Wesleyan College

Nursing Student Handbook

Division of Nursing

Fall 2023

For Students Admitted to the Nursing Program

Purpose of the *Nursing Student Handbook*

This handbook, prepared for undergraduate students admitted to the nursing program, provides specific information about nursing that supplements – but does not replace – the Wesleyan College Catalogue or *The Wesleyanne* – Wesleyan's student handbook. Unless otherwise indicated, policies and procedures for the Bachelor of Science in Nursing degree are the same as for the Bachelor of Arts. You are expected to read this handbook, abide by the policies, and be directed by its many features to help you be successful in the nursing major. You are asked to sign the statement in the back of this handbook, acknowledging you have read and understand it, and submit that page to become a part of your permanent record in the nursing division.

Every effort is made to ensure that each student is aware of and has access to the contents of this handbook. Each year the nursing student handbook is updated and reviewed to ensure consistency and accuracy.

The Faculty and Staff wish you an enjoyable and successful learning experience as you complete the nursing curriculum. We are excited that you have chosen Wesleyan for your nursing education! We are here to support you in your journey toward the profession of nursing.

~ The Wesleyan Nursing Faculty and Staff~

Disclaimer

The Nursing Program reserves the right to alter contents of the Nursing Student Handbook <u>with notice</u> to students as necessary. Students will be notified of the change in a timely manner, given an electronic or written copy of the change.

Nursing Mission:
Wesleyan College Nursing Divisions prepared holistic, caring, ethical, and professional nurses who respect the uniqueness of each individual. Graduates of this program provide safe, competent nursing care to meet the healthcare needs of the individual, family, and community.

Philosophy:

The statement of philosophy adopted by the nursing faculty is consistent with and supportive of the mission and philosophy of Wesleyan College. Curriculum and course sequence progress from simple to complex knowledge and skills with emphasis on holistic care. These concepts are implemented through the use and mastery of the components of the nursing process. The nursing faculty believe that holistic care is based on an understanding and appreciation for diversity, including culture, customs, and language. This respect for individual uniqueness promotes advocacy, enhancement of social justice and ethical nursing care. These philosophical values provide the cornerstone for nursing and nursing education, promote learning, and are the basis for educational experiences.

This philosophy is threaded throughout the nursing program in the triad **Believe. Learn. Serve.** Belief forms the foundation for all action. **Believe** in yourself, believe in Wesleyan College, believe in humanity, and believe in excellence. The beliefs exemplify the holistic base of Wesleyan College and the commitment of each faculty member and student to embrace academic excellence.

The program also calls upon the student to **Learn**. Each student is viewed as an individual with unique learning strengths and needs. The faculty is committed to the development of a learning partnership with the student nurse. This partnership facilitates professional socialization and integration of nursing concepts of caring, holism and health. Learning is exemplified by change in thinking, feeling, and action.

Through the nursing program, the student is able to integrate the concepts of believe and learn to become prepared to **Serve**. Serving recognizes the commitment of the nursing profession to value social justice and respect each person. Service is deeply rooted in the historical development of the nursing profession. Health promotion, prevention, and care for others are the core of the nursing profession. Service may be provided locally or globally with clients of all ages and in diverse settings.

Curriculum:

The curriculum is conceptually based and founded on principles of adult and collaborative learning. The curriculum emphasizes deep learning about the discipline's most central concepts rather than content, which leads to the student's ability to develop habits of thought and pattern recognition. The student develops a deeper understanding of prevalent health care conditions and situations across the lifespan.

Educational Theory:

Wesleyan College Nursing faculty provide a learning environment built on educational theory that supports the nursing program's mission, addresses the needs of the students, accomplishes the program student learning outcomes, and meets the program outcomes. Program student learning outcomes refer to what the individual student will have accomplished by the end of the program. Program outcomes are the metrics for each graduating class which include the yearly NCLEX-RN$^{®}$ pass rate, the retention rate, the job placement rate, and graduate and employer satisfaction.

Faculty primarily applies two educational theories in their teaching for students to obtain the program student learning outcomes: cognitive learning theory and adult learning theory. Briefly, cognitive learning theory refers to an active, goal-oriented, meaningful learning environment. As content is taught it relates to, and builds on, the learner's prior learning or cognitive frameworks. Learning builds, moving from simple concepts and thinking to higher order thinking applied to complex patient situations.

Adult learning theory addresses the characteristics of the student in the Wesleyan College Nursing Program. Aspects of adult learning theory used include the adult as a self-directed and problem- centered learner who needs and wants useful information that is readily adaptable to the learning situation. Adults prefer to be actively engaged in meaningful learning. These aspects of Adult Learning Theory support faculty's use of case studies, concept mapping, and problem-solving situations in the classroom and clinical environments as well as extensive use of high-fidelity human patient simulators to engage in simulated patient care.

Faculty also apply Dr. Patricia Benner's (Benner, Tanner, & Chesla, 2009) theory of Novice to Expert. Faculty understands novice learners are rule-driven. As they are challenged to apply critical thinking, they grow and are able to look at the bigger picture as they enter the stage of advanced beginner by completion of the program. Application of Benner's theory is helpful when teaching critical thinking and clinical reasoning.

Program Outcomes:

Program Outcome	Outcome Goal
Completion Rate	≥70% within three years of full-time enrollment in the nursing program
Employment	100% of those seeking employment
1st time NCLEX pass rate	≥80%
Employer survey indicating satisfaction with graduates professional practice	*Employer survey indicating satisfaction with graduates' professional practice (>70% rate graduate overall evaluation as*

	3 > on 4 point scale)
Of graduates responding, post-graduation survey indicating student self-report of appropriate preparation for practice	*Student exit surveys rate graduate preparedness for profession (>70% rate preparedness overall evaluation as 3 > on 4 point scale)*

Program Student Learning Outcomes:

The program prepares the successful graduate to:

I.   Develop a knowledge of nursing practice and skills to provide safe, ethical, person-centered care that reflects critical thinking and interprofessional collaboration.
II. Provide holistic care to clients of all ages in a variety of settings.
III. Integrate evidenced-based practice (EBP) as the foundation for nursing interventions and care delivery.
IV. Analyze issues that impact nursing, health and the vulnerable community.
V.   Incorporate concepts of leadership and management into the practice of nursing.

   The program student learning outcomes of the nursing program are congruent with the American Nurses Association (ANA) the Code of Ethics for Nurses with Interpretive Statements (2015) and Standards of practice (2015), the Essentials of Baccalaureate Education for Professional Nursing Practice, and the Standards for Accreditation of Baccalaureate and Graduate Degree Nursing Programs of the American Association of Colleges of Nursing (AACN). The table below illustrates the connections between nursing program goals and outcomes and the BSN essentials.

Essentials of Baccalaureate Education (AACN, 2008)	Nursing Program Goals and Learning Outcomes
Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice	I. Develop a knowledge of nursing practice and skills to provide safe, ethical, person-centered care that reflects critical thinking and interprofessional collaboration.

Essentials of Baccalaureate Education (AACN, 2008)	Nursing Program Goals and Learning Outcomes
Essential V: Health Care Policy, Finance, and Regulatory Environments Essential VIII: Professionalism and Professional Values Essential IX: Baccalaureate Generalist Nursing Practice	II. Provide holistic care to clients of all ages in a variety of settings
Essential III: Scholarship for Evidence Based Practice Essential IV: Information Management and Application of Patient Care Technology Essential VI: Inter-professional Communication and Collaboration for Improving	III. Integrate evidenced-based practice (EBP) as the foundation for nursing interventions and care delivery
Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety Essential VII: Clinical Prevention and Population Health Essential VIII: Professionalism and Professional Values	IV. Analyze issues that impact nursing, health and the vulnerable community
Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety Essential IX: Baccalaureate Generalist Nursing Practice	V. Incorporate concepts of leadership and management into the practice of nursing

The Essentials of Baccalaureate Education for Professional Nursing Practice
American Association of Colleges of Nursing

The Essentials of Baccalaureate Education for Professional Nursing Practice serve as a framework for the Wesleyan College nursing program curriculum.

Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice
- A solid base in liberal education provides the cornerstone for the practice and education of nurses.

Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety
- Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.

Essential III: Scholarship for Evidence Based Practice
- Professional nursing practice is grounded in the translation of current evidence into one's practice.

Essential IV: Information Management and Application of Patient Care Technology
- Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

Essential V: Health Care Policy, Finance, and Regulatory Environments
- Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.

Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
- Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

Essential VII: Clinical Prevention and Population Health
- Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

Essential VIII: Professionalism and Professional Values
- Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

Essential IX: Baccalaureate Generalist Nursing Practice
- The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
- The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

Source: American Association of Colleges of Nursing (2008*) The Essentials of Baccalaureate Education for Professional Nursing Practice*; Washington, DC.

Nursing Practice Performance Standards

Based on the core performance standards of the Southern Regional Education Board (SREB) Council on Collegiate Education, students who participate in the nursing program are required to demonstrate abilities and skills in cognitive, sensory, affective, and psychomotor performance. Each student should use these standards as an objective measure in deciding whether he/she is qualified to meet these requirements. Each standard is accompanied by examples of an activity that a student would be required to perform in the nursing education program.

Requirements	Standards	Examples (Not All-Inclusive)
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	Identification of cause/effect relationships in clinical situations Use of the scientific method in the development of patient care plans Evaluation of the effectiveness of nursing interventions
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	Establishment of rapport with patients/clients and colleagues Capacity to engage in successful conflict resolution Peer accountability
Communication	Communication adeptness sufficient for verbal and written professional interactions	Explanation of treatment procedures, initiation of health teaching. Documentation and interpretation of nursing actions and patient/client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Movement about patient's room, work spaces and treatment areas Administration of rescue procedures-cardiopulmonary resuscitation
Motor skills	Gross and fine motor abilities	Calibration and use of

Requirements	Standards	Examples (Not All-Inclusive)
	sufficient for providing safe, effective nursing care	equipment Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	Ability to hear monitoring device alarm and other emergency signals Ability to discern ausculatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in patient care	Ability to observe patient's condition and responses to treatments
Tactile Sense	Tactile ability sufficient for physical assessment	Ability to palpitate in physical examinations and various therapeutic interventions

Adopted from SREB Council on Collegiate Education for Nursing,
http://www.sreb.org/publication/americans-disabilities-act

NURSING POLICIES

Continuation and Progression

Part-time study:
Part-time study is not offered in the pre-licensure BSN track unless you are a nursing program re-entry student.

Progression:
- Nursing students must earn at least a "C" (75%) grade in each nursing course which counts toward their degree.
- Grades of "D" and "F" are considered failure of the course.
- There is no rounding of grades in NUR courses.
- If a student earns a rating of clinically unsatisfactory in a clinical nursing course, a grade of "F" will be assigned for the course grade.
- Students are required to pass a clinical dosage calculation test with a score of 90 or higher in all courses in which the exam is administered. This exam will count 10% of course grade in all courses in which the exam is given. Failure to score 90 or higher on a clinical dosage calculation test will prevent the student from administering medications in the clinical setting. All attempts of the exam will be averaged.
- Nursing class readmission (also referred to as re-entry) students who are unsuccessful any nursing course must complete the re-entry form and submit it to the Nursing Program Director and be approved to begin the re-entry process (see readmission).
- Students may repeat one nursing course. Any student failing two nursing courses will be dismissed from the Nursing Program.
- Any student who provides false information on the Nursing Program application regarding prior failures in another nursing program, or information regarding other health-care related licenses will be terminated from the program.
- Students who hold or who have held a license to practice vocational/practical nursing must show a current license to the program director. Students who hold or have ever held an encumbered, limited, or disciplined license may not be eligible to enter or continue in the program.
- Students are allowed to have 6 hours of required proficiency and general education classes outstanding to enter the nursing program. For a student to progress in the nursing program, these classes must be completed PRIOR to beginning the senior year.

Students are expected to follow the nursing plan of study in the prescribed sequence to progress through the curriculum. Prerequisites for each course are noted on the appropriate course syllabus. Students who do not satisfy a minimum grade requirement in the nursing course or who withdraw from a nursing course will not be allowed to progress in the Nursing Program.

Nursing Class Readmission:

- Students who do not achieve a grade of "C" or higher in one nursing course will be allowed the opportunity to petition to take that course the next time it is offered, if space is available.
- A request to repeat must be submitted to the Program Director the semester before the course is offered.
- The student will receive notice in writing of the re-entry process which will include a standardized exam, a dosage calculation exam and skills verification.
- The student will have to satisfactory complete the health requirements including a complete health history, current physical examination, current immunizations (measles, rubella, varicella, hepatitis B, and influenza), tuberculosis screening, negative urine drug screening, personal health insurance, current American Heart Association BLS certification taken at Wesleyan or agreed upon location, and satisfactory results of criminal background check. And any other vaccinations required by clinical facilities.
- A student who has attempted and/or failed the same nursing course twice or has failed two separate nursing courses will not be eligible to continue in the nursing major. The nursing faculty will discuss other options available to the student at Wesleyan College.

Withdrawals:

- Students are encouraged to speak with their assigned nursing advisor and a financial aid representative prior to making the decision to withdraw from classes.

Grade Appeals:

- Grade appeal process and deadlines are discussed in the Wesleyan College Catalogue.

Program Termination:

A Program Termination is defined as immediate dismissal from the Nursing Program. A student who demonstrates behavior deemed unacceptable to a clinical partner or unsafe behavior that results in serious consequences to a student, client, or others may be dismissed. The student will receive a clinical failure and a grade of "F" in the course. Depending on the infraction, a student who is terminated from the Nursing Program may not be eligible for readmission.

Classroom Policies

Attendance:

Attendance is mandatory for all nursing classes. See Attendance policy (Appendix B).

Classroom Behavior:

Students, faculty, and staff are expected to treat one another with respect in all interactions. In the classroom, rude, disruptive and/or disrespectful behaviors as determined by a faculty member interfere with other students' rights and with the instructor's ability to teach. Therefore, any student exhibiting unacceptable behaviors during a class will be asked to leave and will be counted absent for that class period. Failure to cooperate with this process will result in disciplinary action that may include withdrawal from the class or dismissal from the College. Violations will be reported to the Provost.

Examples, but not limited to: Late arrivals, interruption by cell phones, side conversations and unannounced early departures interrupt the flow of class and must be avoided.

Grading Policy:

Grading for each course is described in each course syllabus. It is the responsibility of each student to be knowledgeable of the course requirements and grading methods. There is no rounding of NUR grades. Credit / no credit option is not available for nursing courses.
Letter grades are computed as follows: A = 90 - 100
                                              B = 80 - 89
                                              <u>C = 75 – 79</u>

NOTE: The lowest passing grade in the Nursing (NUR) Major is a grade of **"C"** (75%) or higher.   D = 66 - 74
                                              F = 65 & below

Students must achieve a weighted average grade of 75.00% or higher on exams or items indicated on the syllabus in order to pass the course. Grades from other assignments will only be added if the student has an exam average of 75.00%. A weighted exam average of 74.99% will not be rounded to a 75.00%. See course syllabi for specific graded assignments.

Clinical experiences are Pass/Fail. Students must pass both classroom and clinical to pass a course.

Academic Honesty:

Honesty and integrity are prerequisites to academic life and more specifically, to the practice of nursing. It is the responsibility of all members of the academic community to ensure that academic dishonesty of any kind will not be tolerated within the Division of Nursing. This includes, but is not limited to, using or attempting to use in any academic exercise materials, information, study aids, test/quiz banks or any type of electronic data that the student knows OR should know is unauthorized. Academic dishonesty is also considered any other act which might give one an unearned advantage in evaluation or performance.

During all tests, quizzes or other examinations (at home or in class) students should assume that external assistance (e.g., books, notes, calculators, conversation with others) is prohibited unless specifically authorized by the instructor.

Testing:

Testing is an important part of nursing education. The terms test, exam, and quiz are used interchangeably. All Testing designed to measure your understanding of the material and to help prepare you for the National Council of State Boards of Nursing (NCSBN)-National Council Licensure Examination Registered Nurse NCLEX-RN. See Appendix A, for the full testing policy. **(Policy: T-1).**

Clinical Requirements

Nursing courses will require varied clinical practice opportunities throughout the program. These practice settings are located in and around Central Georgia and will be scheduled at various times, including nights, evenings and weekends. Students are notified each semester about the schedule and location of the clinical experience. Schedules may be changed by the faculty as necessary to assure a satisfactory experience. Laboratory and simulation experiences are considered part of the clinical requirements. Students must have their own transportation to the clinical practice settings. Prior to participating in any clinical experience, each student must provide the following:

- Annually: satisfactory completion of health requirements including a complete health history, current physical examination, current immunizations (measles, rubella, varicella, hepatitis B, and influenza), and tuberculosis screening. Also any other vaccinations required by the clinical facilities. Failure to provide this evidence will result in exclusion from clinical sites and thus a clinical failure.
- Annually: Negative urine drug screening, a negative dilute is considered a positive drug screen.

- Annually: Personal health insurance
- Annually: Satisfactory results of criminal background check. Background checks or positive urine drug screen could result in denial to the clinical site and inability to begin and/ or continue nursing classes.
- The cost will be the responsibility of the student. Clinical practice requirements involve costs not covered by tuition, room, and board and will be the responsibility of the student.
- Current American Heart Association BLS certification.
- The student must be free from any infectious and/or contagious diseases. Students must be fever-free for 24 hours prior to any clinical experience.
- Students who miss or anticipate missing a clinical experience due to a trauma, <u>physical and/or mental health illness must</u> submit a written health care provider release stating no medical restrictions on healthcare provider letterhead or prescription sheet before they are allowed to return to the next scheduled clinical/laboratory experiences.

Accidental Injury- Health Insurance Coverage:

Neither the hospital nor college assumes responsibility for an injury during clinical hours. The student is required to carry private medical coverage. The student should report any injury to the clinical instructor immediately.

Traditional students registered for 12 or more credit hours and all students living on campus will be automatically enrolled in the personal comprehensive health insurance plan and charged the premium on their tuition bill unless they show proof of other insurance and waive coverage under this plan. Clinical facilities do not assume responsibility for injury or illnesses of students.

Liability Insurance:

The college provides a limited liability policy for nursing students. The coverage for students is effective only during clinical instruction time. The student is <u>not</u> covered if employed outside of the clinical instruction time. The nursing student is encouraged to carry private liability insurance.

Laboratory Rules:

Failure to follow laboratory rules provided and posted will result in dismissal from lab and may result in a clinical failure.

- Enter the lab and begin working ONLY when instructed to do so.
- No photography, video, or audio recording in the lab.
- No use of cellular devices during learning experience (unless allowed by faculty)
- No personal computers (unless allowed by laboratory/ class faculty)
- No student may enter the storage closet.
- Eating and drinking is prohibited in the lab.
- No simulation items are to be ingested, administered, or used on any living being (human or other) at any time.

- All sharp items must be disposed of in the sharps containers throughout the lab; this includes needles, ampules, glass vials, and any item that could potentially break human skin.
- Clean up spills immediately. If you are unsure how to clean something up ask your instructor.
- Appropriate clothing is required.
- Know the locations of all fire extinguishers, eyewash stations, and safety showers.
- Do not attempt to disconnect or reconnect any of the electronic devices; notify your instructor should you have concerns about any electronic device.
- Most importantly, use your common sense and ask if you have questions.

Expectations for Clinical / Laboratory:

- See Appendix B for the full attendance policy for clinical, simulation and laboratory.
- Students should review the course objectives, assigned prep work, and skills list prior to clinical.
- Students must provide transportation to clinical sites.
- Appropriate professional conduct and dress are required for each clinical and laboratory activity.
- Students are required to attend all lab/ clinical as scheduled unless a documented family or medical emergency arises.
- There are circumstances when an event may arise that interferes with attending clinical/lab on a student's normally scheduled day. Under extraordinary circumstances, a student may request ahead of time from their course faculty an option to swap/change their clinical/lab day with another student. A request does not guarantee the change; this can only occur if the clinical/lab schedule allows. The schedule is very complex involving specific places, days, and times along with student/faculty ratios that must be upheld. To request this change, a student must obtain prior permission from their course faculty. Then the student must complete the Clinical/Lab Change Form and find a fellow student who is willing to swap clinical/lab days with them. The form must be completed, signed, and submitted to the faculty member at least 2 business days before to the changed clinical/lab day.
- Students practice in clinical areas under the direction and supervision of faculty, clinical instructors, and preceptors. No student may provide care without being directly supervised.
- Photocopying of client clinical/agency documents is prohibited.
- No smoking or vaping is allowed in a nursing area or during any clinical experience.
- Students are not allowed to have cell phones, cameras, or other items in the clinical area unless approved by faculty. In an emergency, family may notify the division of nursing office to contact the student.
- If the instructor suspects drug and / or alcohol abuse or impairment of any type, student will be subject to drug and alcohol testing at the student's expense. If the testing is positive, the student will be subject to disciplinary action and may be dismissed from the program.
- Prior to leaving the clinical area, the student will complete all required documentation and give a report to the charge nurse and/or the nurse responsible for her patients.
- Patient Records and related printouts available in the clinical area are confidential information and are to be treated as such. Students are not permitted to copy or remove

elements of the patient's medical record or related printouts (i.e. computer generated care plan, medication administration record, etc.), even if the patient's name and MR number or other identifying data has been "blacked out" or "removed".
- Clinical conferences are essential parts of the clinical experience and professional behavior is expected during conferences. Students must be present and on time. Sleeping or even the appearance of sleeping is not allowed during any part of the clinical experience.
- The nursing student is expected to demonstrate safe professional behavior in all laboratory and clinical experiences. A faculty member may remove a student from the laboratory or clinical practice experience if he/she demonstrates unsafe, unprofessional, unethical, and/or unlawful behaviors.
- Students who arrive for clinical or clinical laboratory experience any time after designated time given by instructor, the student will be sent home. A make-up clinical may not be possible.
- Students may not leave clinical experience until instructed to do so.

Illness, Injury or Exposure:

In case of illness, injury or body fluid exposure in the clinical area:
- The student is responsible to immediately notify the clinical instructor/faculty. The clinical instructor/ faculty will facilitate appropriate immediate care of the student. The clinical agency's policies and procedures will be followed.
- The student is responsible for any charges and has the right to refuse care. The clinical agency or Wesleyan College Nursing Program is NOT responsible for medical treatment costs incurred by students.
- An agency may require submission of a variance report according to agency policy, if appropriate. Student participation is required.

Uniforms:

The student official uniform must be purchased and worn as directed by faculty. The uniform includes the school patch on the left sleeve, a watch with a second hand, official name tag, white hose or socks and predominantly white shoes. Predominantly white is defined as 90% white
with no bright/colorful logo or design. Safety and comfort should be considered when purchasing shoes. Shoes must be of solid leather- type design, have fully enclosed backs, and no open toes.

Uniforms are to be worn for all off-campus clinical experiences unless otherwise instructed. A white lab coat with a name tag <u>must</u> be worn over professional, business casual, clothes when going to the clinical facilities. Jeans, shorts, sneakers, sandals, or other extremely casual wear are not appropriate professional attire. The student is required to maintain professional appearance at all clinical sites, failure to adhere to all guidelines stated in this section will

result in student being sent home from clinical.

Additional uniform notes include but are not limited to:
- Uniforms and shoes must be neat and clean.
- Only white coat or Wesleyan Nursing Program fleece jacket will be allowed as outerwear for clinical.
- Excessive make-up, perfume, or other noticeable odors are not acceptable.
- No artificial eye lashes allowed.
- No nail polish, artificial nails including overlays, acrylics or gels may be used.
- Nails must be kept short, clean and not extend past the length of the finger.
- Hair must be neat, clean, a natural color and kept in a manner that does not violate medical asepsis.
- Headbands if wore must only be white or black in color.
- Students may wear a surgical hat head covering in the hospital setting only for infection control purposes. Only solid color of purple, white or black is allowed. No disposable surgical caps allowed.
- No gum chewing.
- No stethoscope covers allowed.
- Students must have protector eye glasses on their persons at all times in the clinical setting.
- One pair of small stud earring on ear lobes and a single wedding band without stones is allowed. No other visible piercing allowed in clinical / lab setting.

- Clinical agencies require tattoos and body art to be covered in a manner that does not interfere with patient care.
- The student must adhere to the clinical agency policies. If you need clarification consult your instructor prior to the clinical experience.

Covid-19 related policies:

- The nursing program will follow Wesleyan's campus wide policy for masking in the classroom.
- Students who are feeling unwell should not come to campus and should notify faculty they are unwell. While in the lab, check-offs, and/or other confined areas where social distancing is not possible, students are expected to wear a clear face shield and mask, if directed by faculty to do so.
- Students who are exposed to COVID-19 should report the exposure to Dean Henry.

Other Nursing Program Policies

Academic Honesty Statement:

Students are expected to comply with the college's conduct code as outlined in the Wesleyan College Student Handbook. Students who violate the Conduct Code in any manner are subject to the disciplinary sanctions as listed in the student handbook.

In addition to the college sanctions, students who engage in academic dishonesty of any kind (including plagiarism) are subject to the following actions at the professional discretion of the nursing faculty:

1. Grade of zero for the assignment.
2. Written reprimand to be placed in student's academic file.
3. Clinical Warning or Failure depending upon seriousness of situation.
4. Termination from Nursing Program.

Please refer to the Student Handbook for information regarding due process and student's rights related to conduct violations and disciplinary sanctions.

Advisement:

The nursing faculty members serve as advisors to pre-nursing students as well as those currently enrolled in the program. Each student is assigned a faculty advisor. Each faculty member has scheduled office hours for academic counseling. Students may also request appointments for other times. Each student is responsible for seeing a nursing advisor to complete an advisement worksheet/plan and stay informed of the requirements for progression and graduation.

Appeals and Grievances:

For information on student rights and procedures related to appeals, grievances or complaints please refer to the Wesleyan College policies listed in the current *Wesleyan College Catalogue*.

Communications:

All students are required to maintain current and accessible phone numbers, mailing addresses, and college e-mail addresses and to notify the Nursing Program office of any changes. *Wesleyan college email is the only email used for communication.* Students are expected to check their Wesleyan email daily.

Patient Privacy:

The Wesleyan College Nursing students will interact with clients in various healthcare facilities. Wesleyan College is committed to insuring the privacy and confidentiality of all

clients in these facilities. In accordance with The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules and THE PRIVACY ACT OF 1974, all client interaction is considered private and confidential. Some actions are *strictly prohibited* and constitute violation of Federal Law and a breach of professional, ethical conduct:

DO NOT:
1.   Copy or remove client specific information from a healthcare setting,
2.   Record client interaction through the use of audio, video, or still photography
3.   Discuss client information outside the clinical setting
4.   Discuss client information with people in a clinical setting not involved in the care.
Any student found to have violated patient confidentiality as described by HIPAA or The Privacy Act of 1974 will be dismissed from the nursing program. For more information:
http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html
http://www.it.ojp.gov/default.aspx?area=privacy&page=1279#contentTop

Performance Improvement Plan:

A student who does not consistently meet nursing policies, performance standards, and/or does not consistently follow program guidelines at any time during the nursing program will receive a Performance Improvement Plan (PIP). The purpose of the PIP is to inform the student that she is not meeting nursing policies, performance standards and/or program guidelines and to devise strategies for success in meeting the expected performance guideline. The performance improvement plan is utilized when the infraction is nursing specific and is not covered by the current disciplinary policies within the Wesleyan College Student Handbook.

Level I PIP is the first documentation of a student behavior that fails to meet nursing policies, expectations or performance standards; it consists of a summary of the concern with prescriptive measures necessary for meeting the nursing policies, expectations or performance standards. In essence, a Level I PIP is a verbal warning maintained in the student's nursing file.

Level II PIP is the second documentation of a student behavior that fails to meet nursing policies, expectations or performance standards. Failure to maintain a level II PIP improvement contract can lead to program dismissal.
• PIP will be determined by an agreement of the Nursing Faculty and any involved part-time clinical instructors.
• The clinical instructor/faculty will inform the student that her performance is not satisfactory and that she is to meet with the involved instructor(s) to discuss the PIP.
• The meeting time and date will be scheduled as soon as possible.
• The instructor/faculty will inform the student of the unsatisfactory behavior(s) the instructor observed, reported and/or the corresponding clinical outcome(s), nursing policy, expectation or performance standard not being met.
• The instructor/faculty may work with the student to write a plan to correct unsatisfactory behaviors and meet expected outcome. Specific dates, times, and/or performance standards must be listed.
• At the end of the conference, the instructors and student will review and sign the written PIP.

- The student will receive a copy of the PIP at the time of the meeting and a copy will be placed in the student's file.
- If the unsatisfactory behavior recurs in the same or subsequent semesters, the student will be placed on a level II PIP.

If a student does not satisfactorily complete all learning outcomes and/or activities of the PIP within the designated time frame(s), the student may fail the course resulting in a grade of "F" for the class. A student who fails clinical may not continue to attend clinical.

Social Networking:

See **Appendix C** for the full social media policy.

Student Organization:

All nursing students belong to the Wesleyan College Student Nursing Association (WCSNA). Students are encouraged but not required to join the joint state and federal chapters of the Student Nursing Association. More information can be provided by a current WCSNA board member. The student nursing association maintains its own bylaws.

Students Participation on Faculty Committees:

Representatives of the Wesleyan College Student Nursing Association Nursing board members represent students in the Nursing Division meetings. Students are invited to attend these meetings to participate in selected portions of the agenda (in order to preserve student privacy). Student representatives may observe and participate by offering the student perspective, by giving feedback during deliberations, and by conveying information to the nursing student body. Student representatives hold a non-voting seat.

Technology:

The nursing program uses an electronic platform for instruction, including some books, assignments, and testing. Each student must have a reliable laptop computer capable of running the required software. Listed below is the required minimum operating systems.

Windows:	Mac:
Windows 10: 64-bit operating system: --Version: 20H2, 21H1, or 21H2 for Windows 10, Windows 11: 64-bit operating system: --Version 21H2 --Alternate versions of Windows Operating System are not supported (RT or S)	Mac OS X 10.15 or later --Server version is not supported --Administrator-level account permissions are needed
Non-ARM based processor	Processor: i5 or M1 (minimum)
8 GB+ available RAM	8 GB+ available RAM

Hard Drive: At least 4 GB of available storage	Hard Drive: At least 4 GB of available storage
Minimum resolution: 1920x1200+ 1280x78 (if not using LWW V-Sim 2 GB VRAM for GPU	Minimum resolution: 1920x1200+ 1280x78 (if not using LWW V-Sim 2 GB VRAM for GPU
Wi-Fi 5 (AC) or newer	Wi-Fi 5 (AC) or newer
Google Chrome: Most Current Version	Google Chrome: Most Current Version Safari: Version 14 or 15
Chromebooks are not allowed.	Chromebooks are not allowed.

ATI Skills 3.0 **Device Requirements**
iOS 13.4+ Use Safari Browser 4 GM RAM+ One of the following: iPad Air 4, iPad Mini 4 or later, iPad Pro, iPad 6th Generation or later

Video Recording:

Students may be video-recorded as part of classroom or clinical instruction or during other Wesleyan College activities for educational or promotional purposes if permission is granted by faculty. Audio taping and/ or distribution of class activities are allowed at the discretion of the instructor.

Georgia Board of Nursing Information

Unlicensed students, in conjunction with faculty members and /or preceptors, are exempt from licensure during the practice of nursing that is an integral part of a curriculum in a nursing education program. Students, who are not otherwise licensed or certified, shall be employed only as unlicensed nursing personnel. They shall not represent themselves as nursing students nor assume responsibilities within the scope of practice of a registered nurse. Graduates, who are not otherwise licensed or certified, shall be employed only as unlicensed personnel prior to licensure. They shall not assume responsibilities within the scope of practice of a registered nurse. (GBON Rule 410-8-.08)

Application for licensure and taking the National Council Licensure Examination for Registered Nurses (NCLEX-RN) will be discussed during the last semester of the program. There are fees required for the NCLEX exam for state licensure. Fees vary annually.

The application for licensure contains a question regarding any arrest or conviction which must be answered honestly. Court documents will need to be obtained and sent with an explanation to the Board with the application. Permission to take the exam and/or be licensed in Georgia rests with the Georgia Board of Nursing.

The Georgia Board of Nursing requires criminal background checks for licensure and has the authority to refuse to grant a license to an applicant upon a finding by the board that the applicant has been convicted of any felony, crime involving moral turpitude, or crime violating a federal or state law relating to controlled substances or dangerous drugs in the courts of this state, any other state, territory, or country or in the courts of the United States, including, but not limited to a pleas of *nolo contendere* entered to the charge; or any licensing board or agency in Georgia or any other state denied the applicant's license application, renewal or reinstatement; or revoked, suspended, restricted, or prohibited the applicant's license, or requested or accepted surrender of the applicant's license, or reprimanded, fined or disciplined the applicant. If you have questions you may review these policies on the State of Georgia web site.

References

Adopted from SREB Council on Collegiate Education for Nursing,
http://www.sreb.org/publication/americans-disabilities-act.

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    for Professional Nursing Practice*; Washington, DC.

American Nurses Association (2015) *Code of Ethics for Nurses with Interpretive Statements*,
 Washington, D.C.: American Nurses Publishing.

Armstrong, P. (n.d.) Bloom's Taxonomy. Vanderbilt University: Center for Teaching. Retrieved
    from: https://cft.vanderbilt.edu/guides-sub-pages/blooms-taxonomy/. Retrieved on
    August 2, 2016.

Appendix A

Policy T-1	Effective 8/14 Reviewed 8/17, 6/22	Approval: Nursing Faculty

Subject: Testing Policy

Scope: All Wesleyan College Division of Nursing Students and Faculty

Purpose

This policy applies to Division of Nursing students and faculty who engage in any testing related activity. Wesleyan College Division of Nursing places emphasis on the Wesleyan College Honor Code. The Honor Code is the foundation upon which life in the Wesleyan College community is built. It is based upon the idea that individual freedom is a right founded upon responsibility. A student is expected to tell the truth, respect others and their property, and maintain academic integrity and honesty in all areas of College life. In Nursing, it is an individual responsible to maintain accountability for individual actions. When faced with decisions regarding testing and test security, maintaining the highest level of integrity is expected from both nursing faculty and students.

General Information

The words test, student assessment, quiz or examination are synonyms and may be used interchangeable by nursing faculty.

Nursing examinations increase in difficulty based on Bloom's cognitive levels. The increasing difficulty of items is designed to prepare the student to safely practice as a Registered Nurse upon successful completion of the national licensure examination (NCLEX-RN) upon graduation.

Explanation of Cognitive Levels:

Remembering (Knowledge): Can the student recall or remember the information?
Understanding (Comprehension): Can the student explain ideas or concepts?
Applying (Application): Can the student use the information in a new way?
Analyzing (Analyzing): Can the student distinguish between the different parts?
Evaluating (Synthesis): Can the student justify a stand or decision?
Creating (Evaluating): Can the students create new product or point of view?

Armstrong, P. (n.d.) Bloom's Taxonomy. Vanderbilt University: Center for Teaching. Retrieved from: https://cft.vanderbilt.edu/guides-sub-pages/blooms-taxonomy/. Retrieved on August 2, 2016.

Scale of Measure:

All tests are measured using the nursing grading scale listed below:

A = 90 - 100
B = 80 - 89
C = 75* -79
D = 66 - 74
F = 65 & below

* NOTE: The lowest passing grade in the Nursing (NUR) Major is a grade of **"C"** (75%) or higher. There is no rounding of NUR grades.

Policy

Procedure/Considerations

Emergencies:
- Students are required to attend all exams as scheduled unless a documented family or medical **emergency** arises.
- Student must contact the faculty prior to the start of the exam if an emergency occurs.

Make-Up exams:
- Make-up exams may be administered at the discretion of the faculty and may be structured different from the original examination.
- Make up exams are given within three (3) business days of the original exam date unless the student is incapacitated, and only after the student has provided appropriate proof of said emergency.
- Repeating of exams is not permitted in the nursing program.

Prohibited Items:
- The following items are prohibited and may not be used during a test:
  - a. Mobile phones
  - b. Cameras
  - c. Audio recording devices
  - d. Smart watches or any wearable device capable of receiving messages
- Mobile phones, cameras, and video/audio recording devices are prohibited during a test and must be powered OFF. If you keep your phone inside your personal belongings and it makes a sound or vibrates during testing that causes a distraction to others, faculty may make a verbal announcement in the testing room for the owner to claim responsibility for their device and to silence them to prevent further distractions. Use of any prohibited items will result in confiscation of both the test and items used.

- Hats, sunglasses, food or beverages of any kind, personal items of any kind, may not be in the immediate testing environment.
- Only head coverings of religious nature will be allowed in testing setting.
- Calculators, language translators, textbooks, notes, and/or crib sheets are considered restricted items and may only be used with instructor permission. To ensure test security and the integrity of the exam being administered, faculty or assigned proctors have the authority to inspect any restricted items before allowing its use during a test. Restricted items may also be inspected at other times when necessary.

Testing behaviors:

- Communication with other students is prohibited: Communicating with or collaborating with other students before, during, or after a test is a violation of academic integrity.
- Any attempt to share or receive test content before during or after testing will be treated as a grievous breach of the Honor Code.
- Disruptive personal noise may be addressed by faculty.
- It is the students' responsibility to keep track of their own time limits unless the instructor specifies otherwise. Faculty are not required but may "provide 5 or 10-minute warnings"
- Testing accommodations can only be provided as requested by the Office of Disability Services.

Test day procedures for students to take tests:

- Student **MUST** be prepared to begin exam at scheduled time, including classroom and computer preparation.
- Students who are late for an exam (regardless of the reason) will not be permitted to test at the scheduled exam time.
- Unless extenuating circumstances will automatically receive a 10-point deduction from their overall exam grade.
- Students must download the exam on the device in which they intend to use by the Instructors designated time and date.
- Students should position themselves as instructed by faculty to ensure the best possible test security.
- Students are required to comply with instructions and requests before during and after the examination.
- Please use the restroom before or after your test. If it is necessary to use the restroom during a test, the student must obtain faculty/proctor approval before leaving their seat. Please note that frequent restroom breaks may be considered a test irregularity. If any student leaves their seat to go to the restroom without proctor approval, the test will be removed.

Test Reviews:

Examinations will be reviewed at the instructor's discretion. Students who wish to discuss a question must see the faculty responsible for the course within 1 business day after the examination grade is posted or after test review is conducted. Student can complete a test

question inquiry form when you believe a test question has a correct answer that is different from the instructor's keyed correct answer. Provide a rationale with documentation from a course textbook or other nursing program resource. Identify the textbook with a page number, or provide the citation of alternate resources, where you found the rationale. When complete, submit the form to the course instructor within 1 business day of the end of the exam review. The instructor will respond to you within three business days.

Dosage Calculation Exam:

Successful completion of a Dosage calculation exam is required to assure safety of medication administration in the clinical setting. Students are required to pass a clinical dosage calculation test with a score of 90 or higher in all courses in which the exam is administered. This exam will count 10% of course grade in all courses in which the exam is given. Failure to score 90 or higher on a clinical dosage calculation test will prevent the student from administering medications in the clinical setting. All attempts of the exam will be averaged. Students are strongly encouraged to review their first exam attempt under faculty supervision. If the student is unsuccessful on the first attempt or misses the first attempt due to non-emergent reasons, the student will be required to complete a self- directed remediation process. If the student is unsuccessful on, or does not take the second attempt, a clinical failure will result.

Standardize Testing:

ATI, Assessment Technologies Institute, Inc. is the standardize testing product used by the Wesleyan College Nursing Department. The Content Mastery Series (CMS) is a group of proctored and online practice assessments and review guidance. The Content Mastery Series Assessments provide essential data regarding a student's mastery of concepts in relation to specific nursing content areas, including a series of Targeted Medical Surgical tests that address individual body systems to provide formative evaluation of content prior to the final medical surgical course. Content-specific assessments provide proficiency levels that measure a student's level of knowledge acquisition. NCLEX® readiness is measured with the RN Comprehensive Predictor® . A practice version called the Comprehensive Assessment helps students prepare for the Comprehensive Predictor.

Additional Nursing Graduation Testing Requirement:

As part of the graduation requirement, the nursing student is required to pass an Exit Exam in NUR 415. Details on this exam and minimum passing scores can be found in the NUR 415 syllabus. The required Georgia Board of Nursing paperwork will not be submitted by the School of Nursing until successful score is achieved on this exam, even if it is after the semester term.

Consequences:

Failure to follow the guidelines outlined in this policy may result in a grade of zero on the test in question, referral to Wesleyan Honor Council or dismissal from the program without the option to reapply.

Appendix B

Policy A-1	Effective 8/14 Reviewed: 8/16, 5/22	Approval: Nursing Faculty

Subject: Attendance

Scope: All Wesleyan College Division of Nursing Students and Faculty

Purpose

Class attendance is important for successful achievement in college. Attendance is strongly encouraged for all nursing classes. It is critical that students recognize that class content and structure are important in the mastery of knowledge and skills in the professional role of nursing. This policy outlines expected attendance behaviors within the Division of Nursing. Students are expected to attend all scheduled classes in courses offered within the Division of Nursing. Students are expected to attend all planned clinical, laboratory, and practicum experiences and to satisfactorily achieve the identified clinical behaviors.

Policy

Classroom:
- Attendance is documented during each class meeting.
- A student is expected to make up work missed. In situations where the academic experience cannot be repeated, an equivalent educational experience cannot be offered, or make-up work is not practical, the issue of class attendance may be resolved through a cooperative effort of the activity sponsor, the student and the instructor.
- Refer to the Testing Policy for absences during testing periods.

Clinical/ laboratory:
- Clinical/ laboratory experiences are mandatory. If an absence is unavoidable:
  - 1. Contact the assigned clinical faculty at least 1 hour prior to the beginning of the shift.
- Students are required to attend all exams as scheduled unless a documented family or medical emergency arises.
- Failure to properly notify faculty according to guidelines will be reflected in the student's clinical evaluation and may result in the student not meeting the clinical learning objectives, and thus clinical failure for the course.
- Clinical / laboratory make-up experiences may not be possible. Failure to complete all clinical / laboratory hours during the semester will result in a clinical failure or incomplete in course. See college catalogue for incomplete grades.

- Students are required to be in the clinical facilities and ready to work at the assigned time. A student who is more than 5 minutes late may be considered absent and excluded from the day's experience.
- It shall be the responsibility of the primary faculty and/or Program Director, in consultation with the clinical preceptor/agency, to determine the make-up experience, based upon the number of hours missed and the student's progress toward meeting the clinical behaviors. Make-up clinical/practicum experience will be scheduled at the convenience of the clinical preceptor/agency and is NOT guaranteed.
- Individual faculty members maintain the autonomy to mark students absent for late arrivals or early departures as outlined in individual course syllabi.

Consequences

- Failure to complete clinical hours may result in a clinical failure resulting in failure of the course.
- Failure to notify faculty as outlined in this policy may result in forfeiture of the student's right to make up work and/ or clinical time.

Appendix C

Policy S-1	Effective 8/14 Reviewed: 8/16, 8/21	Approval: Nursing Faculty

Subject: Social Media Use

Scope: All Wesleyan College Division of Nursing Students and Faculty

Purpose

Wesleyan College Division of Nursing follows the Wesleyan College social media policy. In addition to this policy:

- Do not use Wesleyan College Division of Nursing marks, such as logos and graphics, on personal social media sites. Do not use Wesleyan College Division of Nursing name to promote a product, cause, or political party or candidate.
- Do not take or post pictures with any identifiable symbols of a clinical facility including the facility/ hospital badge.
- Be aware of your association with Wesleyan College Division of Nursing in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on Wesleyan College Division of Nursing behalf, unless you are authorized to do so in writing.
- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

TO ALL STUDENTS:

Please read your handbook.
Any questions may be directed to the Nursing Division Chair or any member of the nursing faculty.

Signing this sheet indicates that you have read, understand, and agree to comply with the Fall 2022 Nursing Program Student Handbook, Wesleyan College Student Handbook, and Wesleyan College Catalogue.

Please sign the following page and give it to your professor.

Student Name (Print) _____

Signature_____

Date_____

Witness Name (Print)_____

Signature_____

Date_____