergency room for emergency treatment as applicable.

Medical Nonemergency in the Classroom, Lab, or Clinical Setting

- If a student becomes ill while in the classroom, lab, or clinical setting, the instructor will allow the student to rest in a quiet area until arrangements can be made for transportation home. The student should follow up with their health care provider.

Injury to a Nursing Student in the Clinical Setting

- An incident report will be completed for the agency. The Wright Way Policy 6031: Emergency Care for Illness and Injuries and WSU Wright Way Policy 6032 Occupational/Non-Occupational Injury/Illness & Incident Report are also to be completed and placed on file in the appropriate Associate Chair's office.

Student Exposure to Blood or Body Fluids in the Clinical Setting

- In the event of a student needlestick or exposure to a bloodborne pathogen while in clinical or

lab setting (Main or Lake Campus students), call 937-245-7200 ask for ID (infectious Disease Physician) (Wright Way Policy 6034 Non-occupational Exposure to Blood-Borne Pathogens should be followed including appropriate documentation that is filed in the Associate Chair's office or in 182B Andrews Hall Lake Campus.

See the Environmental Health website for the post-exposure plan to infectious substance at <http://www.wright.edu/business-and-finance/facilities-management-and-services/environmental-health-and-safety/bloodborne-pathogens-safety#tab=overview>

RATIONALE: Professional nurses have an ethical responsibility to provide safe clinical care. As part of that responsibility, professional behavior requires that students consider the patient, the employees of a clinical facility, fellow students, and their own health while enrolled in a clinical component of a course. Reports are also to be completed for tracking trends of injuries sustained in the clinical setting.

RELATED POLICIES: CONH Attendance policy; CONH Progression, Dismissal, and Readmission Policy

APPROVED BY AND DATE: UG Curr 4/14; Revised by Admin, 9/17/14; 6/6/16

REVIEWED: Fall 2019

FOLDER: STUDENT

Name/Address/Telephone Changes

Please notify the School of Nursing, Kinesiology and Health Office (main or Lake Campus) as well as the Office of the Registrar of any change in name, address, or telephone number.

Nursing Pins

School of Nursing, Kinesiology and Health Sciences pins are available to senior students preparing to graduate. Placement of an order is the responsibility of each student. To order the pins, go to www.jimcolemanstore.com/wright.

Deadlines vary according to your graduation date.

Online or Web-Enhanced Courses

As many of our classes are web-enhanced or offered in online formats the School of Nursing, Kinesiology and Health Sciences' Nursing Program follows the recommendations for hardware, interconnectivity and software from CATS and the Center for Teaching and Learning. For minimal requirements for on campus computing see <http://www.wright.edu/cats/guides/students.html>. If you anticipate taking online courses, you will need more computing power than the minimal requirements. Please see <http://www.wright.edu/dl/techreq.html> for recommendations. In particular note that high-speed internet connections are assumed for distance learning in order to provide higher quality videos and presentations online

Petition Process

TITLE: UNDERGRADUATE STUDENT PETITION POLICY

POLICY: Undergraduate students may petition for an exception to any university academic regulation, college program requirement, or for a course substitution.

PROCEDURE:

1. Students interested in petitioning a university regulation or college program requirement should follow the most current university guidelines and complete the undergraduate petition process to request an exception.
2. Any petition involving a university policy or regulation (i.e. request to remove hours and points, request to drop or withdraw from a course, request to repeat a course, etc.), must be filed with the university (Registrar's Office) by the posted deadline for consideration during that month. Students should note the time limit for university level petitions.
3. Any petition involving a School of Nursing, Kinesiology and Health Sciences' Nursing program policy (i.e., apply for readmission after dismissal, departmental honors, etc.) is filed in the School of Nursing Kinesiology and Health Sciences Chair's Nursing Program office (Lake Campus submit to 182B Andrews Hall). Students must include the undergraduate petition form and any supporting documentation by the posted university deadline for petitions for that month. Students are strongly encouraged to consult with an advisor to make sure the petition is clearly stated and documented.
4. Generally, petitions for exceptions to School of Nursing, Kinesiology and Health Sciences' Nursing program policies will not be reviewed for issues identified more than one year ago unless extenuating circumstances are documented that prevented filing the petition within one year's time.
5. All petitions related to School of Nursing, Kinesiology and Health Sciences' Nursing program policies must be supported with appropriate documentation that addresses the student's specific request. Students must provide documentation that includes extenuating circumstances (i.e. illness, family emergency, military duty, university error, etc.) or special circumstances that would warrant an exception to a college policy. Petitions may be denied due to insufficient documentation.
6. Once a student's petition for a School level policy is reviewed and denied, the decision is final. A student may re-petition if additional documentation to support the petition becomes available.

RATIONALE: While regulations and policies exist, extenuating circumstances may unduly penalize students in a way that affects their academic progress. Petitions provide students with opportunity to have due process and ability to ask for exceptions in these special circumstances.

RELATED POLICIES: WSU Undergraduate Student Petition Guidelines

APPROVED BY AND DATE: UG Curr 4/8/15

REVIEWED: Fall 2019

FOLDER: STUDENT POLICIES

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Plagiarism Policy

TITLE: PLAGIARISM DETECTION

POLICY: Faculty will use a plagiarism detection mechanism to screen student written assignments.

PROCEDURE:

1. All undergraduate Integrated Writing assignments and Honors papers as well as undergraduate and graduate written papers as applicable (independent study assignments, thesis, and scholarly project papers) will be submitted by the student through a drop box that screens for plagiarism.
2. Settings that allow students to see the results of the plagiarism assessment and allow students the opportunity for multiple submissions to allow for correcting any identified deficiencies will be used.

3. Specific communication will be included on course syllabi about plagiarism procedures.

RATIONALE: This policy is in support of university policies related to academic integrity.

RELATED POLICIES: WSU Code of Student Conduct

APPROVED BY AND DATE: UG Curr, 11/13; Grad Curr, 1/14; Faculty Org, 10/22/14

FOLDER: ACADEMIC

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Post-Exposure Plan to Infectious Substance

TITLE: POST-EXPOSURE PLAN TO INFECTIOUS SUBSTANCE

POLICY: All students and faculty are responsible for following university and agency policies for dealing with exposure to needlesticks and/or bloodborne pathogens. The health insurance of the exposed student will be charged for all medical care received. Faculty with exposures will be covered under their specific insurance plan.

PROCEDURE:

1. All students and faculty who are exposed to an infectious substance should follow the most current university guidelines for exposure (See Figure 1) that include immediate first aid and calling the on-call Wright State infectious disease physician for guidance given the circumstances of the situation.
2. If applicable, follow any agency guidelines based on the exposure, including identifying and testing the source individual and any testing recommended by the clinical agency where the incident occurred.
3. Complete any agency required variance/incident report forms as appropriate prior to leaving the facility, or no later than 24 hours after the incident.
4. Complete university incident report documenting route of exposure and circumstances under which the exposure incident occurred. This shall be submitted on the university's injury/illness report form available on the Environmental Health and Safety's website (<http://www.wright.edu/administration/ehs/resources/forms.html>). If the exposure involved a needlestick the Needlestick Report/Sharps Injury form found at the same site must also be completed and submitted to Environmental Health and Safety.

RATIONALE: All exposed faculty and students require medical care and counseling in a timely manner to prevent illness.

RELATED POLICIES: Wright Way Policy 13350, Non-occupational Exposure to Bloodborne Pathogens, Wright State University Exposure Control Plan for Bloodborne Pathogens; CONH Illness and Injury Policy Figure 1. Emergency Information Plan for Exposure to Infectious Substances

APPROVED BY AND DATE: Admin, 9/29/14; Faculty Assembly 8/30/17 **FOLDER:** CLINICAL

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Please click on this link to access the WSU exposure plan. [Exposure emergency information](#)

Practicing Safe and Professional Care

TITLE: POLICY FOR PRACTICING SAFE AND PROFESSIONAL CARE

POLICY: Students must demonstrate the knowledge, skills, and behaviors necessary to provide safe care for their assigned patient or patients based on the level of student and site of practice, including the clinical, laboratory, and simulation setting. Safe practice includes having the ability to make sound judgments not affected by any impairment. Students should refer to the assigned course syllabi regarding safe practice as well as Ohio Board of Nursing rules.

A student whose clinical practice is judged to be unsafe, unprofessional, and/or potential for unsafe/unprofessional, may be removed from the clinical, simulation, or laboratory experience. In order to be eligible to resume the clinical experience, the student who has been removed must comply with written and agreed upon stipulations prescribed by the faculty for returning to the clinical setting. The faculty, with appropriate input from the student, will develop a set of expectations that the student is to achieve to remedy those weaknesses in the current and/or subsequent term.

Consequences for unsafe practice, unprofessional practice, or patterns of practice issues may include failure of a nursing course or dismissal from the nursing program.

DEFINITIONS:

Unsafe Practice: Behavior in providing nursing care to clients that fails to achieve the standard of care, violates the nurse practice act, violates the ANA Scope and Standards of Practice, or calls into question the professional accountability of the student. Depending upon the degree of actual or potential harm a client may suffer, a one-time deviation from safe practice may be sufficient to judge a student unsafe and lead to sanctions that include course failure or dismissal from the nursing program.

Unprofessional Practice: Behavior in providing nursing care to clients that violates the ANA Scope and Standards of Practice, ANA Code of Ethics, or the WSU Student Code of Conduct.

Potential for Unsafe and/or Unprofessional Practice: Behavior with potential for unsafe and/or unprofessional practice in providing nursing care to clients that fails to achieve the standard of care, violates the nurse practice act, violates the ANA Code for Nurses and/or Standards of Practice, or calls into question the professional accountability of the student given their level in the program.

Under this guideline, examples of unsafe/unprofessional behavior include but are not limited to the following:

1. Failure to notify the agency and/or instructor of clinical absence;
2. Practicing in a clinical setting with any impairment that does or could interfere with the ability to practice safely;
3. Demonstrating behavior that puts a client at risk for harm by violating standards of care or specific safety instructions from a clinical faculty or preceptor;
4. Violating privacy rights of clients through breach of confidentiality of interactions or records or failure to protect privacy in personal care;
5. Refusal to accept responsibility for own actions or admit mistakes;
6. Dishonesty or covering up errors/information;
7. Failure to demonstrate appropriate professional boundaries;
8. Repeated tardiness or absences; and/or
9. Inability to change behavior in response to feedback.

PROCEDURES:

1. Any student who is judged to have unsafe, unprofessional, or potential for unsafe/unprofessional practice in a clinical or laboratory setting will be notified by faculty the day the behavior is identified.
 - a. The faculty member will arrange to meet with the student to discuss in detail behaviors observed, actions needed to improve the student's clinical practice, and when the student

- can return to the clinical setting. This meeting should be held before the next clinical experience
- b. The student/faculty meeting should include development of a written student conference report outlining the unsafe and/or unprofessional behavior. The conference report must include plan of improvement and consequences for failure to successfully meet plan for improvement. See sample Student Conference Report attached. If a student refuses to sign the report, it should be documented.
 - c. NOTE: An infraction that is egregious (Social Media violation, HIPAA violation, etc.) will lead to failure of the clinical course as well as possible additional sanctions imposed by the clinical agency.
 - d. Any errors in patient care related to unsafe and/or unprofessional practice may also require completing the Student Practice Event Evaluation Tool (SPEET), which is submitted to the appropriate Administrator
 - e. Unsafe and/or unprofessional behavior may result in immediate removal from the clinical setting, failure of the nursing course, and/or dismissal from the nursing program depending on the severity of the issue.
2. Any failure to completely comply with the specifications of the student conference report remediation plan or continued conduct and performance deficits will result in additional sanctions up to dismissal from the nursing program.
 3. An undergraduate student who fails a course due to unsafe and/or unprofessional behavior must complete a minimum of 1 credit of Independent Study addressing areas of identified weakness. A student must successfully complete the independent study to be eligible to repeat the failed nursing course and remain in the nursing program.
 4. Any student under investigation for violations of law or policy at the facility or the SONKH'S NURSING PROGRAM or the University
 - a) may not withdraw from the course until the investigation is complete.
 - b) must be reported to the SONKH Student Affairs Office, appropriate Assistant Chair, the SONKH'S Nursing Program Chair, and the Office of Community Standards.
 - c) will earn a grade of "F" for the course if found to have committed the reported violation. Additional sanctions may be issued by the Office of Community Standards.
 5. Students who fail a course due to unsafe and/or unprofessional practice and who disagree with the evaluation that their clinical practice is unsafe and/or unprofessional are offered due process through the college Final Grade Mediation procedure or university petition process as applicable.

RATIONALE: Faculty of the School of Nursing, Kinesiology and Health Sciences' Nursing Program have a legal and professional responsibility to assure the public, other students, the University, and the nursing profession that students can practice safely and professionally in clinical practice settings. This policy embodies that responsibility by defining unsafe practice, unprofessional practice, and potential for unsafe/unprofessional practice by establishing guidelines for faculty to make a judgment of unsafe practice, unprofessional practice, and potential for unsafe or unprofessional practice; and by providing procedures to be followed when a judgment of unsafe, unprofessional, or potential for unsafe/unprofessional clinical practice is made.

RELATED POLICIES: OBN 4723-5, WSU and College of Nursing and Health Student Code of Conduct, ANA Code of Ethics

APPROVED BY AND DATE: Undergrad Curr 1/25/17; 2/15/17; Grad Curr 3/8/17; Fac Assembly 3/22/17; UG Curr 10/11/17; Grad Curr 11/8/17; Faculty Assembly 11/29/17

REVIEWED: Fall 2019

FOLDER: CLINICAL

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Care.docx Student Practice Event Evaluation Tool (SPEET) (See instructor for a copy of the tool)

Student Conference Report

Course _____ Student's Name _____ Date _____

Preceptor's Name (if applicable) _____

Reason for Conference:

Student Comments:

Student prescription for self-improvement:

Faculty prescription for student improvement:

Student Signature: _____ Faculty Signature: _____ Is

follow-up conference necessary? No ☐ Yes ☐ If yes, Date for Conference: _____

Pre-Licensure Practicum Placement Process (Preceptor Policy)

Preceptors in the Pre-Licensure Program

Wright State University-Miami Valley
School of Nursing, Kinesiology and
Health Sciences' Nursing Program

TITLE: PRECEPTORS IN THE PRE-LICENSURE PROGRAM

POLICY: Preceptors are used in capstone courses during the final semester before graduation. Preceptors may be used for other clinical experiences with approval of the Chair and the use of preceptors is noted in the course syllabus. Students are assigned a Registered Nurse Preceptor for clinical hours with oversight provided by clinical faculty. All preceptors must meet qualifications and responsibilities as stated in the Ohio Board of Nursing (OBN) guidelines.

Preceptor Qualifications

A preceptor is an individual possessing knowledge and skill in nursing or a health area who serves as a teacher, positive role model, and resource person for nursing students. The preceptor's role is to increase the student's professional autonomy while the student pursues self-directed learning.

The requirements for serving as a preceptor for our students is determined by OBN standards found in the Ohio revised code Chapter 4723-5-01, 4723-5-10, 4723-5-20 and 4723-5-21.

1. **Completion an approved registered nursing education program (BSN preferred).**
 - a. Accepted Evidence: RN licensure; preceptor form documenting entry level education
 - b. Source of Evidence: Ohio or other State Board of Nursing (see website); self-report on preceptor form
2. **Current and unrestricted license as a RN.**
 - a. Accepted Evidence: RN licensure without restrictions in the jurisdiction where the supervisor of a nursing student's clinical experience occurs;
 - b. Source of Evidence: Ohio or other State Board of Nursing (available through board website)
3. **Preferred that the RN has at least two years of experience in the practice of nursing. All preceptors must demonstrate competence in the area of clinical practice in which the preceptor provides supervision to the student.**
 - a. Accepted Evidence: RN Licensure issue date, preceptor form documenting years of experience in area of clinical practice in which the preceptor provides supervision and time on unit.
 - b. Source of Evidence: Ohio or other State Board of Nursing website, self-report on preceptor form.
4. Other criteria:
 - a. receptiveness to students and resourcefulness in providing learning opportunities;
 - b. willingness to share knowledge and expertise;
 - c. effective communication skills;
 - d. understanding of purpose, focus, and goals of preceptorship
 - e. ability to foster student self-reliance and initiative;
 - f. willingness to help assess patients, set patient-care objectives, initiate nursing interventions, and evaluate patient outcomes of care; and
 - g. agreement to follow through with paperwork associated with preceptorships.

PROCEDURE:

Selection and Validation of Undergraduate Preceptors:

1. The Clinical Coordinator is responsible for finding practice sites and qualified preceptors for BSN students in all courses unless otherwise specified.
2. The Clinical Coordinator seeks input from all students needing a precepted clinical placement and enters student names into a spreadsheet outlining their preferences, history of clinical placements, etc. for the final practicum course and any other courses as directed by the Course Coordinator.
3. The Clinical Coordinator reviews all preceptor names sent by facilities to ensure that the preceptor has been recommended for precepting students based on previous student and faculty feedback. The Clinical Coordinator will verify all eligible preceptor nursing licenses to determine compliance with criteria prescribed by will start.
4. The list of preceptors meeting criteria is given to the Course Coordinator. From this list, the Course Coordinator will assign students sites and preceptors using the spreadsheet of student names and preferences.
5. The Course Coordinator will then assign student to clinical faculty. Students and clinical faculty will be made aware of the student's clinical preceptor and agency assignment.

Student and Preceptor Orientation:

1. Students receive their preceptor assignment during the first week of the term as part of their clinical course orientation. During clinical orientation, students will receive a packet of information for the assigned preceptor made available by the clinical faculty and the Undergraduate Clinical Coordinator. The student takes the preceptor packet of information to their assigned preceptor. The packet includes a variety of forms and information including the **Preceptor Data Form** and other materials to orient the preceptor to the preceptor role.
2. Students must return the completed **Preceptor Data Form** along with other signed forms in the preceptor packet to their Clinical Faculty prior to beginning clinical activities.
3. Both the Clinical Faculty and the Course Coordinator are responsible for checking the forms for completeness and verifying that all OBN and college requirements are met. In the case where the Clinical Faculty is a Teaching Assistant, the Course Coordinator is solely responsible for this task. Clinical activities may not commence prior to full verification of all OBN criteria. The Clinical Faculty is responsible for notifying the student when all requirements are met and the student may start clinical hours with the assigned preceptor.
4. Completed **Preceptor Data Forms** along with license verification are given to the administrative assistant for the Undergraduate Program for filing and entering into the undergraduate preceptor database.
5. The Clinical Faculty conducts a site visit with the student and preceptor early in the term, preferably on the student's first scheduled clinical day with the preceptor. The Clinical Faculty provides the faculty contact information and assists the preceptor in designing the student's clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled. The faculty member clarifies with the preceptor the following: (a) the role of the preceptor; (b) the responsibilities of the faculty member; (c) the course and clinical objectives or outcomes; and (d) the clinical evaluation tools to be used by the preceptor and faculty.

Student Evaluation:

1. The Clinical Faculty will provide at least 3 visits to the assigned student in the clinical setting with both student and preceptor. The first visit will be used to provide an introduction to the preceptor and orientation to the role, the second to provide mid-term feedback, and the final to thank the preceptor and obtain final evaluation feedback. Additional visits may be made based on requests of student and/or preceptor if issues arise that warrant additional visits. The Clinical Faculty will be available by

- phone, email and/or pager to provide oversight when not physically present during site visits.
2. The Clinical Faculty will use input from the preceptor and student regarding the student's achievement of established objectives or outcomes both at midterm and at end of term to complete the course clinical evaluation tool. The Clinical Faculty will meet with the student both at both midterm and end of semester to complete a face-to-face review of progress in the course based on the course Clinical Evaluation Tool. A summative evaluation of student will be made at the end of the term using the course Clinical Evaluation Tool to document whether the student passes or fails the clinical component of the course.
 3. If a preceptor concern arises which cannot be resolved by Clinical Faculty, the concern will be elevated to the Course Coordinator. If further guidance is needed, the SONKH'S Nursing Program Chair will be consulted.

RATIONALE: Use of preceptors must meet requirements of the OBN for use of preceptors by prelicensure students.

RELATED POLICIES: Ohio Board of Nursing 4723-5-12 Program Policies

APPROVED BY AND DATE: UG CURR 11/12/14; UGC 9/9/2020; FA 9/23/2020

FOLDER: CLINICAL

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Pregnancy

For the health protection of the developing fetus, any student who is pregnant should notify the course instructors, both coordinator and clinical instructor, prior to the beginning of the term so clinical experiences can be planned with minimal exposure to known agents of fetal damage. Please also note this on the NUR 4460 placement sheet.

Public Information

Information identified below is listed as public information and may be released to anyone without the student's written consent unless the student has formally prohibited the release of that information:

- the student's name;
- all addresses (including email);
- telephone listings;
- major field of study;
- number of hours registered and full or part-time status;
- class standing (freshman, sophomore, junior, senior, graduate or professional);
- dates of attendance;
- degrees awarded and total hours earned;
- special honors and awards;
- the most recent previous educational agency or institution attended by the student;
- participation in officially recognized activities and sports;
- and weight and height of members of athletic teams.

Recordings

Audio and video recording of lectures, laboratory presentations, clinical conferences, meetings, phone or other conversation is not permitted without the permission of the instructor and other students present. Permission will always be granted to students for academic content who have a documented disability which makes such recordings necessary. However, an individual student may request his/her questions or comments not be recorded and such a request will be honored.

UG Curr, 11/13; Admin, 8/14

RN Licensure

Successful completion of the nursing program by prelicensure students leads to the Bachelor of Science in Nursing degree and eligibility to take the NCLEX (National Council of Licensure Examination) to obtain licensure as a registered nurse (RN) in the state where they apply for licensure upon successful completion of the exam.

Information about licensure and the NCLEX examination will be distributed prior to graduation during the prelicensure student's last semester in the nursing program. Practice as a RN is prohibited in Ohio until the graduate is officially notified of successful completion of the licensure examination.

Each applicant for licensure will be required to answer questions on the application related to personal and legal history. In addition, the application asks about psychological history and illegal use of chemical and controlled substances. Among areas applicant must report to the Ohio Board of Nursing are whether the individual seeking licensure has been convicted of, found guilty of, pled guilty to, pled no contest to, or received treatment in lieu of conviction for the following:

1. A misdemeanor committed in the course of practice;
2. Any felony; A crime involving gross immorality or moral turpitude;
3. A misdemeanor drug law violation;

If the applicant for licensure examination must answer any of these questions "yes", the applicant is asked to submit explanatory documents with the application. Based upon the documentation submitted and further investigation, the Board will determine whether the candidate will be permitted to take the licensure examination or will be licensed. Other states have similar requirements and questions.

Ohio Revised Code, Section 4723-09, requires that those applying to obtain a license or certificate issued by the Ohio Board of Nursing must obtain a criminal records check that is completed by the Bureau of Criminal Identification and Investigation (BCII), including a check of Federal Bureau of Investigation Records. Only electronic finger printing is accepted. You will find approximately 80 locations around the state which offer electronic fingerprinting when you access the following website:

www.webcheck.ag.state.oh.us/webcheckcommunity.htm. Be certain to identify the Ohio Board of Nursing as the agency to receive the results. The results must go directly from the Bureau of Criminal Identification and Investigation to the Ohio Board of Nursing to be valid.

Simulation

TITLE: SIMULATION PARTICIPANT CONDUCT

POLICY: This policy specifically addresses participant conduct associated with simulation and/or skill lab activities.

PROCEDURE:

1. **Simulation/Lab Preparation:** The duties of the participant include but are not limited to the following:
 - A. Review the skill(s) to be practiced and/or demonstrated as well as having read the assigned articles or chapters by the faculty PRIOR to simulation and/or lab attendance. Participants may not be allowed to participate if not prepared.
 - B. Gather and return equipment used for skill performance.
 - C. Approach situations and simulation scenarios as if ACTUAL client interactions.
 - D. Follow safety measures at all times
 - E. Maintain cleanliness of the area
 - F. Dispose of sharps appropriately
 - G. Display professional courteous conduct showing respect and considerations for self, other participants, faculty, and simulators/standardized patients.
2. **Code of Conduct:** Participants will adhere to ANA Code of Ethics, Wright State University Code of Conduct, and SONKH'S nursing program's Code of Conduct Policy during scheduled course simulation/skills day. In addition to the Code of Conduct Policy, the following behaviors will be expected from the participant:
 - A. Professional behavior, language, and attitude is expected at all times
 - B. Absolutely NO eating, drinks permitted only with secure lid and never around simulators/standardized patients (participants who have medical reasons to eat should discuss this with the instructor prior to the experience)
 - C. Use wooden wall cubbies or metal cabinets for storage of personal belongings
 - D. NO pens allowed around simulators due to possible permanent skin staining.
 - E. Follow SONKH'S nursing program Clinical Uniform Policy during scheduled simulation/skill days
 - F. Wear appropriate attire including footwear (no open toed shoes at any time, including during open lab).
 - G. Discard of used items in appropriate disposal areas.
 - H.
 - I. Clinical Instructors and participants are responsible for leaving all areas clean and in order prior to departing (no trash, push chairs in, return any items to where found upon arrival).
 - J. No participant shall infringe upon the privacy, rights, privileges, health, or safety of other participants.
 - K. Do not sit on beds; beds are to be used by participants when assuming the role of the patient only (shoes must be removed).
 - L. Participant may be dismissed from the simulation as a result of conduct that is unsafe, unethical, inappropriate, or unprofessional.
3. **Cell Phone Usage-**Participants will adhere to the SONKH's Nursing Program Electronic Devices and Social Media Policy during scheduled course simulation/skill days. By following this policy, we maintain a safe learning environment that is compliant with clinical practice policies. The following are specific guidelines that will be enforced:
 - A. Cell phones may not be used for personal communication during the simulation. Cell phones may be kept on in silent mode during all scheduled simulation/skill sessions.
 - B. If an emergency arises, you must leave the simulation area to return the call.
 - C. Photography taken within the simulation area is prohibited.

- D. Participant may use cell phones and computers as permitted to research pertinent information at the discretion of the faculty.
 - E. Comments or photographs posted on social media sites that describe, or attempt to describe, any simulation session experiences are prohibited, with or without identifying information.
 - F. Possible violations of the governing policies will be investigated and consequences may incur based on policies from the SONKH Nursing Program and/or Wright State University.
4. **Confidentiality** - All simulation areas should be treated as a clinical site. Participants are expected to show professionalism and to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws. To maintain the integrity of a safe learning environment during the scheduled simulation sessions throughout the curriculum, participants will sign the Simulation Confidentiality Agreement. The agreement will be kept in the Participant compliance file for the duration of their SONKH Nursing Program experience. By signing the agreement, participants understand the following:
- A. All simulation scenario practice sessions involving participants and/or recordings are considered confidential.
 - B. All simulator/standardized patients should be treated as a real patient with appropriate respect and privacy.
 - C. Discussion of simulation scenarios and/or information associated with skill activities outside of the simulation area is in violation of the Simulation Participation, Confidentiality, and Recording Agreement and university academic integrity policies.
 - D. Violations of the Participation, Confidentiality, and Recording Agreement should be reported to the faculty.
5. **Participants Disputes** - Students wishing to dispute a grade/outcome from assignments and/or activities must follow the course syllabus.

RATIONALE: The participant's ability to learn is increased when properly prepared to apply knowledge in a safe learning simulation environment. Holding students accountable to the professional conduct guidelines will assist in their transition to the professional role of nursing.

RELATED POLICIES: ANA Code of Ethics, Wright State University Code of Conduct Policy #3720, SONKH Nursing Program Code of Conduct policy, SONKH's Nursing Program Participation, Confidentiality, and Recording Agreement Policy, SONKH's Nursing Program Electronic Devices and Social Media Policy, Greater Dayton Area Hospital Association Nursing Participant & Instructor Clinical Passport 2016-2017, Health Insurance Portability and Accountability Act (HIPAA)

APPROVED BY AND DATE: UG Curr 11/1/17; Grad CC 11/8/17; CoNH Faculty Assembly 11/29/17

REVIEWED: Fall 2019

FOLDER: CLINICAL/LAB

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Wright State University-Miami Valley School of Nursing, Kinesiology and Health Sciences'
Nursing Program

Simulation Participation, Confidentiality, And Recording Agreement

As a nursing student enrolled in the nursing (Undergraduate and Graduate) programs at Wright State University-Miami Valley School of Nursing, Kinesiology and Health Sciences' Nursing Program, part of my clinical learning experience involves participation in simulation-based training scenarios. The simulation-based scenarios are designed to challenge students in order to prepare individuals to learn and/or improve the delivery of patient nursing care in various situations. I understand that the simulation-based training scenarios are conducted in a safe learning environment. It is a safe learning environment where mistakes may occur and all the students will learn from their own and others' mistakes. All information pertaining to the simulation-based training scenario will be kept confidential regardless of format (electronic, written, and/or verbal). I understand and will not discuss any information outside of the simulation experience.

I understand that while participating in simulation-based training scenarios, the sessions may be video recorded for use in guided debriefing sessions following the experiences. Recordings of the sessions are considered a university record and will be used in program assessment.

I agree to adhere to the following guidelines:

- To exemplify Wright State University Miami-Valley School of Nursing, Kinesiology and Health Sciences' Nursing Program Code of Conduct for Students by participating in the simulation-based training scenario in a professional manner and treat it as a realistic patient care experience.
- Adhere to at all times strict simulated patient and peer confidentiality regarding any details pertaining to the scenario, nursing team actions, scenario outcomes, and/or debriefing discussions.
- All simulators/standardized patients are to be used with respect and be treated as if they were actual patients
- Unauthorized release of confidential information or inappropriate exchange of information is prohibited.
- Report any violations to this agreement to my assigned Clinical Instructor and/or Course Lead.

I understand that any violation to any of the above guidelines is an infringement of Wright State University's Code of Student Conduct Policy, Wright State University-Miami Valley School of Nursing, Kinesiology and Health Sciences' Nursing Program Code of Conduct for Students, and Simulation Participation, Confidentiality, and Recording Agreement. I understand that such violations will result in consequences outlined in college and university policies up to and including failure of a nursing course and/or dismissal from the nursing program.

I have read and understand the above agreement and agree to professionally participate in simulation-based training video recorded scenarios while maintaining the confidentiality.

STUDENT NAME (printed) _____

STUDENT SIGNATURE _____ DATE _____

*This agreement is considered valid throughout student's enrollment in all nursing courses involving simulation at Wright State University-Miami Valley School of Nursing, Kinesiology and Health Sciences' Nursing Program.

Approved by: UG Curr 11/1/17; Grad Curr 11/8/17; CoNH Faculty Assembly 11/29/17

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The Nursing Simulation and Learning Resource Center (025 University Hall)

The Nursing Simulation and Learning Resource Center (NSLRC) meets the needs of faculty and students throughout the undergraduate and graduate curriculum. As part of course requirements students will attend lab sessions as specified in course syllabi. Students learn fundamental and advanced skill content, nursing assessment, and nursing intervention through simulation. Additionally, students have access to the lab on an individual basis to meet their specific learning needs. Periodically, students may be asked to return to the lab to remediate over specific skill content, when deemed appropriate by clinical faculty.

At the Lake Campus, the NSLRC is located in 184 Andrews Hall. Open lab hours for the NSLRC will be posted outside of the door.

A laboratory fee is assessed for clinical nursing courses. Fee statements will be processed through the Bursar's office.

See the following lab guidelines.

Wright State School of Nursing, Kinesiology and Health Sciences' Nursing Program

Student Guidelines For Nursing Simulation And Learning Resource Center

Welcome to the Wright State University School of Nursing, Kinesiology and Health Sciences' Nursing Simulation and Learning Resource Center (NSLRC). Please let us know how we can facilitate your lab experience. It is up to you, the student, to utilize the NSLRC and take advantage of practice opportunities to help make the most of your nursing education. We are here to help you.

Goal

The goal of the NSLRC is to provide Wright State University nursing students a realistic, safe environment to learn and practice essential nursing skills, as well as develop problem solving and critical thinking skills during simulation. These skills can then be utilized in the healthcare setting to provide the best nursing care possible in a safe and effective manner.

Philosophy

The NSLRC mission is in accordance with the mission of Wright State University School of Nursing, Kinesiology and Health Sciences' Nursing Program. The mission acknowledges that each student will be provided excellence in innovative educational programs as the foundation for lifelong learning, as well as be empowered to reach their full potential. The NSLRC will continue to serve students by providing a positive learning environment for all.

Introduction

The NSLRC exists to maintain an environment in which each student's educational and professional development is promoted. The following guidelines exist to sustain a safe, successful learning environment and provide uniformity throughout the teaching/learning process.

Dress Policy

Students will attend skill check-off, skill remediation, and simulation in uniform with University ID (see student handbook for hair, tattoo, nail polish and body piercing guidelines). For safety reasons, closed toe shoes must be worn at all times.

Lab Conduct/Behavior

It is expected students will treat the NSLRC with respect and act in a professional manner when using the facilities. There will be no food allowed in the NSLRC. Drinks in covered containers will be permitted at the tables only, never around the manikins. All manikins are to be treated as if they are live patients. Manikins are not to be moved from the beds unless it is a part of the skill assignment (i.e., mechanical lift). The manikins are very expensive pieces of electronic equipment and need to be handled with care for longer life. Please get the assistance of an NSLRC staff if you need a manikin moved. Do not use ink pens, markers, lubricant found in your kits, or betadine near manikins as this will permanently stain/damage their skin. Please only use lubricant provided by the NSLRC staff. Students are not permitted to take photos with cell phones or other means of the manikins or lab experiences, including simulations. Only those students currently enrolled at Wright State University in the School of Nursing, Kinesiology and Health Sciences' Nursing program are permitted in the NSLRC at any time. If you notice something is broken, needs restocking or our attention, please notify NSLRC staff immediately.

Professional Responsibility

Due to the busy schedule of the lab you are expected to show up as scheduled for any appointments. If you are more than 5 minutes late for an appointment, the lab staff has the discretion to decide whether or not your appointment needs to be rescheduled and/or refer you to your clinical faculty.

Clean Up

The NSLRC staff is not responsible for cleaning up after students. Please clean up after you practice, leaving the lab in the condition you found it. This includes beds in lowest positions with side rails up, head of bed down, manikins aligned and covered, trash disposed of, and all practice items replaced neatly where originally found. In this way all students will have a safe, clean environment to enjoy their lab experience.

Nursing Supply Bags

Each student entering 2400 will have purchased a Nursing Supply Bag equipped with most supplies needed to perform their skills check-offs. Bring this bag with you every time you come to the lab. Use these bags at home as well to help facilitate the mastering of your skills. Practice! Practice! Practice!

Open Lab

Open lab is offered to students to allow for practice time with some assistance from NSLRC staff that are available. Hours vary during the semester and can be found posted outside the Nursing Computer Lab entrance door, on the Open Lab door, as well as on the SONKH's Nursing Program website under the NSLRC Open Lab and Remediation Appointment Site. An appointment must be made for all Open Lab, Make UP time, and Remediation appointments on this site. Failure to notify the Director of the NSLRC of cancellation of an appointment will result in your instructor being notified for unprofessionalism. Students must sign in and out of the NSLRC in the book provided at the main entrance door. Practice occurs in the Open Lab area located at the back of the Nursing Computer Lab. Students are expected to bring their Nursing Supply Bag. Other equipment will be provided.

Skill Remediation

Students must proficiently demonstrate skill competence throughout the program. Skill Performance Checklists will be available for review as "guidelines" for completing the skills. Students will be evaluated using the Skill Performance Checklists and will receive a grade of Pass or Fail. It is expected you will have reviewed the skill thoroughly before remediation, utilizing open lab times, and be prepared to remediate. You must sign in and out at the black book found at the front of the Open Lab area.

NUR 2400

Refer to the Skill Remediation Form for NUR 2400

General

Skills Videos

Refer to the General Skill Remediation Form NUR 2400 students purchase a set of nursing skills videos with their Potter and Perry Fundamentals of Nursing textbook. These are the only videos that should be viewed when preparing for skill practice/check-off. Use these videos merely as an additional teaching method in conjunction with your Potter and Perry textbook, skill check off lists, and clinical instructor guidance. However, skill check off lists should be the ultimate guide as these will be the guidelines for evaluation.

Simulations

Simulations provide students the opportunity to improve and utilize their critical thinking, clinical reasoning, and clinical judgment skills, as well as gain new knowledge in a safe, controlled environment. Simulations are prepared by faculty utilizing a National League for Nursing template, current textbooks, and research articles that are Peer reviewed to ensure evidence-based practice experiences. Simulations are held in the NSLRC at Wright State University main campus in Labs 1, 2, 3, and 056, the SHARE House at St. Leonard, and 184 Andrews Hall Lake Campus.

Various simulations occur throughout the undergraduate program. All students are expected to fully participate in the entire simulation, including debriefing, to get the most out of each experience. Please refer to the Undergraduate Student Handbook for more detailed information

Student Simulation Evaluations

Each student will be asked to fill out an evaluation immediately upon the completion of each simulation. This feedback allows the NSLRC staff and clinical faculty the ability to make positive changes in the future for the simulations through feedback.

Confidentiality Agreement

All simulation scenarios and practice sessions involving students and/or recordings are considered confidential. All students are required to sign a Simulation Confidentiality Agreement form at the beginning of NUR 2100 through Certified Profile. These forms will be kept on file electronically until you graduate.

Safety Guidelines

Infection Control: Although everything pertaining to the patients and patient care is simulated in the NSLRC, students should follow standard precautions and transmission specific precautions when appropriate. This includes proper hand washing, use of PPE, and appropriate disposal of equipment (i.e., sharps in sharps boxes). **Latex Warning:**

- The labs are NOT entirely free of latex containing products.
- Some essential products and manikins do contain latex.
- Wherever possible, latex free products and equipment have been purchased for the lab.
- Clean gloves in the NSLRC are latex free, Sterile Latex free gloves are available upon request.
- Signs are posted outside of each NSLRC lab regarding the potential risk of coming into contact with latex.
- If you are aware that you have a latex sensitivity, or suspect that you do, it is your responsibility to notify NSLRC staff.
- Individuals having a potential acute latex reaction should utilize appropriate emergency procedures and notify WSU Campus Police at extension 2111. Lake Campus students should contact the student services front desk at ext 0 or contact Mercer County Dispatch at (419) 586-7724. A WSU Incident Report form should also be completed.

Use of needles in the lab: Nursing students at Wright State University are not permitted to stick each other with any type of needle (ie. Lancet, Sub Q, Angiocath, etc.). However, In the event of a needle stick or other injury, please notify the NSLRC staff immediately and obtain first aid as necessary. The First Aid Kit can be found at the back of the NLRC in the cupboard labeled "First Aid Kit". Forms must be filled out and sent to

the appropriate department at WSU. The importance of not recapping needles is emphasized during lab.

Visitors: For safety reasons, no children are permitted in the NSLRC at any time.

Security and Emergencies: In case of an emergency please call Campus Security at extension #2111 (or 775- 2111). For life threatening emergencies call 911. Lake Campus students should contact the student services frontdesk at ext 0 or contact Mercer County Dispatch at (419) 586-7724. There are Safety Data sheets and an Emergency Action Plan located in binders on the counter at the back of the NSLRC. Students are not allowed to bring children or guests to the NSLRC.

Disability Statement

The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning and psychiatric disabilities. If you need special accommodations, at the beginning of the semester, please contact the main campus your instructor and the Director of The Nursing Simulation and Learning Resource Center, Molly Mellon (molly.mellon@wright.edu), or the Lake Campus Director, Lynn Franck (lynn.franck@wright.edu or ext 8389).

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Smoking Policy (See the WSU Wright Way 6020 Smoking Policy)

Stethoscope

Students must purchase a stethoscope that has both the bell and diaphragm pieces. It should have 8-9 inches of dual tubing. The bookstore in the Student Union carries an appropriate stethoscope which comes in a kit with bandage scissors and a pen light.

Standardized Testing for Student Success

TITLE: STANDARDIZED TESTING FOR STUDENT SUCCESS

POLICY: The College of Nursing & Health has a comprehensive testing program for all students in the pre-licensure baccalaureate nursing programs. Standardized tests are administered throughout and at the conclusion of the nursing program.

PROCEDURE:

Specialty/Mid-Curricular Exam Policy

Students will be required to take HESI assessment tests (specialty tests) pertaining to each of the major course content areas. Each specialty test will be administered near the end of the course. Students are required to take each exam at the designated time. Testing will occur on campus and will be proctored.

1. Students will be required to take nationally, normed tests throughout the curriculum. Each exam is

given as a part of a clinical course in the pre-licensure BSN curriculum.

2. **Students should strive for a score of 850 each time which is considered “satisfactory performance” by HESI.** Students who score 850 or above are considered to have **mastered** the content for the area tested. At the end of each testing period, the student should take that opportunity to review the individualized test analysis provided, and plan to take steps to improve in area deficient of the 850 score. Students may also seek assistance from the Student Success coordinator or the designated person at Lake Campus for remediation or success resources.
3. The specialty exam will count for 10% of the grade in the course in which the exam is given. If the conversion score is 99.99% it will be converted to 100%.
4. Students have one opportunity to take the exam – it cannot be repeated.
5. The conversion score will not be included in the 75% average required on course exams to pass the course.
6. Make up exams will only be given to students with documented extenuating circumstances.

Any student who earns below the passing score of 850 on the specialty HESI exam in a nursing course will be required to complete individualized remediation.

1. It is the responsibility of the student to complete the required individualized remediation based on results from the specialty HESI examination.
2. Students must submit documentation of completion of HESI remediation to the Student Success Coordinator or the designated person at Lake Campus during finals week. Determination of adequate remediation will be made by the Student Success Coordinator or the designated person at Lake Campus.
 - a. If documentation of remediation is not received by the end of the semester, the Student Success Coordinator or the designated person at Lake Campus will notify the Course Coordinator and an incomplete (I) will be submitted for the course grade.

HESI Exit Exam Policy

The Exit Exam is a comprehensive computerized exam that uses the same test blueprint as is used by the National Council of State Boards of Nursing for the NCLEX-RN and is predictive of success on the NCLEX- RN examination. **A student who scores 850 or above on the Exit Exam has an “average probability” of passing NCLEX on the first attempt according to HESI.**

1. The **first** exit exam will count for 10% of the grade in NUR 4460 (traditional). If the conversion score is 99.99% it will be converted to 100%.
2. The conversion score will not be included in the 75% average required on course exams to pass the course.
3. Any costs for retesting (or taking additional nursing courses) as required in this policy are the sole responsibility of the student. The cost of taking the exam the first time is included in the course lab fees.
4. Students are required to take the exam at the designated time. Testing will occur on campus and will be proctored. Make up exams will only be given to students with documented extenuating circumstances.

Students will have two attempts to pass the HESI exit exam during their last semester.

1. HESI #1 will be taken during week 2 but no later than week 3 of the final semester (NUR 4460).
 - a. Any student who earns below the score of 850 on the first HESI exit exam will be required to complete individualized remediation based on the results from the exit HESI exam.
 - b. Students must submit documentation of completion of HESI remediation to the Student Success Coordinator or the designated person at Lake Campus by the deadline established which will be prior to the second attempt.
2. HESI #2 will be taken during week 10 of the final semester (NUR 4460).
 - a. Any student who earns below 850 on the second attempt will be required to complete individualized remediation based on the results from the exit HESI exam.
 - b. Students must submit documentation of completion of HESI remediation to the Student Success Coordinator or the designated person at Lake Campus by the deadline established

Failure to achieve a score of at least 850 on the Exit Exam indicates the student is not fully mastering content and is a warning to the student that the student is at serious risk of failing NCLEX-RN and should aggressively remediate based on the analysis provided.

RATIONALE: The series of HESI assessment tests were selected because of their reliability and validity in assessing students' readiness for success on NCLEX-RN exam. These exams contribute to the determination of students' mastery of content in nursing courses. Additionally, the exams assess ability to apply knowledge using critical thinking skills and assist students in identifying strengths and areas of needed improvement.

RELATED POLICIES: None

APPROVED BY AND DATE: UG Curr: 4/2008; 10/2011; 3/12/12; 4/09/12; & 11/11/13; 9/7/16; 3/15/17; 10/11/17; Admin: 9/14; Faculty Assembly: 4/19/17; 10/18/17

REVIEWED: Fall 2019

FOLDER: STUDENT

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Student Organizations

Sigma Theta Tau International Zeta Phi Chapter

Sigma Theta Tau International is the Nursing Honor Society. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders who exhibit exceptional achievements in nursing. It is a nonprofit organization with chapters located on more than 500 college and university campuses around the world. The purposes of this society are to:

1. Recognize superior achievement
2. Recognize the development of leadership qualities
3. Foster high professional standards
4. Encourage creative work
5. Strengthen commitment to the ideals and purposes of the profession

Undergraduate and graduate students in the School of Nursing, Kinesiology and Health Sciences' Nursing Program who meet the following criteria will be invited to become members of Zeta Phi Chapter.

Undergraduate Students	Graduate Students
<ol style="list-style-type: none">1. Completion of one half of the required <u>nursing</u> curriculum2. Rank in the upper quarter (top 25%) of the class3. Attain a cumulative grade point average of at least 3.0 on a 4.0 scale4. Submit two letters of endorsement.	<ol style="list-style-type: none">1. Completion of at least ¼ of nursing curriculum.2. Attain a cumulative grade point average of 3.5 or better

Information about Zeta Phi Chapter can be found at http://www.wright.edu/conh/zeta_phi/

Association of Student Nurses at Wright State University

The Association of Student Nurses at Wright State University serves as a student organization at Wright State University with the goal to mentor, support, and empower nursing students within the School of Nursing, Kinesiology and Health Sciences Nursing Program. We strive to uphold the standards and ethics of the nursing profession, encourage community involvement, facilitate networking, and aid in the advancement of the whole person and his/her professional role as a future registered nurse. ASN operates at the local, regional, state and national levels to ensure high quality professional development for the nursing student.

Student Signatures on Charts, Records, Progress Notes, etc.

WSU-MV nursing students should sign records, etc. in the following manner: All students will

sign: EX: Name, WSU SN

Registered Nurses may sign: EX: Name, R.N., (WSU SN)

Testing

TITLE: TESTING POLICY

POLICY: Policies to be followed by all students and faculty in undergraduate and graduate classes in the SONKH's Nursing Program.

PROCEDURE:

Student responsibilities:

Classroom Testing

1. Each student will take the exam and submit individually, unless it is administered by the faculty as a collaborative testing opportunity.
2. No late entry into exams without faculty permission. Students who are late and admitted to the testing environment must complete the test in the remaining allotted time.
3. No extra time may be given for taking the exam unless special circumstances, such as disability, etc. are documented.
4. No children or visitors are allowed during testing.
5. All cellular phones, pagers, and electronic and/or wireless devices will be turned off and out of sight during examinations, quizzes, and graded events. This includes items such as Apple watches.
6. Personal calculators are not permitted but faculty will provide calculators for student use as appropriate.
7. Only a wooden #2 pencil can be used.
8. No food or drinks are permitted during exams.
9. Students are requested to not bring books, backpacks, or purses to exam if possible. If students do bring these items, they will be requested to place them in a designated area of the room and retrieve them following the exam.
10. Hats may not be worn or be in student's possession during the exam except to meet religious, medical, or cultural needs. This request must be communicated to the course faculty prior to the exam.
11. Students may not leave the room when the exam is in progress. If a student must leave the classroom, the exam booklet and answer sheet must be turned in to the proctor.
12. If a student is caught cheating during an exam, the student will receive an academic integrity violation notice, and the university's Academic Integrity Policy and Process will be followed.
13. Students must return exam booklet and answer sheet.
14. Students may be required to show their WSU ID when turning in their exam and answer sheet.
15. It is the faculty member's determination in how and when tests may be reviewed. Students may only review exams in a proctored setting. Students will not be allowed to take any notes or photos; any violation of this would be considered an Academic Integrity violation.

Additional Guidelines for Online Testing

1. A lock down browser with a mandatory webcam is required for all online testing.
2. A time limit and specific administration time may be established for the testing.
3. It is the responsibility of the student to ensure that he/she can access the online exam. Students should check for internet service type, firewall issues, etc. in advance of the exam to locate possible trouble spots.
4. Cheating is a breach of academic integrity. Any suspected cheating will be investigated per Academic Integrity policies

Testing Guidelines for Nursing Computer Lab

Special Testing Situations: A special testing situation is one that requires scheduling a time to take the test. Usually the lab closes for these testing situations.

Guidelines for special testing situations include the following:

1. The student must show his/her nursing ID or other picture ID at sign in.
2. The student may ONLY work as an individual.
3. Students may NOT use resources such as their textbooks, class notes, or drug books while working on the test.
4. Students may NOT take notes while taking the test.
5. No conversation is permitted during testing times.
6. Breaks are permitted. (The longer tests have "break" points during the exam.) Students are not allowed to take notebooks with them as they leave the lab or bring anything back in when they return.
7. Students do NOT have to show their scores to the lab assistant. Scores are available online for faculty review.

RATIONALE: It is the responsibility of the SONKH's Nursing Program to protect the integrity of exams.

RELATED POLICIES: WSU policy-<http://www.wright.edu/students/judicial>

APPROVED BY AND DATE: UG Curr 5/14/07; Revised 9/10/07; Faculty Org, 10/22/14; UG Curr 3/15/17; GradCurr 4/5/17; Faculty Assembly 4/19/17

REVIEWED: Fall 2019

FOLDER: STUDENT

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**Wright State University (WSU)-Miami
Valley School of Nursing, Kinesiology and
Health Sciences (SONKH's Nursing
Program)**

Toxicology Screening Policy

TITLE: NURSING STUDENT TOXICOLOGY SCREENING POLICY

POLICY: The School of Nursing, Kinesiology and Health Sciences (“SONKH”) Nursing Student Toxicology Screening Policy is meant to supplement the existing rules and policies of the University, the SONKH’s Nursing Program, our clinical agency partners, applicable state and federal agencies, and all applicable rules and regulations regarding safe student conduct, safe practice, and drug-free educational environments. The WSU Nursing Program enforces a zero-tolerance policy for impairment due to illicit drugs and the unauthorized use of drugs and alcohol any time students are representing the the Nursing Program on or off campus. Students must adhere to established substance abuse policies and procedures of WSU as well as those of any clinical site where a student may be assigned. Most clinical facilities now require that students submit to substance abuse testing prior to starting a clinical experience. In order to participate in a clinical experience, students must abide by the substance abuse screening policies of each health care facility to which a student is assigned. Failure to submit to a requested substance abuse screening will result in disciplinary action that may include dismissal from the Nursing program as well as the clinical facility. Students who are found to have a non-negative toxicology screening may also be subject to disciplinary action that may include receiving a failing grade in the Nursing course, dismissal from the Nursing program, disciplinary sanctions by the University, dismissal by the assigned clinical site, sanctions by the State Board of Nursing, and/or criminal sanctions. Student toxicology screening results will be kept confidential to the maximum extent possible, consistent with the circumstances and applicable law. Appropriate notifications may be made as prescribed by pertinent regulatory guidelines and credentialing agencies.

DEFINITIONS:

1. Negative result—A toxicology screen with results from a ”s Nursing Program contracted lab that reflects no legal or illegal substances.
2. Non-negative result—A toxicology screen with results from a SONKH’s Nursing Program contracted lab that reflects legal or illegal substances OR results that are approved by a Medical Review Officer (MRO) contracted to read screening results that reflect legal or illegal substances.

PROCEDURE:

A. Toxicology Screening Prior to Clinical Placement.

1. Students assigned to clinical facilities that require submission of documentation of a negative toxicology screen prior to the student starting a clinical experience in their facility will be required to have a drug screen performed at the student’s expense. The screening and results must be completed prior to the beginning of the scheduled term.

A toxicology screen with negative results filed with the University at admission may suffice if approved by the clinical agency.

2. Students must complete and submit an authorization allowing the SONKH's Nursing Program approved lab to schedule a screening (*see* Attachment 1, signed authorization). The type of toxicology screen performed will be determined by the requirements of the students' assigned clinical facility. The student is responsible for meeting the appointment and providing the registration information at the time of specimen collection.
3. The SONKH's Nursing Program approved lab will report results to the student and the SONKH's Nursing Program Chair. A non-negative result will be reviewed by a MRO who will contact the student for any needed information to assess the non-negative results.
4. If screening results indicate the use of an illegal drug or use of controlled substance without legal prescription, the student will be denied admission to the clinical experience and, therefore, will not be able to meet course objectives.
5. Students with non-negative results, as determined by the MRO, are at risk for dismissal from the program. In addition, non-negative results may require reporting by the SONKH's Nursing Program based on pertinent regulatory guidelines and credentialing agencies. The SONKH's Nursing Program reserves the right to inform law enforcement of suspected or alleged violations of applicable law concerning illegal use, possession, or distribution of controlled substances.

B. Toxicology Testing for Reasonable Suspicion of Unlawful Alcohol or Drug Use.

1. While students are completing a clinical experience in any clinical facility on behalf of the SONKH's Nursing Program in which they are enrolled, the substance abuse testing policies and procedures of the clinical facility will govern. If at any time faculty, administration, or clinical facility personnel have reasonable suspicion to believe a student is impaired due to drug or alcohol use while engaged in a clinical experience, the student will be required to undergo immediate testing (preferably within 2 hours) for drug and alcohol use through a SONKH's Nursing Program approved lab. The student will be responsible for incurring any costs associated with reasonable suspicion testing. Reasonable suspicion is defined to mean that the student's instructor, supervisor, and/or clinical agency personnel believes the behavior, speech, body odor, or appearance of a student is indicative of the use of alcohol or drugs. Reasonably suspicious behavior could include conduct that prevents the student from performing the essential functions of his or her role in the clinical activity or which poses or is reasonably perceived to pose a threat to the health or safety of others. Other behaviors which could indicate reasonably suspicious behavior include but are not limited to unsteady or staggering gait, rapid or slurred speech, pinpoint or dilated pupils, unresponsiveness, bloodshot eyes, fine motor tremors, difficulty participating in activities, erratic behavior, verbal or physical outbursts, and/or threats to harm self or others.

2. When observation of a student indicates that reasonable suspicion testing is warranted, the SONKH's Nursing Program faculty member or administrator will remove the student from the clinical activity and:
 - Discuss the issue with the student in a private setting but in the presence of a witness if possible;
 - Discuss the suspicious behavior and allow the student an opportunity to explain it;
 - Determine whether reasonable suspicion testing is warranted;
 - If reasonable suspicion testing is warranted, the student will be accompanied directly to a SONKH's Nursing Program -approved lab. Results of the testing will be submitted to the SONKH's Nursing Program's Chair;
 - A student who is suspected of an impairment will not be permitted to operate a motor vehicle.
3. A student suspected of impaired practice will be suspended from all clinical and course activities until SONKH's Nursing Program completes an investigation into the situation.
4. Refusal to test: Students who refuse or fail to complete reasonable suspicion substance abuse screening will be treated as if the results are non-negative with appropriate sanctions applied.
5. Negative test results: If the results of the test are negative, no action will be taken and the student will be allowed to participate in all clinical activities, including make-up of any missed clinical activities.
6. Non-negative results or self-admission: If results of a toxicology screen test are non-negative, or if the student admits to drug/alcohol use, the SONKH's Nursing Program will provide referrals for evaluation and counseling for drug and/or alcohol as appropriate. The student will be removed from any clinical courses and, therefore, cannot meet course objectives. The student will be asked to be tested again, at the student's expense, prior to returning to a clinical course. If the toxicology screen is also non-negative, the student may be dismissed from the Nursing program.
7. The SONKH's Nursing Program may also consider dismissal from the Nursing program, reporting to the University's Office of Community Standards and Student Conduct based on Student Code of Conduct violations, reporting to the appropriate state board, or reporting to federal, state, or local law enforcement, depending upon the circumstances.

C. Students Rights for Re-enrollment after Dismissal.

1. Students who are dismissed from the SONKH's Nursing Program based on the results of a toxicology screen are eligible to follow the most current petition process for evaluation of grade/dismissal policy waivers if extenuating circumstances can be documented.
2. In order for a student who has been dismissed from the SONKH'S nursing program based on the results of a toxicology screen to be considered for readmission, the student

must submit a letter from a treatment agency verifying successful completion of a drug/alcohol rehabilitation treatment program. Readmission determinations shall be made in the sole discretion of the SONKH's Nursing Program and may depend on, among other considerations, submission of a negative toxicology screen prior to readmission.

RATIONALE: The School of Nursing, Kinesiology and Health Sciences is committed to protecting the health, safety, and well-being of the community we serve. All students are expected to uphold University and SONKH's Nursing Program policies as well as applicable laws related to drug and alcohol use. To provide a safe clinical environment for patients, families, and staff, many hospitals and agencies are requiring individuals who provide care to patients be pre-screened for drugs and alcohol.

RELATED POLICIES: OBN 4723-4 Standards of Practice Relative to Registered Nurse or Licensed Practical Nurse Policies; 4723-5 Nursing Education Program Policies; Wright State University WrightWay Policy 3720 Code of Student Conduct; Wright State School of Nursing, Kinesiology and Health Sciences, Nursing Program Student Code of Conduct and Student Illness, Injury and Fitness for Duty Policies; Wright State Policy for a Drug- Free Workplace.

REVIEWED: Fall 2019

APPROVED BY AND DATE: Faculty Assembly 4.24.19

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SCHOOL OF NURSING, KINESIOLOGY and HEALTH SCIENCES (SONKH)

Nursing Program

Student Nurse Toxicology Screening Policy and Procedure Agreement

I have read, understand, and agree to the School of Nursing, Kinesiology and Health Sciences Nursing Program Substance Abuse Screening Policy. I hereby release Wright State University, the SONKH's Nursing Program, anySONKH's Nursing Program- approved lab used for toxicology screening, and each of their employees, representatives and agents from any claim in connection with the SONKH's Nursing Program policy.

I understand that should any legal action against me be taken as a result of the Toxicology Screening,that confidentiality can no longer be maintained.

I hereby consent to submit to a urinalysis and/or other tests to determine substance use/abuse as shall be determined by the SONKH's Nursing Program and the requirements of the clinical facility to which I am assigned in preparation for participation in clinical experiences.

I further agree to, and hereby authorize, the release of the results of said tests to the Wright State University- designated Medical Review Officer (MRO), and from the MRO to the Chair of the SONKH's Nursing Program or her designee.

I understand that prior to participation in a clinical experience, I must submit to a drug abuse screen andhave a certified negative result by the first day of the scheduled term. I further understand that I will besubject to the same rules as the employees of the clinical facilities where I will be participating in clinical experiences. I understand that the current use of drugs and/or alcohol as indicated by a non- negative toxicology screening will prohibit me from participating in clinical experiences. I understand that completion of a clinical experience is a required component to graduate from the Nursing programsat Wright State University.

I further understand that, if I fail to provide such a certified negative toxicology result, I will be unableto participate in the clinical portion of the SONKH's Nursing program in which I am enrolled.

I understand that I am responsible for the cost of the substance abuse screening. I also understand that Iam subject to testing per agency affiliation agreement and/or for reasonable suspicion should I exhibit signs/symptoms of substance abuse.

I further agree to hold harmless Wright State University, the SONKH's Nursing Program, the SONKH's Nursing Program-approved toxicology screening agencies, contracted clinical agencies, and the MRO from any liability arising in whole or inpart from the collection of specimens, testing, and use of the results from said tests in connection denying my participation in clinical experiences.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced by anyone tosign this document.

A copy of this signed and dated document will constitute my consent for a SONKH's Nursing Program approved lab to perform toxicology screening and to release the results of any screening to the SONKH's Nursing Program. I direct that thetesting lab facility hereby release the results to Wright State University.

Signature

Printed Name

Date

Witness Signature

Printed Name

Date (One copy to student, Original kept in the student's permanent file.)

Uniform Policy

TITLE: UNIFORM POLICY

POLICY: Pre-licensure nursing students are required to follow the complete dress code when in uniform for all clinical and designated lab experiences or when otherwise representing the SONKH's Nursing Program

PROCEDURE:

Uniform Requirements:

1. The CONH uniform to be worn by pre-licensure students includes hunter green scrubs with the CONH logo embroidered on the chest and an optional hunter green long-sleeve warm-up jacket with the WSU-MV CONH patch sewn on the left sleeve.
2. Uniforms must be clean, neat, pressed, and in good repair. Uniforms must also fit properly. Fit may be tested by standing in front of a mirror while raising hands about head. If the abdomen is exposed by this movement, the attire is inappropriate -- the pants are hanging too low and/or the top is too short.
3. Students may wear a skirt or pants uniform.
4. Pants and skirts should be hemmed to the proper length and not drag the floor. Skirts must be below the knee and worn with white hose. Students who choose to wear ankle-length skirts must purchase the same hunter-green fabric directly the designated vendor.
5. Shoes must be white or black (minimal colored markings) leather or vinyl with non-skid soles. Open toes or heels are not permitted. Shoes are expected to be clean and in good repair and worn only for clinical experiences.
6. Sock color should match color of shoes. No-show socks (footies) are not permitted. Shoestrings must match shoe color.
7. A short or long-sleeve T-shirt with a crew or v-neck, in white or black, may be worn underneath the scrub top. No words or graphics should be visible when worn under the scrubs. No other colors are permitted. Thermal underwear, sweaters, hoodies, or jackets are not permitted.
8. Official Wright State University picture ID or institution specific ID will be worn as required by the agency. A university ID is required when in uniform participating in lab experiences.
9. The uniform packages are to be purchased through the designated vendor.

Professional Appearance Requirements:

1. Hair is to be off the neckline and pulled back from the face. Long hair is to be worn so it does not fall below the base of the neck. Hair decorations must be kept plain and simple. White, brown, black, or plain metal colored hair bands may be worn. Head garments for religious or medical purposes are allowed but extreme styles and colors are not permitted. Facial hair must be kept neat and well-trimmed.
2. Only the following jewelry may be worn: a plain wedding band, a watch with a second hand, and one pair of stud earrings (one in each ear LOBE). No other jewelry is permitted.
3. Visible body piercing (including tongue rings and nose piercings) must be removed.
4. Tattoos must be covered by clothing or band aids as appropriate.
5. No nail polish or artificial nails permitted. Nails should be clean and short and not extend beyond the fingertip.
6. Make-up should be conservative and used in moderation. No perfume or aftershave should be used.
7. Gum chewing is not permitted.
8. At no time will a WSU SONKH's Nursing Program student smoke while in their official student nurse uniform or when representing the SONKH's Nursing Program in an official student capacity. Students with noticeable smoke odor are subject to dismissal from the clinical site by the clinical

faculty.

9. Wrist-mounted fitness technology is permitted to be worn with the uniform.

RATIONALE: Presentation of a professional image is an expected behavior of all nursing students.

RELATED POLICIES: *WSU Wright Way 7230 Tobacco Free Policy*; CONH Policy Identification Cards/Badges; CDC Guidelines for Hand Health Care

APPROVED BY AND DATE: UG Curr, 04/14; Revised by Admin 6/15; UG Curr 3/9/16; 3/15/17; Faculty Assembly 4/19/17.

FOLDER: STUDENT

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Dress Code for RN-BSN Completion Students

TITLE: RN-BSN DRESS CODE POLICY

POLICY: The RN-BSN completion students will present themselves in professional attire while completing fieldwork projects.

GUIDELINES:

1. RN-BSN students completing fieldwork projects or acting as a representative of WSU SONKH must:
 - a. Wear professional attire appropriate to and consistent with agency policy.
 - b. Dayton Campus: To obtain a Wright 1 card and/or a photo nursing ID card/badge, students go to the ID Center in 055 Student Union.
 - c. Lake Campus: To obtain a Wright 1 card and/or a photo nursing ID card/badge, students go to 170 Dwyer Hall on Lake Campus.
 - d. Wear identification as an RN and WSU SONKH student.

RELATED POLICIES: SONKH: Uniform Policy (for pre-licensure students); Identification Cards/Badges

APPROVED BY AND DATE: UG Curr, 10/8/14; 3/15/17; Faculty Assembly 4/19/17

REVIEWED: Fall 2019

FOLDER: STUDENT

Visitors in the Classroom

TITLE: GUIDELINES FOR NON-STUDENT VISITORS

POLICY: The Guidelines for Non-Student Visitors in the learning setting addresses and outlines the circumstances under which it is appropriate for non-student visitors to be present in the learning setting. The intent of the policy is to provide a successful and safe learning environment for all students and to protect the privacy of all students.

PROCEDURE: Learning settings such as classrooms, lab, laboratory exam rooms, and the like, are typically not appropriate places for a non-student visitor to be present on a frequent or continuing basis. Exceptions

to this general rule include:

- a. Special occasions that are University or SONKH's Nursing Program-sanctioned and at which attendance by non-student visitors is encouraged, such as a prospective student visit or when part of the learning experience.
- b. Visits should be coordinated with and approved by faculty.
- c. Non-student visitors may be brought into a classroom by a student for brief visits or other exceptional times when common sense would dictate that it is more efficient (e.g., following or before a physician's appointment). The student must supervise the non-student visitor and must ensure that the presence of the nonstudent visitor is not disruptive to the student, the instructor, or to other students in the class. It is not appropriate for non-student visitors, of any age, to be in the learning setting on a regular basis.
- d. In the case of an unforeseen event, and if there are no other alternatives, students may have non-student minor children or adult dependents present in the classroom for brief periods of time provided the student obtains the faculty's approval. The student must supervise the non-student visitor at all times and should not leave such persons in the custody of another SONKH's Nursing Program employee or student, even for brief periods of time.
- e. Non-student visitors are prohibited visitation in the clinical setting at all times.

RATIONALE: Non-student visitors can be an interruption and/or distraction to faculty and the students.

RELATED POLICIES:

APPROVED BY AND DATE: UG Curr, 11/13; Revised by Admin, 8/14; 6/15; 6/6/16; UG Curr 3/15/17; Grad Curr 4/5/17; Faculty Assembly 4/19/17

REVIEWED: Fall 2019

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