



**Online RN-to-BSN
STUDENT HANDBOOK**

2021-2022

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WELCOME FROM THE DEAN



I am pleased to welcome you as a nursing major in the School of Nursing at Washburn University. The School of Nursing is committed to providing you with the highest quality nursing education. The faculty, staff, and administration are here to assist you in every way possible. We all have an investment in your learning, and we want you to have a pleasant experience as a nursing student.

This student handbook has been prepared for you by the School of Nursing faculty, staff and administration as an information guide and resource manual. The handbook is designed to supplement, not replace, the Washburn University Catalog and the Washburn University Student Handbook. Consequently, all policies and regulations stated in those documents are to be observed in addition to those provided in the following pages.

The growing complexity of today's health care system and the challenges of tomorrow require well-educated nurses who are technically competent and caring individuals. Our graduates are able to reason critically and coordinate the care of individuals within diverse communities.

Washburn University baccalaureate nurse graduates are making significant contributions in the delivery of health care to the people of Kansas and many other communities of the nation and world. Soon you will be one of our treasured alumni. Until that time, we want you to take advantage of the many opportunities for learning and personal enrichment that await you as a nursing student. We look forward to sharing many experiences with you.

Sincerely,
Dr. Jane Carpenter, PhD, RN

WELCOME FROM THE PROGRAM DIRECTOR



Welcome to the Bachelor of Science in Nursing Program for Registered Nurses!

Congratulations on your decision to continue your education and thank you for choosing Washburn University School of Nursing. It is an exciting time in the nursing profession! We recognize that you are very busy, trying to balance multiple demands on your energy and time, and we respect the knowledge and experience that you bring as Registered Nurses to your educational experience. The faculty and I are committed to an education that is relevant, rigorous, and learner-friendly. Please let us know how we might further help you as you progress through your academic program.

Wishing you a wonderful Washburn experience,

Dr. Jeanne Catanzaro, EdD, MSN, RN

CHAPTER I
SCHOOL OF NURSING INFORMATION
ONLINE RN TO BSN PROGRAM

MISSION STATEMENT

To transform the professional nursing workforce to improve health, enhance the experience of care, and maximize the value of health services to a diverse population.

STATEMENT OF PHILOSOPHY

The nursing faculty believe each human being is a unitary, living open system and is continually engaged in a mutual dynamic process with the environment. Individuals are unique, have inherent worth, and strive to maintain system integrity while progressing through the life process from conception through death. Individuals, families, and communities are open systems engaged in mutual dynamic process with the environment.

Nursing is a health profession which is concerned with promoting the quality of life in individuals, families, and communities. The deliberative and creative use of knowledge for the betterment of human beings is expressed in the science and art of nursing. The nurse, at all levels of preparation, is responsible for assisting the client in recognizing and coping with health needs throughout the life process. Through application of the nursing process, the nurse functions as a provider of care, a designer/ coordinator/manager of care, and as a member of the profession.

Nursing is a practice profession that values clinical expertise and the application of scientific knowledge. Professional education in nursing begins at the baccalaureate level. The purpose of professional nursing education is to provide the knowledge, skills, and attitudes necessary for the student to become a professional nurse and to have the foundation for graduate education. General education in the humanities and in the natural and social sciences provides a broad foundation for understanding and augmenting nursing theory and facilitates the development and integration of the nursing student as a professional person.

The student who attains a graduate degree in nursing becomes a specialized practice expert who demonstrates expanded accountability and responsibility for the care of patients, populations, and systems. In addition to the direct practice role, the graduate also demonstrates expertise in the following competencies:

- Scientific underpinnings for practice,
- Organizational and systems leadership for quality improvement and systems thinking,

- Clinical scholarship and analytical methods for evidence-based practice,
- Information systems/technology for the improvement and transformation of health care,
- Health care policy for advocacy in health care,
- Interpersonal collaboration for improving patient and population health outcomes,
- Prevention of disease and promotion of population health, and
- Advancing nursing practice.

Learning is a complex, mutual process of growth and development identified by changes in the behavior of the learner. Each student is unique in life experiences, motivation for learning, and scholastic aptitude. The educational process is designed to provide opportunities for students to meet individual learning needs. The role of the nurse educator is to facilitate the learning process. Students are responsible for learning.

The philosophy and purposes of the School of Nursing are consistent with the mission of Washburn University. The School of Nursing is a major academic unit within the University and is responsible for determining its own professional curriculum and instruction. The richness of resources within the university and community provide opportunities for faculty and students to make significant contributions to health care delivery in a changing, multicultural society.

END-OF-PROGRAM OUTCOMES FOR THE BACCALAUREATE NURSING PROGRAM

At the completion of the nursing program, the new graduate:

1. Applies principles of leadership to deliver quality patient care in complex systems.
2. Integrates evidence, clinical judgment, interprofessional perspectives, and patient preferences in the planning, implementation, and evaluation of patient care.
3. Demonstrates skill in using patient care technologies, information systems, and communication devices to support quality nursing practice.
4. Practices strategies to change local and global health policy by influencing sociocultural, economic, legal, and political systems.
5. Integrates interprofessional communication patterns into nursing practice.
6. Participates with community partners in clinical prevention and population-focused interventions that are timely, effective, safe, efficient, equitable, and patient-centered.
7. Incorporates professional values in formulation of ethical comportment and personal accountability for nursing practice.
8. Integrates knowledge, skills, and attitudes necessary for baccalaureate generalist nursing practice.

Revised spring 2013

SCHOOL OF NURSING ACCREDITATION

The Baccalaureate Degree in Nursing, Master's Degree in Nursing, Doctor of Nursing Practice Degree, and post-graduate PMHNP Certificate at Washburn University are accredited by the Commission on Collegiate Nursing Education (CCNE), One DuPont Circle, NW, Suite 530, Washington, DC 20036; 202-887-6791.

All graduate APRN Programs are approved by the Kansas State Board of Nursing.

The DNP program was accredited by the Higher Learning Commission in the fall of 2012.

DEGREE REQUIREMENTS

Courses include general education and prerequisites to the nursing major. A strong foundation in liberal arts and sciences is required with a minimum of 120 credit hours as established by the Kansas State Board of Regents. In meeting these requirements, the student must complete the following:

- I. General Education Requirements
 - A. Humanities Courses: 9 credit hours required in 2 subject areas.
Three (3) hours are required in Music, Art, or Theatre.
 1. English
 2. Philosophy
 3. Religion
 4. Mass Media
 5. Modern Foreign Language
 6. Communication
 7. Music
 8. Art
 9. Theatre
 - B. Social Science Courses:
 1. General Psychology 3 hours
 2. Social Science Electives 6 hours
 - C. Natural Science and Mathematics Courses
 1. Biology/Lab 4 or 5 hours
Waived with a course in Microbiology with a grade of C or better.
 2. Anatomy/Lab 4 hours
 3. Physiology/Lab 4 hours
 4. Chemistry/Lab 4 or 5 hours
 5. Microbiology/Lab 4 hours
 6. Statistics 3 hours

- II. University Requirements for all bachelor's degrees: **9** credit hours
- A. English Composition:
1. EN101 Freshman Composition **3** hours
 2. EN300 Advanced College Writing **3** hours
- B. Algebra MA112 Essential Mathematics or
MA116 College Algebra **3** hours
Waived with a course in Statistics with a grade of C or better.
- III. Unrestricted Electives: **2-6** credit hours
- IV. Nursing Major: **30** credit hours

RN to BSN NURSING MAJOR COURSES

NU103: Power Up: Success for Online Learners	1 hour
IL170: Library Research Strategies- Health	1 hour
NU300: Advanced College Writing for Nurses	3 hours
NU301: Applied Pharmacology for RNs	2 hours
NU317: Applied Health Assessment for RNs I.	2 hours
NU319: Applied Health Assessment for RNs II.	2 hours
NU321: Professional Transformation	1 hour
NU323: Applied Pathophysiology for RNs I.	2 hours
NU327: Applied Pathophysiology for RNs II.	2 hours
NU329: Introduction to Nursing Informatics	2 hours
NU341: Evidence-Based Nursing	2 hours
NU451: Leadership, Management, & Health Policy	2 hours
NU463: Quality & Safety in Healthcare	2 hours
NU467: Clinical Prevention & Population Health	3 hours
NU495: Leadership Capstone Seminar	<u>3 hours</u>
	30 hours

This program is offered part-time to applicants with an unencumbered, active licensure in the state of residence. Designed to complete in 18 months; however, must be completed in a maximum of 4-years.

Approved March 30, 2014
 Revised August 30, 2016
 Revised January 5, 2018
 Revised June 1, 2021

CHAPTER II
SCHOOL OF NURSING POLICIES
EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

Washburn University is committed to a policy of equal educational and employment opportunity without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, or sexual orientation/gender identity. Each unit within the university is charged with conducting its practices in conformity with these principles.

Equal educational opportunity includes, but is not limited to admissions, recruitment, extracurricular programs and activities, counseling and testing, financial aid, health services and employment.

Responsibility for monitoring and implementation of this policy is delegated to the Equal Opportunity Director; however, all employees will share in specific activities necessary to achieve these goals.

The phone number for the Equal Opportunity Director is 785-670-1509.

SEXUAL HARASSMENT AND HARASSMENT POLICY

All persons must be allowed to pursue their activities at the University free from sexual harassment, unwelcome sexual advances, and sexual violence. Such conduct will not be tolerated. Responsibility for maintaining a harassment free campus environment rests with all employees and students, and others while on the University campus or involved in University-sponsored activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment;
- such conduct emphasizes the sexuality of an individual in a manner which prevents or impairs that individual's full enjoyment of work and/or educational benefits, environment, or opportunities; or,
- such conduct is in the form of sexual violence.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- the conduct has the purpose or effect of interfering with the individual's work or academic performance, or of creating an intimidating, hostile, or offensive working or educational environment;
- imposed by an employee or agent of the University and denies, limits, conditions, or provides different aid, benefits, services or treatment; or,
- imposed by a third party upon an employee or student who is engaged in University-related activity.

Sexual Violence is defined as physical sexual acts perpetrated against an individual's will or where the individual is incapable of giving consent due to the victim's use of drugs or alcohol or an intellectual or other disability. Examples include but are not limited to rape, sexual assault, sexual battery, or sexual coercion.

Harassment is defined to have occurred when, on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information or marital or parental status, a hostile or intimidating environment is created in which verbal or physical conduct, because of its severity and or persistence, is likely to interfere significantly with an individual's work or education or affect adversely an individual's living conditions.

Complaints of sexual harassment or harassment (as defined above) are to be made to the Equal Opportunity Director. Phone: 785-670-1509. Complaints must be filed within 180 days of the latest alleged incident.

HIPAA REQUIREMENTS

Students will receive HIPAA (Health Insurance Portability and Accountability Act) training prior to attending clinical. This training and testing is mandatory for all nursing students. Patient information is confidential and must be protected. Students are allowed to have access only to information that is appropriate to their participation in patient care.

The following information **MAY NOT** be present in any of our care plans, clinical logs/journals, any other paperwork, it is considered identifiable under the HIPAA law. Information should not indicate the facility in which care was delivered. (i.e.: a 41-year-old female on 5E at St. Francis)

Names (this includes initials). You MAY use Patient A. B. C... or 1., 2.

All geographic subdivisions smaller than a State. This would include Topeka, Shawnee County, Landon Middle school... etc.

All elements of dates (except year). This one is vital – NO reference to date. We can use week 1, week 2, clinical 1, clinical 2, or in 24 hours, etc. No date(s) should be recorded on any document that goes home with the student.

Medical Record numbers

The following are also considered identifiable and should not be copied:

- Telephone numbers
 - Fax numbers
 - Email addresses
 - Social Security numbers
 - Health plan beneficiary numbers
 - Account numbers
 - Certificate/license numbers
 - Vehicle identifiers and serial numbers
 - Device identifiers and serial numbers
 - URLs and IP address numbers
 - Biometric identifiers
 - Full face photographic images
 - Any other unique identifying number, characteristic or code
- Students are directed to faculty with questions about HIPAA guidelines.
Students **MAY NOT** print out or photocopy any parts of the chart to remove from the facility. Taking home portions of a chart is considered a HIPAA violation.
- Audiovisual:** Videotaping, audiotaping, or other types of recording are not allowed in clinical courses, or pre/post clinical, or where patient information is shared.

CODE OF PROFESSIONAL CONDUCT

The professional nurse is responsible for maintaining and promoting health, caring for people in acute and chronic illness, alleviating suffering whenever possible and providing supportive and restorative measures for individuals and families to realize their maximum health potential. Inherent in nursing is respect for life and the dignity and rights of all persons. Nursing practice is unrestricted by considerations of race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, sexual orientation, political affiliation or social status.

These fundamental beliefs are inherent in the profession of nursing. The development of a code of ethics is an essential characteristic of a profession and provides one means for the exercise of professional self-regulation. The conduct of nursing students is part of the evaluation process in nursing education.

This code of professional conduct for nursing students specifies what is meant by appropriate professional conduct and will be used as a means to better prepare graduates to enter the profession of nursing. The following list of behaviors will be incorporated into each nursing course and will be a part of every clinical evaluation.

Professional conduct for nursing students includes, but is not limited to, the following:

1. Students will dress professionally when required by course regulation or circumstance. Clothing should be clean and free of odors; no blue jeans, overalls, sweats, torn clothing, or other inappropriate attire. Body and breath should be clean and free of odors and long hair pulled back.
2. Students in the practicum or field related setting are representing Washburn University School of Nursing as well as the profession of nursing. They will always present themselves in appropriate professional clothes with a name tag clearly visible.
3. Students will demonstrate physically and psychologically stable behavior so that clients can be the focus of care.
4. Students will communicate with clients, agency personnel, other students and the faculty in a manner that is respectful, receptive to feedback and promotes open communication.
5. Students will provide care that is client-centered and shows respect for human dignity and the uniqueness of the client, free from all bias and discrimination, and without consideration for personal attributes or the nature of health problems.
6. Students will maintain confidentiality of the client at all times.
7. Students, when acting in a professional capacity, will at all times maintain standards of profession conduct.
8. Students will always place client care and safety as the primary concern in any clinical situation.
9. Students who are unable to attend a scheduled class, clinical or client meeting are responsible for contacting appropriate persons in a timely manner and arranging makeup as required.

References

American Nurses Association (2015). Code for nurses with interpretive statements.
International Council of Nurses (2012). Code for nurses: Ethical concepts applied to nursing.
Washburn University, School of Nursing (2002). Student academic integrity policy.

Approved - 6/7/96 reviewed July 2007 and July 2013

ANA CODE OF ETHICS FOR NURSES WITH INTERPRETIVE STATEMENTS

As stated in the preface of *Code of Ethics for Nurses with Interpretive Statements (2015)*

The *Code of Ethics for Nurses with Interpretive Statements* (the Code) establishes the ethical standard for the profession and provides a guide for nurses to use in ethical analysis and decision-making. The Code is nonnegotiable in any setting. It may be revised or amended only by formal processes established by the American Nurses Association (ANA). The Code arises from the long, distinguished, and enduring moral tradition of modern nursing in the United States. It is foundational to nursing theory, practice, and praxis in its expression of the values, virtues, and obligations that shape, guide, and inform nursing as a profession.

Nursing encompasses the protection, promotion, and restoration of health and well-being; the prevention of illness and injury; and the alleviation of suffering, in the care of individuals, families, groups, communities, and populations. All of this is reflected, in part, in nursing's persisting commitment both to the welfare of the sick, injured, and vulnerable in society, and to social justice.

Nurses act to change those aspects of social structures that detract from health and well-being. Individuals who become nurses, as well as the professional organizations that represent them, are expected not only to adhere to the values, moral norms, and ideals of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics makes explicit the primary obligations, values, and ideals of the profession. In fact, it informs every aspect of the nurse's life.

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 optimum 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 environments 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 professional 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.

American Nurses Association. (2015). *Code of ethics for nurse with interpretive statements*, Silver Spring, MD; author

WASHBURN UNIVERSITY STUDENT CONDUCT CODE

Washburn University strives to provide an environment in which students may pursue their educational interests. Students are expected to conduct themselves in a manner which promotes learning and preserves academic freedom for all.

Students are subject to the imposition of sanctions for engaging in prohibited conduct or behaviors independent of any other status they might have with the University. Conduct standards are set forth in writing to give Washburn students general notice of prohibited behavior

The Student Conduct Code may be accessed at the following website:

http://www.washburn.edu/current-students/services/Student_Conduct_Code.pdf

The full text is published in *Washburn University Student Planner & Handbook*.

STUDENT ACADEMIC INTEGRITY POLICY

Academic integrity is essential for maintaining a standard of professional behavior expected of all students enrolled in the School of Nursing. Becoming a member of the School of Nursing obligates implicit and explicit adherence to academic integrity.

Academic integrity implies honesty in all aspects of the educational process and is essential for promotion of an optimum learning environment, and for the development of personal and professional responsibility and accountability in nursing students.

Students in the School of Nursing are expected to conduct themselves in a professional manner according to the ANA Code for Nurses (see Student Handbook) and to adhere to all School of Nursing and University policies in any endeavor associated with School of Nursing activities either on or off campus.

Dishonesty, disruption of learning experiences, or any other form of academic impropriety or misconduct will not be tolerated.

A partial list of proscribed behaviors pertaining to academic misconduct in the School of Nursing is included below. See also the Washburn University Student Conduct Code (Washburn University Student Planner Handbook) and the Washburn University Academic Impropriety Policy available online at <http://www.washburn.edu/faculty-staff/faculty-resources/faculty-handbook/faculty-handbook-section-7.html#VIII>

Academic Improprieties

An academic impropriety is any student action that undermines, or could reasonably be interpreted as undermining, the presumption that the academic work being produced or submitted by a student is his or her own, or that undermines, or could reasonably be interpreted as undermining, the presumption that the student is not enjoying, or has not enjoyed, an unfair advantage over other students in the production of the work in question. Thus, an academic impropriety is any action by a student that either actually undermines, or could reasonably be interpreted as undermining, the validity of the basic presumption. All academic improprieties are forbidden.

Academic improprieties may or may not involve dishonesty. Accordingly, the claim or determination that a student has engaged in academically improper behavior does not always require the claim or determination that the student acted dishonestly.

There are two kinds of academic improprieties: Academic irregularities and academic dishonesties. Each is defined below.

All academic improprieties, whether irregularities or dishonesties, require appropriate academic action by the faculty member in whose course the impropriety takes place. Academic action is defined below. Academic dishonesties require, in addition, appropriate disciplinary action by the Dean of Students.

Academic Irregularities

An academic irregularity is any form of academic impropriety whose commission by a student does not by itself imply any dishonest motive or intent on the part of the student

and which either is expressly described in this document or is both described and prohibited by the course instructor in a syllabus or other announcement.

Although academically irregular behavior does not necessarily involve dishonesty on the part of the student, it does not preclude it either. Thus, an instance of academic irregularity may subsequently be determined to be also in instance of academic dishonesty.

The following actions, unless specifically authorized by the course's instructor are academic irregularities:

- a. During an examination, test, or quiz:
 - (i) Failure or refusal to follow the instructor's instructions concerning seating arrangements or rearrangements during the examination, test, or quiz period.
 - (ii) Failure or refusal to follow the instructor's instructions concerning the distribution of the examination, test, or quiz period.
 - (iii) Failure or refusal to stop working on the examination, test, or quiz at the end of the examination, test, or quiz period.
 - (iv) Communicating in any way, shape, or form with any person other than the course instructor.
 - (v) Looking at or in the direction of another person's examination, test, or answer sheet.
 - (vi) Looking at or manipulating books, notebooks, papers, notes, cards, etc. that are not part of the examination, test or quiz materials.
 - (vii) Looking at or manipulating any written or symbolized material that is not part of the examination, test, or quiz materials.
 - (viii) Looking at or manipulating radios, tape or cassette players, calculators, or other devices not required or authorized for use during the examination, test or quiz.

 - b. On all external assignments for course credit (including term papers, research papers, take-home examinations or tests, exercises, independent lab work, etc.):
 - (i) Failure to turn in the assignment on the day and time it is due.
 - (ii) Failure to acknowledge the incorporation of another person's work into one's own, including the failure to properly identify as such material that is being paraphrased or quoted (plagiarism).
 - (iii) Failure to document properly all works consulted, paraphrased, or quoted (plagiarism).
 - (iv) Submitting the same work for more than one course, unless authorized to do so by the instructors of all the courses in question.
 - (v) Submitting work previously submitted by another student in an earlier semester, provided that the instructor has retained a copy of the original submission.
 - (vi) Submitting under one's name a research or term paper bought through the mail from "paper mills," provided that the instructor has a copy of the original work.
- This list of examples is not meant to be all-inclusive but is presented for guidance in defining acts of academic irregularity which, if they are found to have occurred, require academic action by the faculty in whose course they occurred.

Academic Dishonesties

An academic dishonesty is any form of academic impropriety whose commission by a student involves a dishonest motive or intent. The following actions are examples of academic dishonesty:

- a. Cheating on examinations, tests, or quizzes.
- b. Copying from another student's examination, test, or quiz.
- c. Using unauthorized materials during an examination, test, or quiz.
- d. Unauthorized collaboration with another person during an examination, test, or quiz.
- e. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of, or information about, an unreleased examination, test, or quiz.
- f. Bribing another person to obtain a copy of, or information about, an unreleased examination, test, or quiz.
- g. Bribing or allowing another person to substitute for oneself to take an examination, test, or quiz.
- h. Plagiarism, which shall mean the appropriation of another person's work, with or without that person's consent, and the unacknowledged incorporation of that work into one's own work offered for credit.
- i. Collusion, which shall mean the unauthorized collaboration with any other person in preparing work offered for credit.

This list of examples is not meant to be all-inclusive but is presented for guidance in defining acts of academic dishonesty which, if they are found to have occurred, require academic action by the faculty in whose course they occurred.

Each student in the School of Nursing is responsible for adhering to these stipulations. Violations will be dealt with according to the guidelines in the *Washburn University Student Conduct Code and Washburn University Academic Impropriety Policy*.

Students are required to sign the Student Conduct Pledge upon admission to the School of Nursing. Students who refuse to sign the School of Nursing Academic Integrity Policy Statement will not be allowed to continue in the major.

Attestations

All nursing students admitted to the program are required to sign attestations indicating they have read, understood and agreed to abide by the policies, rules, and/or expectations set forth in each attestation. The attestations address (a) academic integrity and honesty, (b) confidentiality, and (c) the student handbook. The School of Nursing reserves the right to deny any student who refuses or fails to sign any/all of these attestations, admission to the program. Furthermore, any student who fails to comply with the policies and/or rules set forth in any of these attestations may be suspended and/or dismissed from the program.

STUDENT/FACULTY CONFERENCES

A student/faculty conference may be necessary for a variety of reasons, including poor academic or clinical performance, integrity or behavioral concerns. The faculty member will schedule a conference with the student to discuss the concern and develop an action plan.

The conference should be scheduled in a timely manner so that the student is made aware of the concern and has opportunity to respond. Another faculty member will be in attendance. The Student/Faculty Conference form should be completed and signed. Following the conference, a copy of the form will be forwarded to the Undergraduate Admission Progression Retention (UAPR) Committee chair and the original placed in the student file in the School of Nursing. The faculty requesting the conference will make additional comments on the form following the resolution of the issue and notify the UAPR Chairperson.

APC 05/12/06

REVIEW AND MAINTENANCE OF RECORDS OF STUDENT SATISFACTION AND FORMAL COMPLAINTS

Student input is essential to ongoing program improvement. The policy of the School of Nursing is to review and maintain records of students' satisfaction and formal complaints other than complaints associated with a grade appeal. University procedures for grade appeal are outlined in the university catalog.

STUDENT SATISFACTION:

Student satisfaction is assessed both through formal faculty and course evaluation. Formal evaluation of teaching effectiveness by students are conducted prior to the conclusion of a course. Raw data from the evaluation forms are compiled and analyzed. Data collected from these evaluations are reviewed by the Program Director, Associate Dean, and Dean as part of the annual performance appraisal of faculty. Aggregate data are reviewed for curricular changes as indicated based on student input.

STUDENT COMPLAINTS:

When a student identifies a complaint regarding a faculty member or course, the student is encouraged to discuss the issue with the faculty member to resolve the issues. If the issue is not resolved, the following steps are to be followed:

1. If the student wishes to make a formal complaint, the complaint is to be presented to the faculty member in writing with the student's signature and date.
2. A copy of the complaint is given to the program director and the associate dean and placed in the student file.
3. A meeting is to be scheduled with the student, faculty member, program director, and associate dean. Recommendations from that meeting is forwarded to the student within 5 working days of receipt of the formal complaint.
4. If resolution is not achieved, a copy of the complaint will be sent, along with the faculty member's response, for the dean's review.
5. A meeting of the student, faculty, program director, and the dean will occur for final resolution of the complaint. Following the meeting, the dean will respond within 5 working days with a written recommendation to the student, with a copy sent to the faculty. A copy of the written recommendation will be placed in the student file.

CHAPTER III ACADEMIC POLICIES

ADVISEMENT

The Program Director and the Director of Online Admissions for the RN to BSN Program are available to assist students. Students are encouraged to contact the Director of Online Admissions for discussion about classes, enrollment projections, drop/adds, or other academic concerns.

GRADING POLICIES

The major in nursing requires 30 credit hours of coursework with a grade of C or better. A course **grade below a C prohibits progression in the major** (see School of Nursing policy for repeating courses published in the undergraduate university catalog). Letter grade values for nursing courses taken after admission to the upper level nursing major are as follows:

A - 91-100%

B - 83-90.99%

C - 75-82.99%

D - 66-74.99%

F - Below 66%

Grade Point Average (GPA)

The student's grade point average is determined by dividing the total number of grade points earned, by the total number of semester hours attempted. Students do not have an option at the end of the semester to repeat tests or portions of their clinical assignments in order to raise a course grade to a C once it is apparent a lower grade has been earned. Students are expected to follow the policy for Retention & Progression as provided in the University catalog.

Grade of Incomplete

Undergraduate course grade of incomplete is given under specific conditions as outlined in the University catalog. If a grade of incomplete is awarded, the student must complete remaining requirements in sufficient time so a final course grade can be posted one week prior to start of the next rotation. Students with an incomplete grade may not progress without permission from the Program Director.

APC 12/2006

RETENTION AND PROGRESSION IN THE MAJOR

Following admission to the nursing major, a student's progress is evaluated by the Undergraduate Admission, Progression, and Retention (UAPR) Committee upon completion of each nursing course. The School of Nursing requires a minimum grade of C in all nursing courses.

Academic Warning and Dismissal

A student who does not receive a minimum grade of C in required nursing courses will receive one of two courses of action determined by the UAPR Committee. The first time a student receives a final grade of D or F in a nursing course, or withdraws from a course, the student will be placed on Academic Warning. The student may be allowed to repeat the course under the following conditions (all must apply):

- approval is granted by the UAPR committee and notice is provided to the student;
- the instructor grants permission for the student to repeat the course;
- and space is available in the course.

The second time a student receives a grade of D or F in a nursing course or withdraws from a nursing course, or demonstrates a pattern of nonattendance, he/she will be academically dismissed from the program. At that point, the student may not progress further in the nursing major.

Grade Appeal Procedure

Students wishing to appeal a grade must follow the School of Nursing and University policies and procedures for grade appeal as outlined in the Undergraduate University Catalog.

Progression after Failing Grade

Students receiving a failing grade or an incomplete in any course will not be allowed to proceed to the next course in that sequence until the course has been retaken (or, in the case of an incomplete, the work has been completed and a change of grade has been submitted to the Registrar's Office).

Academic Withdrawal

A student may withdraw from a course with a grade of "W" up to and including the "last day to withdraw," as specified in the MyWashburn account under the Student Academics tab (under the "Last Day Deadline for Courses" link). **The course instructor, program director, and the chairperson of the UAPR Committee should be consulted prior to withdrawal.** If an agency requests a student to withdraw from a practicum or field related experience because

of the quality of the student's performance, the Course Coordinator will investigate circumstances and take appropriate action.

Non-Academic Dismissal

In order to remain in the BSN program at Washburn University students must adhere to:

- the nursing profession's Code of Ethics;
- the School of Nursing Code of Professional Conduct for Nursing Students located in Student Handbook;
- the professional conduct requirements outlined in the rules and regulations of the Kansas Nurse Practice Act; and
- the Washburn University's Student Conduct Code and academic impropriety policy as described in the Washburn University Catalog and Student Planner and Handbook.

Students are expected to exhibit professional behavior in the classroom, on campus, and in the practicum or field related settings. Such behavior must reflect the values and ethics of the nursing profession. Should a student be able to perform academically and clinically, yet demonstrate behaviors, values, or attitudes inconsistent with professional nursing practice, non-academic dismissal from the RN to BSN program will be considered. This decision is governed by specific criteria, policies, and procedures as published in the Undergraduate University Catalog. The School of Nursing follows the reporting and disciplinary procedures as presented in the Washburn University Student Conduct Code.

Leave of Absence

Students who must interrupt their education due to personal or professional reasons must request a Leave of Absence. Written notification must be submitted to the Program Director which describes the reason for the leave and a projected return date. Leaves will be granted on a case-by-case basis after review by the UAPR Committee.

Withdrawal from the Nursing Program

A student who wishes to withdraw from the nursing program should present a written statement of intent to withdraw to the Program Director and/or Chairperson of the UAPR Committee.

Readmission to the School

Undergraduate students who have satisfactory academic status at the time of absence or withdrawal from the nursing program may request readmission. Re-application to the School of Nursing will be necessary should the student desire to re-enter the nursing program. Students will be considered for readmission using current admission criteria and as space is available in clinical courses.

Appeal Procedure for a Student Dismissed or Denied Admission/Readmission to the Nursing Major

The student must provide a written request to the Chairperson of the UAPR Committee regarding reconsideration and stating his/her reasons for disagreement with the decision of the Committee. The letter to the UAPR Committee should include the following:

- an explanation for the situation in which the grade(s) occurred (if applicable)
- rationale for starting or continuing in the program
- a plan of action for future academic success.

If the decision of the Committee is unsatisfactory to the student, he/she may seek mediation by the Dean of the School of Nursing. Should the student feel dissatisfied with the results of these actions, he/she may request a review of the School of Nursing Faculty as a whole. The decision of that body is final.

COMMENCEMENT AND RECOGNITION CEREMONY

University commencement and the School of Nursing recognition ceremonies are held in May and December. Students who complete their degree requirements are encouraged to participate in a commencement ceremony. Students will be notified of times and locations of these events

The Nursing Recognition Ceremony is held to recognize graduates who have met the requirements for the Bachelor of Science in Nursing degree. This School of Nursing event acknowledges the accomplishments, honors, and awards of our nursing graduates who have distinguished themselves. The graduates also receive their nursing pin during this ceremony. The School of Nursing expects all nursing graduates to attend both ceremonies. Attendance will require additional costs for cap and gown, invitations, and transcript fee.

HONORS FOR GRADUATING SENIORS

Nursing students who achieve academic excellence in the School of Nursing are recognized at program completion. Two honors designations are recognized, and both require Faculty Consensus Commendation. "Faculty Consensus Commendation" is defined as a majority of the eligible voting faculty approving the selection of each Honors applicant.

SCHOOL OF NURSING HONORS

1. Students must:
 - a. Achieve a grade point average of 3.75 or above at the completion of all nursing courses.
 - b. Meet the following criteria for Faculty Consensus Commendation:
 - 1) Consistently adhere to the Code of Professional Conduct for Nursing Students throughout the course of study in the School of Nursing.
 - 2) Consistently adhere to the Academic Integrity Policy throughout the course of study in the School of Nursing.

- c. Complete a non-credit independent nursing project. The project is to be approved by the School of Nursing Honors Committee. The completed project will be evaluated by the Honors Committee and the Faculty for determination of Honors.
2. Students who may be interested in School of Nursing Honors should contact the program director for additional information.

SCHOOL OF NURSING SCHOLAR

1. Graduating Seniors will receive the designation "School of Nursing Scholar" if they meet Criteria 1.a. and b. as stated above.
2. The independent nursing project is NOT a criterion for this honors designation.

GRADUATION AWARDS

Members of each graduating class (which includes students from both the pre-licensure BSN and RN to BSN Programs) are eligible to be nominated and selected by the faculty for the following School of Nursing Awards.

ALETHA J. CUSHINBERRY PROFESSIONALISM IN NURSING AWARD

The Professionalism in Nursing Award is named for Dr. Aletha J. Cushinberry, Faculty Emerita, and former Associate Professor in the School of Nursing, 1974-1993. The award is given at the Nursing Graduation Recognition Ceremony to a nurse graduate who embodies professionalism in nursing in an outstanding way and who has 1) demonstrated responsibility and accountability as a caregiver; 2) been an advocate for individuals and families receiving health care; 3) demonstrated utilization of scientific principles in the practice of nursing; 4) given high quality care to patients/clients; 5) as a student, promoted the ideals and goals of the profession of nursing.

ALICE JENSEN AWARD

The Alice Jensen Award is given each year to a student who has demonstrated outstanding nursing performance during the course of the program. The award was established in May 1976, in recognition of Alice Jensen, Director of Nursing of the Topeka-Shawnee County Health Department, upon her retirement and for her efforts and support of baccalaureate nursing education. It is given annually to a nursing graduate who demonstrates outstanding nursing performance.

ALICE YOUNG AWARD

The Alice Young Award is bestowed to honor Dr. Young who was the founding Dean for the School of Nursing. Dr. Young was a visionary nurse educator who valued the importance of academic preparation of the baccalaureate nurse as a means to improve the care of patients by professional nurses. This award is given to the student who demonstrates scholarly achievements while pursuing their BSN degree.

SPIRIT OF NURSING AWARD

The “Spirit of Nursing” award for outstanding commitment, leadership, and enthusiasm for the profession of Nursing is bestowed upon a graduate who has demonstrated commitment to nursing through active participation in the nursing student organizations at the local and state levels. The leadership skills of this graduate shall have motivated others to excel within nursing and to be a creative problem solver and strong advocate for clients, families and nursing students.

HONOR ROLLS

DEAN’S HONOR ROLL

Students whose grade point average for the semester is equivalent to 3.40 or better are honored by having their names placed upon the Dean’s Honor Roll.

PRESIDENT’S HONOR ROLL

Students whose grade point average for the semester is 4.00 are honored by having their names placed upon the President’s Honor Roll.

ACADEMIC HONOR SOCIETIES

ETA KAPPA CHAPTER-AT-LARGE OF SIGMA THETA TAU

Sigma Theta Tau is the International Honor Society of Nursing. Eta Kappa Chapter-At-Large is the Sigma Theta Tau Chapter at Washburn University. The purposes of this organization 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 nursing profession.

Criteria for Membership

1. Approximately one-half of required nursing curriculum completed.
2. Upper 35% of graduating class.
3. Cumulative grade point average of at least 3.0 on 4.0 scale.
4. Three letters of endorsement.
5. Transcript of credits.

PHI KAPPA PHI HONOR SOCIETY

The primary objective of the interdisciplinary national Honor Society of Phi Kappa Phi is the recognition and encouragement of superior scholarship in all academic disciplines. The University Chapter of the National Society invites eligible students to membership in the Fall and Spring semesters who meet the following criteria:

1. Senior status and scholastically in the upper 10% of their class; or
2. Second semester Junior status and scholastically in the upper 5% of their class.
3. Total number of undergraduates elected in any one year may not exceed 10 percent of the candidates for graduation in that year.

**CHAPTER IV
HEALTH POLICIES AND INFORMATION**

HEALTH CLEARANCE REQUIREMENTS

Under no circumstances will a student engage in practicum or field related experiences without a current record of health clearance on file in the School of Nursing.

The purpose of the required health clearance is to protect the student and client, and to be in compliance with clinical agency requirements. Listed below are RN to BSN requirements.

1. ***Tetanus/diphtheria/pertussis (Tdap)*** booster is required within the last 10 years.
2. ***Hepatitis B vaccination*** – Students will furnish a record of completion of each of the three in a series of Hepatitis B immunizations or will sign a waiver indicating that they have read the material provided and decline to be immunized.
3. ***Measles vaccination (MMR)*** is required upon entrance to practicum or field related experience, **unless waived** in one of the listed ways:
 1. evidence of immunity to measles (documented physician-dx'd measles)
 2. students born before 1957 are considered immune
 3. students born in 1957, or later, can provide documentation of two doses of measles vaccine on or after his/her first birthday.
 4. laboratory evidence of immunity (titer results)
4. ***Tuberculin skin test (PPD)*** – A 2-step PPD is required upon entrance to practicum or field related experience. Annual TB screening is required. Persons converting to a positive test, those with a previous history of a positive result, or those who have received BCG, will be required to have a documentation of a negative chest X-ray on file in the School of Nursing. Repeat chest X-rays are not necessary on an annual basis unless the student develops pulmonary symptoms suggestive of TB.
5. ***Influenza*** yearly immunization is **required** for all health care workers.
6. ***Varicella (chicken pox)*** – evidence of immunity either by titer, vaccination, or documented case.

Current CPR certification in Cardiopulmonary Resuscitation (CPR) for either the ***Professional Rescuer or Healthcare Provider*** is required for all nursing majors.

Students are responsible for completing the CPR requirement and maintaining that certification.

CPR certification classes are available through the local chapters of the American Red Cross and the American Heart Association. Local health care facilities may offer CPR courses.

Nursing students **are required to carry personal health insurance** and verify coverage for length of any practicum or field related experiences. A low-cost health insurance program is available to all students through the University. A central file containing records of student health clearance will be maintained in the School of Nursing. It is each student's responsibility to see that the required information is submitted on time.

Immunization against Influenza

Health Care Workers

- a. Due to the health risks associated with the spread of influenza, all HCW'S **must be vaccinated** each year against influenza unless evidence is provided by the HCW's health care provider of: anaphylactic hypersensitivity to eggs or other component(s) of the vaccine, history of Guillain-Barré syndrome, if they have been previously vaccinated with the last 6 weeks, or if they had bone marrow transplant within the past 6 months.
- b. A form must be signed designating the reason the HCW declines the influenza vaccine. The HCW may be restricted from returning to work if vaccine is refused unless valid exception exists.

Students:

- c. Students must receive a vaccination against influenza one month prior to the beginning of practicum or field related experience courses.
- d. All students will receive influenza vaccine prior to the beginning of the influenza season or by December 1 if they do not meet exceptions listed in 1(a) above and if the vaccine is available.
- e. A form must be signed designating the reason the student or faculty person declines the influenza vaccine. No guarantee for clinical placement is given to the student if he/she refuses to receive the vaccine.

BACKGROUND CHECK

Successful completion of the nursing program requires participation in practicum or field related experience courses. Students can only be placed in practicum or field related courses after a background check, at their expense, has been completed which discloses they do not present a criminal history of:

- Convictions of laws regulating controlled substances;
- Convictions, at the felony level of crimes, as defined under Kansas Criminal Code (K.S.A. 21-3101) and amendments thereto, which are crimes against persons, crimes against property, or sex offenses;
- Conviction of an offense requiring registry as a sex offender under the Kansas Offender Registry Act or any federal, military or other state law requiring registry;

- Conviction at the felony level of crimes, involving moral turpitude which include but are not limited to: perjury, bribery, embezzlement, theft, and misuse of public funds.

Exception: Persons who have been convicted of a misdemeanor illegal drug offense may be permitted to participate in the practicum or field related experience if they have demonstrated, in the opinion of the Admissions Committee, they have been sufficiently rehabilitated.

VERIFIED CREDENTIALS

The School of Nursing has partnered with **Verified Credentials** to track student health clearance records and to conduct pre-entrance background checks for all RN to BSN students. **Students will be provided simple instructions on how to submit their health clearance documentation and will be assessed a fee upon signing up on the Verified Credentials website.** Any questions or concerns regarding uploading documents should be directed to Verified Credentials via their website chat feature, email (clientservices@verifiedcredentials.com), or phone (800.938.6090).

Nursing students must submit all health clearance requirements following acceptance into the RN to BSN program. Students may not participate in any practicums or field related experiences without being compliant with all their health clearance requirements. Failure to comply with health clearance deadlines may result in disenrollment from the program.

The following documentation is required:

- Complete Pre-enrollment Background Check
- Provide Proof of current RN licensure
- Varicella (Chicken Pox) Immunization - Students will electronically submit evidence of 2 varicella vaccinations or titer/blood test demonstrating positive immunity. If students have only had 1 of the vaccinations, they must obtain the 2nd immunization or submit a titer with positive results. The program will **NOT** accept documentation of disease as evidence of immunity. Enter all dates accurately or the submission will be rejected.
- Influenza Immunization (**Due no later than Oct. 1**) – Students will electronically submit evidence of an influenza (i.e. flu) vaccination appropriate for the influenza season occurring during the student’s enrollment in the program or a waiver. Note that clinical sites are under no obligation to accept a waiver of immunization and may refuse placement to students submitting an immunization waiver for any reason. If a student elects to waive this requirement, they may be disqualified from some or all clinical sites and potentially unable to complete the program.

- Measles, Mumps and Rubella Immunization - Students will electronically submit evidence of 2 MMR vaccinations or titer/blood test demonstrating positive immunity to each. Enter all dates accurately or the submission will be rejected.
- Hepatitis B Immunization – Students will electronically submit evidence of a 3 series vaccination, titer/blood test demonstrating positive immunity, or signed waiver. If the student has not had all 3 vaccinations, visit with your healthcare provider about fulfilling this requirement. The approved waiver form is provided within the Verified Credential system. Enter all dates accurately or the submission will be rejected.
- CPR Certification for the **Health Care Provider** or **Professional Rescuer** – Students must submit current certification and maintain certification throughout the program (must be valid throughout the current semester).
- Tdap (Tetanus, Diphtheria, and Pertussis) - Students will electronically submit evidence of a tetanus/diphtheria vaccination (Td or Tdap given within the past 10 years. If the tetanus/diphtheria vaccine was given over 10 years ago, the student must submit evidence of a Td booster vaccine. Enter all dates accurately or the submission will be rejected.
- Tuberculosis (PPD) - Students will submit evidence of one 2-step Tuberculosis skin test result completed within the past 12 months. If a test proves positive, a chest x-ray for Tuberculosis evaluation will be required and students must submit the radiologist's report. If a student has previously tested positive for Tuberculosis exposure and the student's last Tuberculosis evaluation chest x-ray was completed more than 12 months ago, the student must see a medical provider to complete the Absence of TB Symptoms Form (official form contained in the Verified Credentials System). If a student's chest x-ray results are positive for Tuberculosis, students must visit their healthcare provider to complete treatment and in this case the Program Director must be notified immediately. Enter all dates accurately or the submission will be rejected.
- Evidence of Personal Health Insurance – Students must submit a copy of an insurance card which states the student's name, policy number, and insurance carrier. If the student is on a parent's, spouse's, or partner's policy and the insurance card does NOT have the student's name listed, a letter from the insurance carrier verifying coverage will have to be submitted in the Verified Credential system.
- Student Conduct Pledge – Students are required to sign (electronically) this pledge indicating that they have read and understand the professional ethics and values described in the RN to BSN Student Handbook. The form is available on the Verified Credentials website. RN to BSN Student Handbooks are available online on the School of Nursing website.

INFECTIOUS DISEASE POLICY

Purpose

1. To clarify rights and responsibilities of students and faculty in facilitating treatment of clients with an infectious disease.
2. To articulate the rights and responsibilities of students and faculty who contract an infectious disease.
3. To address concerns about confidentiality and privacy of infected individuals.
4. To delineate infection control measures for protection of clients, students, and faculty.

Definition

For purposes of this policy statement, an infectious disease is defined as any disease that can be transmitted from one human being to another by direct contact with blood or other body fluids. These diseases may range in degree of seriousness, and include, but are not limited to influenza, hepatitis, acquired immune deficiency syndrome (HIV/AIDS).

Philosophy

The faculty of the School of Nursing at Washburn University is committed to the education of professional nurses. This commitment includes a moral obligation to provide compassionate humane care, and equal treatment, to all persons, including those afflicted with an infectious disease such as HIV/AIDS. The School of Nursing also recognizes an obligation to impart accurate and current information regarding the modes of transmission of infectious diseases, and protective measures for infection control, in order to protect clients, students, and faculty from the further spread of infectious diseases. The student is ultimately responsible for learning, and that the nurse-educator is responsible for facilitating the learner to become self-directed (School of Nursing Philosophy).

Treatment of Clients with Infectious Diseases

Faculty and students have a fundamental responsibility to provide care to any client. Refusal to provide care is contrary to the ethics of the nursing profession (Nursing Code of Ethics). Faculty have a responsibility to exemplify the standards of ethical behavior and compassion expected of students in the nursing program.

Infection Control Measures

Students are expected to follow appropriate guidelines while in practicum or field related settings.

Protective barriers reduce the risk of exposure to blood and/or body fluids containing visible blood. Examples of protective barriers include gloves, gowns, masks and protective eyewear.

Clinical Areas (if applicable)

1. Use protective barriers to prevent exposure to blood and/or body fluids. The type of protective barrier(s) should be appropriate for the procedure being performed and the type of exposure anticipated.
2. Gloves will be worn for all direct contact with:
 - blood and body fluids
 - mucous membranes
 - non-intact skin
 - items or surfaces soiled with blood or body fluids
3. Gloves will be worn for performing all venipuncture and/or other vascular access procedures.
4. Gloves will be changed after direct contact with any individual.
5. Hands must be washed before and after each laboratory experience and with each contact with other individuals.
6. Sharp items should be considered potentially infective and be handled with extreme care to prevent injuries.
7. Disposable syringes and needles and other sharp items should be placed into puncture-resistant containers. Needles are not recapped, purposefully bent, broken, removed from disposable syringes or otherwise manipulated by hand.
8. Students who have exudative lesions or weeping dermatitis should refrain from all direct student to student practice and from handling client-care equipment until the condition resolves.
9. Any area contaminated with body fluids should be handled as potentially infectious. Minimum precautions should include cleaning the area with a freshly prepared 1:10 solution of household bleach and water. Any contaminated items should be placed in an impervious bag or container for disposal.
10. Pregnant nursing student/faculty should be especially familiar with and strictly adhere to precautions to minimize the risk of infectious disease transmission.

Faculty/Preceptor Responsibility

1. To provide the most current information related to infectious diseases (i.e. the mode of transmission).
2. To provide instructions in protective precautions for students caring for patients with infectious diseases.
3. To supervise and monitor the student's clinical experiences as they provide care for clients with infectious diseases.
4. To ensure that safety guidelines are used in caring for clients with infectious diseases, and that procedures exist, and are followed, if accidental exposures to infectious diseases do occur.
5. To ensure that equipment, supplies, and conditions are appropriate for minimizing the risk of potential exposure in the clinical and laboratory settings.
6. To ensure that disinfecting and disposal procedures are carefully monitored.

Student Responsibility

1. To collaborate with the faculty in making informed decisions concerning the care of infected clients, based on the:
 - a. Center for Disease Control Guidelines (CDC).
 - b. Clinical Agency Guidelines.
 - c. Educational objectives of the nursing curriculum.
2. To seek clarification with the faculty and preceptor concerning care of the potentially infected client.

Refusal to Provide Care

Individuals who are apprehensive or refuse to participate in caring for a client with an infectious disease will be counseled on an individual basis. Education and counseling will underscore the moral obligation inherent in caring for those who are ill. If, after having received this information, the individual still refuses to provide care, further counseling will be done to determine whether the individual should continue in a nursing career.

Confidentiality and Privacy

In order to protect the health and safety of clients, students, and faculty, a School of Nursing student or faculty member who has been diagnosed as having an infectious disease has the responsibility of advising his/her supervisor of the diagnosis. The School of Nursing maintains a policy of confidentiality which includes health related data but recognizes the possibility of unintended or accidental compromise of information. Therefore, additional measures will be taken to ensure that privacy of information will be protected, and the number of individuals aware of the diagnosis will be kept to a minimum.

EXPOSURE TO BLOOD OR BODY FLUIDS

Policy Statement

Any direct exposure to blood or body fluids occurring in the School of Nursing must be reported to the preceptor and practicum or field related experience instructor immediately.

Policy

1. Students must report any cuts, scrapes, wounds, skin rashes, chapped skin, dermatitis, etc., that he/she may have to the preceptor and before performing any task(s) that may involve the exposure to blood or body fluids.
2. Students must wear appropriate protective equipment when performing any task(s) that may involve exposure to blood or body fluids.
3. All blood or body fluids should be considered potentially infectious.
4. Should an exposure to blood or body fluids occur from a needle stick in a clinical setting which does not provide post-exposure management, the student should:

- a. allows the wound to bleed freely -- milking the wound to promote bleeding,
- b. washes the wound with soap and water.
- c. report and provide description of the incident to the preceptor and clinical instructor;
- d. goes to Student Health Services if feasible (Morgan Hall, M-F 8-4, 785-670-1470) or to a local health care provider who is able to provide service according to exposure protocol.

Information regarding blood borne exposure may be obtained by calling the AIDS Hotline at 1-800-CDC-INFO (800-232-4636).

WASHBURN UNIVERSITY SCHOOL OF NURSING STUDENT INCIDENT REPORT FORM GUIDELINES

PURPOSE:

This document is designed to provide a written account of incidents involving nursing students during the course of their clinical experiences. The document will become part of the student's folder and may be used for evaluation and promotion purposes. Incidents involving students during their clinical or course experiences may include situations involving medications and are also to be reported using the accompanying form.

PROCESS:

The following steps are to be followed within 2 working days of instructor notification that an incident has occurred:

1. Instructor will meet with student to discuss the circumstances of the incident.
2. Institution staff, client's family, and/or physicians may be consulted, as appropriate.
3. The Report Form will be completed by the instructor and student together and is to be signed by both. Submit form to Chair of UAPR.
4. The Chair of the UAPR Committee will bring report to the next UAPR meeting following the incident, OR may call a special UAPR meeting, if warranted, to discuss the situation.
5. The UAPR Committee will recommend any additional action that might be taken.
6. Appropriate copies of the form are to be distributed to the student file, practicum or field related experience instructor, program director, Dean, and UAPR Committee Chairperson.

CHAPTER V GENERAL INFORMATION

FINANCIAL ASSISTANCE AND SCHOLARSHIPS

Students who have been admitted to the School of Nursing (SON) may apply for nursing scholarships and financial assistance through the University Financial Aids Office and SON. See the General Information section of the Catalog.

University Financial Aid Application forms are available in the Financial Aid Office and are submitted directly to the Financial Aid Office. Nursing endowed scholarships and funds are awarded by the Financial Aid Office upon recommendation from the SON. A separate nursing application is required for all Nursing Scholarships. The forms are available in the SON and are submitted to the Office of the Dean of the School.

The recipients and the amount of the awards are determined by policies and guidelines of the Washburn University Financial Aid Office and the stipulations of donors. Some scholarships and grants require a demonstration of need as indicated by an approved needs analysis system. All scholarships require students to meet a minimum grade point standard. For further information about scholarship eligibility, students are encouraged to contact the program director in the SON.

DRESS CODE POLICY BUSINESS CASUAL GUIDELINE

Practicum or field related settings in the Washburn University RN to BSN program require *business casual dress*. In general, for business casual, students should be neatly dressed and professional looking. If you are ever unclear about business casual dress, contact the program director about acceptable options.

Examples of items to be avoided include but are not exclusive to jeans, knit pants, such as leggings; t-shirts, tank tops and cut-off shirts; high-heeled shoes.

For women, all skirts should fall, at a minimum, to the knee, and should not reveal the thighs when sitting. Small slits to facilitate walking comfortably in longer skirts are acceptable but should not be designed to reveal the leg.

COMMUNICATION

The School of Nursing telephone number is (785) 670-1525. Faculty office phone numbers are all direct-dial, and (along with email addresses) are available in the university campus directory that is updated and reprinted annually. They are also available through the online University directory on the My Washburn website. To access the School of Nursing homepage from off campus: www.washburn.edu/sonu
E-mail address to the School of Nursing office – RNBSN@washburn.edu

OFFICIAL E-MAIL ADDRESS

Every student at Washburn University is issued an e-mail address. Washburn University e-mail addresses are the **official addresses** used by the University and the School of Nursing for relaying important messages regarding academic and financial information. It may be used by instructors to provide specific course information. E-mail messages sent to a Washburn University e-mail address will be considered official notification for important information. If students prefer to use an alternate e-mail address to receive official University notices, they can access their MyWashburn e-mail account, choose the “options” tab, and select “auto forward” to complete the process to forward their e-mail.

**CHAPTER VI
WASHBURN UNIVERSITY SERVICES AND POLICIES**

WASHBURN UNIVERSITY SERVICES

Washburn University offers many services in support of the academic and personal needs of students. For complete details about University resources students should refer to the Washburn University Catalog, the Office of Student Services, or the University Website (www.washburn.edu).

University services that might be of interest to nursing students include:

Service	Web Link
Technology Support	http://washburn.edu/a-z-index/its/tech-support-services/index.html
Financial Aid	http://www.washburn.edu/admissions/paying-for-college/financial-aid/index.html
Equal Opportunity Office	http://www.washburn.edu/statements-disclosures/equal-opportunity/
Health Services	http://www.washburn.edu/current-students/services/health-services/
Ichabod Shop (Bookstore)	http://www.washburn.edu/current-students/bookstore.html
International Programs	http://www.washburn.edu/academics/international-programs/index.html
Mabee Library	http://www.washburn.edu/mabee/
Multicultural Affairs	http://www.washburn.edu/diversity/multicultural/index.html
Student Services: Veterans Services Non-traditional Students Disability Services	http://washburn.edu/current-students/services/student-services/index.html

CENTER FOR STUDENT SUCCESS

The Center for Student Success is a comprehensive and collaborative set of services, resources, and programs designed to transform, educate, and empower students who will become effective leaders within and beyond the Washburn community. Focused on student success and through the support and dedication of faculty, staff, and student leaders, the Center will guide students to degree completion by promoting learning and information literacy, academic goal-setting and skill development, a successful transition to college, and effective decision-making.

The Center for Student Success:

<http://www.washburn.edu/academics/center-student-success/index.html>

The Tutoring & Writing Center provides an array of resources to help writers focus on all aspects of writing. Tutors discuss writing questions or concerns from across disciplines and at any stage of the writing process. Tutoring includes, but is not limited to topic development, drafting, grammar, punctuation, research, and documentation. Writing Center sessions emphasize learning and revision rather than editing or proofreading.

Tutor & Writing Center:

<http://www.washburn.edu/current-students/tutoring-writing-center/index.html>
(785) 670-1980 or email tutoring@washburn.edu

WASHBURN UNIVERSITY POLICIES

Washburn University has articulated many policies to facilitate students' progression through their academic studies. For complete details regarding policies of Washburn University, students should refer to:

[Washburn University Undergraduate Catalog](http://www.washburn.edu/academics/academic-catalog/)
<http://www.washburn.edu/academics/academic-catalog/>

[Washburn University Student Handbook and Planner at](http://www.washburn.edu/current-students/services/student-handbook.pdf)
<http://www.washburn.edu/current-students/services/student-handbook.pdf>

Students should be aware of the University policies related to:

- Academic Probation, Suspension, and Reinstatement
- Admission and Attendance
- Americans with Disabilities Act
- Campus Traffic and Parking Regulations
- Equal Opportunity
- Family Educational Rights and Privacy Act

Student Conduct
 Disciplinary Code and Procedure
 Grievance Procedure
Student Governance

SCHOOL OF NURSING POLICY STATEMENT ON CHEMICAL DEPENDENCY

The School of Nursing, as a unit within Washburn University, prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students on university property or as part of any School of Nursing activity on or off campus. The School of Nursing will follow federal, state, and local laws as indicated in the Washburn University Student Disciplinary Code and Drug Free Workplace policy. Violators will be subject to disciplinary action by the University in accordance with University policies and procedures.

The School of Nursing faculty will require students applying for admission to the School of Nursing to disclose any current chemical dependency and the nature of treatment being received. The faculty will communicate to students the requirements of the Kansas State Board of Nursing for chemically dependent students who apply for licensure.

The School of Nursing faculty define chemical dependency as an illness in which alcohol and/or drug use interferes with the person's ability to function safely and affects the person's physical, emotional and social health. Chemical dependency is characterized by physical and psychological dependence on drugs/ alcohol and if untreated causes health, social and legal problems, and possibly death. The School of Nursing faculty believe they have a professional and ethical responsibility to students and their clients to provide a safe teaching and learning environment.

The School of Nursing faculty will confront students who show signs of chemical dependency, or in whom there is suspicion of chemical dependency, and direct them into further assessment and evaluation. Drug screening is required of all students in certain clinical settings and may also be required at any time if suspicion of alcohol and/or drug use exists. When there is evidence chemical dependency, students will be directed into a treatment program. Continuation of chemically dependent students in the School of Nursing depends on compliance with the treatment program and with the terms of a contract initiated by the Dean of the School with the student. The faculty will maintain a supportive attitude toward chemically dependent students during their treatment program and in the follow-up period. The faculty believe that students who comply with treatment and remain drug free can become safe practicing nurses.

Guidelines for Faculty Responsibilities with Chemically Dependent Students

I. Gather and document data on behaviors indicating possible use/diversion of alcohol and or drugs.

- A. In situations in which the student demonstrates impaired behaviors at a clinical setting the faculty will:
 1. Relieve the student of the patient assignment
 2. Send the student home with family or a friend that is designated by the student as a driver.
 3. Confer with the clinical agency regarding substance abuse policies pertaining to students in the clinical setting.
 4. Communicate with the Course Coordinator and the Dean concerning actions taken.
 5. Schedule an appointment to meet with the student.
 6. Confront the student with suspicion of drug/alcohol use.
- B. In situations in which the student demonstrates impaired behaviors in the classroom the faculty will:
 1. Remove the student from the classroom
 2. Send the student home with family or a friend that is designated as a driver by the student.
 3. Communicate with the Course Coordinator and the Dean concerning the actions taken.
 4. Schedule an appointment to meet with the student.
 5. Confront the student with the suspicion of drug/alcohol use.

II. Develop Plan for Intervention

- A. Identify the impaired behaviors
- B. Establish boundaries beyond which continued behavior will not be tolerated.
- C. Decide upon composition of an intervention team. Team members should include, one or two faculty members, student peer(s) as appropriate, family member or members or significant other as appropriate and the student. (About five people plus the student).
- D. Develop terms of the contract
- E. Obtain a list of treatment facilities

III. Procedure for the Intervention

- A. Present documented impaired performance behaviors
- B. Give student alternatives: obtaining treatment or withdrawal from nursing courses.
- C. Discuss with student the list of recommended substance abuse treatment agencies for referral
- D. Provide emotional support and show concern for student's well-being.
- E. Present contract to student that indicates student compliance will be monitored, with consequences for non-compliance defined.

(4/95)

Alcohol and Controlled Substances - The Student Disciplinary code, Section II, 14-15, proscribes the possession, use, or distribution of any controlled substance or alcohol beverage on campus.