

2026

STUDENT HANDBOOK

FOR

Accelerated LPN to RN

And

ASSOCIATE DEGREE

NURSING STUDENTS



Bluefield State University

Training Health Care Heroes

REVISED:

April 2026



Dear Nursing Student,

It is my privilege and honor to welcome you to the Bluefield State University Associate Degree Nursing Program and the Accelerated LPN-RN Program. I want to first congratulate you on this monumental achievement you have made. Your selection into the program was based on the merit in which you exhibited in your past work and testing abilities. You are members of the 59th class of students starting the program at Bluefield State University.

For some of you, the journey has been short and for others long. I look forward to meeting each of you over the next couple of years and hearing your stories and seeing you excel. As an alumnus of the same program, you are getting ready to start, I can relate to every emotion you may be feeling at this time. Some of you are nervous, scared and happy all at the same time. You may be excited and you may not know what to expect. There will be times you will be sad, angry and may want to give up. Believe me, I have felt them all, sometimes in the same day!

As you move through the program, if you have any questions, do not be afraid to ask. There are no stupid questions. We have an open door policy in which you are welcome to meet with us at any time. My goal is for each of you to be a successful nurse and help improve the health of our families, friends and neighbors in West Virginia, the United States, and the World.

My first piece of advice would be to sit back and read this handbook carefully. Make sure you understand all of it and are able to abide by the policies.

Again, congratulations and good luck as you begin this journey.

Sandra Wynn, MSN, RN, APRN-BC
Associate Dean/ Director of Nursing-Associate Degree
Professor of Nursing

Nursing Creed

I believe in using my nursing skills
and knowledge to assist,
and my hands and heart
to comfort and heal.

I will strive to uphold the standards
of the nursing profession,
to be compassionate
in all that I do, and to
commit faithfully to good health
and the sanctity of life.

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CATALOG POLICY

The Associate Degree Nursing Faculty and Bluefield State University reserve the right to change, delete, supplement or otherwise amend at any time the information, rules and policies contained herein without prior notice. Changes shall go into effect whenever the proper authorities so determine, and shall apply to both present and prospective students. It is the student's responsibility to secure a catalog, student handbook, and policy manual with said policies.

Accreditation Status of Associate Degree Nursing Program



The Associate Degree nursing program at Bluefield State University located in Bluefield, WV is accredited by the: Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326,
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is Continued Accreditation.

Next scheduled visit: Fall 2026

ASSOCIATE DEGREE NURSING PROGRAM DESCRIPTION

The two-year nursing program prepares individuals for nursing careers involving the delivery of direct client care in settings such as hospitals, physician offices, clinics, extended care facilities, and the client's home. The curriculum includes a balance of nursing and non-nursing courses. Students must obtain a "C" grade or better in all required general studies and nursing courses. Nursing courses are designed to provide learning opportunities for acquiring the necessary nursing knowledge and skills to practice nursing at the associate degree level. The focus is holistic health promotion and wellness. All support courses must be completed prior to or concurrent with the curriculum course sequence as listed in the catalog. Once accepted into the program all nursing (NURS) coursework must be completed within a three (3) year period for the associate degree and two (2) year period for the Accelerated LPN-RN.

The Associate Degree Nursing Program is offered in Bluefield, on the main campus of the University, and in Raleigh County at the Erma Byrd Higher Education Center located at 300 University Drive, Beaver, West Virginia. The nursing courses at the Higher Education Center are taught by Bluefield State University nursing faculty. Students may elect to take the non-nursing program courses at Bluefield State University or other area colleges. Courses taught at other colleges must have prior approval. These courses must be equivalent to the program courses as judged by Bluefield State University.

The Associate Degree Nursing Program is approved by the West Virginia State Board of Examiners for Registered Professional Nurses and is accredited by the Accreditation Commission for Education in Nursing (ACEN) formerly known as the (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia, 30326.

Upon successful completion of the associate degree program in nursing, the graduate is eligible to apply to take the National Council Licensure Exam – RN (NCLEX-RN). Successful completion of this examination allows the graduate to apply for licensure as a registered nurse.

Bluefield State University

School of Nursing and Allied Health

AS Nursing Program

Mission Statement

To provide an affordable, quality educational program in a nurturing environment to the graduate nurse with the opportunity to gain knowledge, skills, and attitudes necessary for success as a registered professional nurse.

Adopted May 2009, Reviewed May 2013, Revised August 2014, Reviewed October 2024

Philosophy

The BSU AS Nursing department embraces the BSU's mission statement by providing an affordable, quality educational program in a nurturing environment. The philosophy of the nursing program is based on the Quality and Safety Education for Nurses (QSEN) project funded by Robert Wood Johnson Foundation. Inherent in the QSEN competencies are the NLN core values, integrated concepts and competencies for graduates of Associate Degree programs including human flourishing, nursing judgment, professional identity and spirit of inquiry (NLN, 2010). The four major categories of client need on the NCLEX-RN test plan are also integrated into the curriculum. These include safe and effective care environment, health promotion and maintenance, psychosocial integrity and physiological integrity.

The profession of nursing involves the art and science of caring. It encompasses the provision and promotion of safe, patient-centered care throughout the lifespan. Nursing care is provided in collaboration with the patient, family and members of the interdisciplinary team while incorporating informatics into the community and contemporary healthcare settings. The nursing process is the organizing framework that integrates the identification of human needs and provides therapeutic interventions based on clinical reasoning and evidence based practice. The nurse monitors patient outcomes for quality and safety improvements of health care systems.

The goal of the faculty is to reflect QSEN prelicensure knowledge, skills and attitudes in their teaching, learning activities and ongoing curriculum development. This process assists in the preparation of students for successful entry-level practice of the Associate Degree prepared registered nurse. Additionally, a commitment to life-long learning to expand personal and professional growth is encouraged.

Adopted 5/94

Revised 8/94, 5/96, 2/97,4/98,10/98,8/14, 5/19

Reviewed 1/97,4/01,11/04,3/09,5/13, 10/23

Concepts of the BSU AS Nursing Program

Patient Centered Care

Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preference, values, and needs.

Teamwork and Collaboration

Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care

Evidenced-Based Practice

Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

Quality Improvement

Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

Safety

Minimize risk of harm to patients and providers through both system effectiveness and individual performance.

Informatics

Use information and technology skills are essential for safe patient care.

Human Flourishing

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

Nursing Judgment

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

Professional Identity

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

Spirit of Inquiry

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

Concepts of the BSU AS Nursing Program

Nursing Process

A systematic decision making method focusing on identifying and treating responses of individuals or groups to actual or potential alterations of health.

Clinical Reasoning

The process by which nurses collect and process information, come to the understanding of a patient's or group's problem or situation, plan and implement interventions, evaluate outcomes, and reflect on and learn from the process.

Adopted August 2014, Reviewed October 2023

Student Learning Outcomes

The Student Learning Outcomes (SLO) are derived from the program's philosophy and the organizing framework. The philosophy of the nursing program is based on the Quality and Safety Education for Nurses (QSEN) project funded by Robert Wood Johnson Foundation. Inherent in the QSEN competencies are the NLN core values, integrated concepts and competencies for graduates of Associate Degree programs including human flourishing, nursing judgment, professional identity and spirit of inquiry (NLN, 2010). The four major categories of client need on the NCLEX-RN test plan are also integrated into the curriculum. These include safe and effective care environment, health promotion and maintenance, psychosocial integrity and physiological integrity.

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

1. Utilize evidenced based nursing interventions to assist the individual, family and community in health promotion and physiological and psychosocial adaptation across the lifespan by utilizing the nursing process.
2. Support a caring environment that respects the diversity of the individual, family and community's values, customs, spiritual beliefs and culture.
3. Collaborates and communicates effectively within nursing and multidisciplinary teams to achieve safe and quality client care in diverse environments.
4. Manage patient care technology and utilize information management systems while delivering nursing care across the lifespan.
5. Utilize principles of quality improvement to monitor psychological and psychosocial outcomes of client care.

Revised 3/01, 11/04, 3/09, 8/14, 11/14, 10/18, 10/23

ADMINISTRATION AND STAFF

| | |
|--------------------------------|---|
| Angela Lambert, MRST(R), Ed.D. | Dean, College of Health Sciences |
| Sandra Wynn, MSN, RN, CFNP | Director Nursing-Associate Degree Professor of Nursing |
| Susan Shrader | Program Assistant |
| Mary Harmon | Secretary |

FACULTY

| | |
|--------------------------------|---------------------------------|
| Billy Davis, MSN, RN, CFNP | Associate Professor (Beckley) |
| Sheila Dunn Gates, MSN, RN | Assistant Professor (Bluefield) |
| Bethany Harder, BSN, RN | Instructor (Bluefield) |
| Julie Devor Orr, MSN, RN | Associate Professor (Bluefield) |
| Sally Sale, MSN, RN, CFNP | Assistant Professor (Beckley) |
| Kelli Sarver, MSN, RN, CFNP | Assistant Professor (Bluefield) |
| Kaitlyn Shepherd, MSN, RN | Instructor (Bluefield) |
| Katherine St Clair, MSN, RN | Assistant Professor (Beckley) |
| Sherri Williams, MSN, RN, CFNP | Associate Professor (Bluefield) |

**Plan of Study
AS Nursing**

First Semester:

| | | |
|----------------|--|----|
| MATH ____ | Gen Math 101 or higher | 3 |
| BIOL 210/250 | A&P I (or Integrated A&PI) | 3 |
| BIOL 211L/251L | A&P 1 Lab (or Integrated A&P I Lab) | 1 |
| NURS 130 | Fundamentals of Nursing | 4 |
| NURS 130L | Fundamentals of Nursing Practicum | 2 |
| NURS 131 | Health Promotion & Maintenance across the Lifespan | 2 |
| NURS 131L | Health Promotion & Maintenance across the Lifespan Practicum | 1 |
| | Total | 16 |

Second Semester:

| | | |
|----------------|---|----|
| BIOL 212/252 | A&P 2 (or Integrated A&PII) | 3 |
| BIOL 213L/253L | A&P 2 Lab (or Integrated A&P II Lab) | 1 |
| PSYC 103/210 | Gen Psychology or Life Span Human Development | 3 |
| NURS 132 | Patient Centered Care One | 4 |
| NURS 132L | Patient Centered Care One Practicum | 2 |
| NURS 133 | Patient Centered Care of Women’s Reproductive Health and Newborns | 2 |
| NURS 133L | Patient Centered Care of Women’s Reproductive Health and Newborns Practicum | 1 |
| | Total | 16 |

Third Semester

| | | |
|-----------|--|----|
| BIOL 107 | Microbiology for Health Professionals | 3 |
| ENG 101 | English 101 | 3 |
| NURS 230 | Patient Centered Care Two | 4 |
| NURS 230L | Patient Centered Care Two Practicum | 4 |
| NURS 231 | Patient Centered Care of Mental Health Clients | 2 |
| NURS 231L | Patient Centered Care of Mental Health Clients Practicum | 1 |
| | Total | 17 |

Fourth Semester

| | | |
|----------------------|---|----|
| ENG 102 | English 102 | 3 |
| NURS 232 | Patient Centered Care Three | 4 |
| NURS 232L | Patient Centered Care Three Practicum | 4 |
| NURS 233 | Nursing Management in the Evolving Health Care System | 2 |
| NURS 234L | Synthesis of Nursing Concepts Practicum | 1 |
| Choose one of these: | | |
| COSC 102 | Fundamentals of Computer App I | |
| BUSN 130 | Business Technology I | 3 |
| | Total | 17 |

Total 66 Credits

**Plan of Study
Accelerated LPN-RN Tract**

Prerequisites:

| | | |
|----------------|---|----------|
| MATH ____ | Gen Math 101 or higher | 3 |
| BIOL 210/250 | A&P I (or Integrated A&PI) | 3 |
| BIOL 211L/251L | A&P 1 Lab (or Integrated A&P I Lab) | 1 |
| BIOL 212/252 | A&P 2 (or Integrated A&PII) | 3 |
| BIOL 213L/253L | A&P 2 Lab (or Integrated A&P II Lab) | 1 |
| PSYC 103/210 | Gen Psychology or Life Span Human Development | <u>3</u> |
| Total | | 14 |

Summer:

| | | |
|--|-----------------------------|----|
| NURS 135L | LPN-RN Transition | 4 |
| NURS 135L | LPN-RN Transition Practicum | 2 |
| Block credit at completion of Summer Program | | 10 |
| Total | | 16 |

Third Semester

| | | |
|-----------|--|----|
| BIOL 107 | Microbiology for Health Professionals | 3 |
| ENG 101 | English 101 | 3 |
| NURS 230 | Patient Centered Care Two | 4 |
| NURS 230L | Patient Centered Care Two Practicum | 4 |
| NURS 231 | Patient Centered Care of Mental Health Clients | 2 |
| NURS 231L | Patient Centered Care of Mental Health Clients Practicum | 1 |
| Total | | 17 |

Fourth Semester

| | | |
|----------------------|---|----|
| ENG 102 | English 102 | 3 |
| NURS 232 | Patient Centered Care Three | 4 |
| NURS 232L | Patient Centered Care Three Practicum | 4 |
| NURS 233 | Nursing Management in the Evolving Health Care System | 2 |
| NURS 234L | Synthesis of Nursing Concepts Practicum | 1 |
| Choose one of these: | | |
| COSC 102 | Fundamentals of Computer App I | |
| BUSN 130 | Business Technology I | 3 |
| Total | | 17 |

Total 64 Credits

**Plan of Study
Accelerated AS Nursing**

Prerequisites:

| | |
|---|----------|
| MATH ___ Gen Math 101 or higher | 3 |
| BIOL 210/250 A&P I (or Integrated A&PI) | 3 |
| BIOL 211L/251L A&P 1 Lab (or Integrated A&P I Lab) | 1 |
| BIOL 212/252 A&P 2 (or Integrated A&PII) | 3 |
| BIOL 213L/253L A&P 2 Lab (or Integrated A&P II Lab) | 1 |
| BIOL 107 Microbiology for Health Professionals | <u>3</u> |
| Total | 14 |

Fall Semester

| | |
|--|----------|
| NURS 130 Fundamentals of Nursing | 4 |
| NURS 130L Fundamentals of Nursing Practicum | 2 |
| NURS 131 Health Promotion & Maintenance across the Lifespan | 2 |
| NURS 131L Health Promotion & Maintenance across the Lifespan Practicum | 1 |
| PSYC 103/210 Gen Psychology or Life Span Human Development | 3 |
| ENG 101 English 101 | <u>3</u> |
| Total | 15 |

Winter Intercession

| | |
|---|----------|
| NURS 133 Patient Centered Care of Women’s Reproductive Health and Newborns | 2 |
| NURS 133L Patient Centered Care of Women’s Reproductive Health and Newborns Practicum | <u>1</u> |
| Total | 3 |

Spring Semester

| | |
|--|----------|
| NURS 132 Patient Centered Care One | 4 |
| NURS 132L Patient Centered Care One Practicum | 2 |
| NURS 233 Nursing Management in the Evolving Health Care System | 2 |
| ENG 102 English 102 | 3 |
| Choose one of these: | |
| COSC 102 Fundamentals of Computer App I | |
| BUSN 130 Business Technology I | <u>3</u> |
| Total | 14 |

Summer Session

| | |
|---|----------|
| NURS 230 Patient Centered Care Two | 4 |
| NURS 230L Patient Centered Care Two Practicum | <u>4</u> |
| Total | 8 |

Fall Semester

| | |
|--|----------|
| NURS 231 Patient Centered Care of Mental Health Clients | 2 |
| NURS 231L Patient Centered Care of Mental Health Clients Practicum | 1 |
| NURS 232 Patient Centered Care Three | 4 |
| NURS 232L Patient Centered Care Three Practicum | 4 |
| NURS 234L Synthesis of Nursing Concepts Practicum | <u>1</u> |
| Total | 12 |

Total 66 Credits

COLLEGE OF HEALTH SCIENCES

DRESS CODE

Students must be aware that when they wear the BSU uniform or lab coat with BSU name tag that they should always reflect a positive and professional image of the individual and the College of Health Sciences.

Students need to remember that they are guests in the clinical agency, which may have more stringent requirements that **MUST be followed.**

The following general regulations govern the Student Dress Code for clinical rotations as well as the classroom & community setting in the BSU College of Health Sciences.

Clinical Dress Code: Acute Care Agencies/Clinical/Practicum Education Settings in which BSU approved uniforms are worn:

1. Students must maintain a professional appearance when representing Bluefield State University. A conservative appearance in grooming is mandatory.

The approved BSU uniform (AD Nursing, AS Radiologic Technology, and AS/BS Imaging Science Sonography) must be worn in all acute/clinical/practicum care settings. The uniform should not be worn any place other than the clinical setting/out rotations or the classroom. Students should not drink alcoholic beverages and/or smoke while in uniform in a public place.

2. All students **MUST** wear their Bluefield State University ID badge when in the clinical/practicum area.
3. Wearing one-half or part of the uniform in **any** situation is not permissible. (example: wearing a “hoodie” with the uniform pants) NO sweat shirts, sweaters or other bulky garments are permitted to be worn over and/or under the approved uniform. **ONLY** white t-shirts or turtlenecks that are plain with **no writing or design** may be worn **UNDER** the approved uniform top. Any shirt worn under the approved uniform **MUST** be tucked into the pants and not hang below the uniform top.
4. The uniform should be clean and pressed. Pants should be properly hemmed, as to not drag the ground. Low-rise scrub pants and rolling down the waist band of scrub pants is prohibited.
5. Undergarments (neutral non-visible under uniform **ONLY**), bare skin and/or cleavage should not show when leaning or bending over. Uniforms should be of proper size such that bare skin is not revealed during required clinical tasks.
6. Only solid black or white, non-porous, shoes clean and freshly polished are acceptable. Shoes should have no markings of any color. Open toed or heel shoes; including clog, sandals, or flip flops are not acceptable. Socks must be solid white, black or navy in color.
7. Visible **tattoos** shall not represent or allude to an obscenity, sexual act, hate crime, or violent act(s); shall not be an advertisement for alcohol, tobacco or any illegal substance. Should a student have such visible tattoos they must be covered at all times with appropriate covering during clinic rotations, class related activities, labs in the clinical setting, and during volunteer hours while representing Bluefield State and the College of Health Sciences. The respective program director/Clinic Coordinator may determine that a tattoo is to be covered and discuss reasonable means to avoid conflict.
8. **Good personal hygiene** is mandatory. Unclean, unkempt appearance, unpleasant body or breath odors, including smoke odors and strong scents are not allowed. Due to patients’ possible sensitivity, the student

must be free of strong odors such as those caused by perfume, aftershave, or smoking.

9. **Jewelry** should be kept to a minimum. Only small, post earrings (3-4mm in size and one earring in each ear lobe nearest the jaw line), and wedding band are allowed. No jewelry in the nose, eyebrow, tongue, tragus of the ear or cartilage of the ear will be allowed. False eyelashes (to include adhesive and magnetic) are NOT allowed to be worn during clinical rotations. Ear gauges are **STRONGLY** discouraged. A student having gauges **upon entering a program** in the College of Health Sciences must wear ONLY flesh colored plugs. Gauges in areas other than the ear will not be permitted. Medical alert jewelry must be approved by the clinical preceptor and/or clinical coordinator. A wrist watch, with a second hand, is necessary. The watch must be plain and small in size, without embellishments such as rhinestones, beads or other decorative items. Smart watches are strongly discouraged and are prohibited from some clinical areas/settings.
10. **Fingernails** should be neat and short in length. Polish must be clear and unchipped in color but no polish is preferred. NO ARTIFICIAL NAILS OF ANY KIND are to be worn in the clinical setting.
11. Chewing gum is **not** allowed during clinical rotations.
12. Students who have long hair must wear it all pulled back. If headwraps are worn they should be solid black, white or navy in color and should not cover the ears or be large or cumbersome. Bandanas are not acceptable for pulling hair back. If men have beards these must be kept neat and clean. Hair color must be conservative and no unusual colors and/or styles will be permitted.

Radiologic Technology Students Only: Dosimeters **MUST** be worn at all times when in the clinical setting. Lead Markers **MUST** be with the student in clinic at all times. All R/L lead markers that are utilized during the educational training must have first, middle, and last initials only (these markers must be blue/red in color and use only the approved program markers).

AD Nursing Lab Coat: Pre-Planning/Community Rotations:

Students should wear long-sleeved, mid-thigh white lab coats for any pre-planning and community clinical rotations. This lab coat should be cleaned and pressed. The lab coat should not be worn over inappropriate street clothes such as: jeans, sweat pants, shorts, muscle shirts, or thin “see through” materials. Appropriate clothes to wear with the lab coat include: black, navy, or brown dress pants or a skirt that touches the knee. Pants should be properly hemmed and not drag the ground. The street clothes must be visible below the lab coat.

BSU name badge with picture must be worn with the lab coat.

Close-toed and heel shoes must be worn in all clinical settings: no high heels, flip flops, clogs or canvas shoes will be permitted.

Appearance relative to - hygiene, fingernails, tattoos, jewelry, smoking, and hair are the same as for the Clinical Dress Code above.

For AD Nursing Students: If a student does not adhere to the dress code, she/he will not be allowed in the clinical setting and will receive a zero for the day and an unexcused absence.

Polo (AD Nursing and AS RADT): All students must purchase, from the BSU Bookstore, a polo shirt for pre-planning, observational rotations and volunteering (nursing), volunteering (RADT) and/or activities that students are required to attend representing BSU. This shirt will be worn with khaki or black pants. As a representative of BSU you must be professional at all times.

ADDENDUM FOR: Bachelor of Science in Nursing Students

BSN students must wear formal clothing in the clinical/practicum environment. Formal clothing is defined as a nice dress/skirt (touching the knees), dark pants (brown, black, navy...NO JEANS), nice shirt/top with no cleavage visible. No faddish dressing such as leggings, cold shoulder tops or T-Shirts with writing of any kind is allowed.

1. A clean/pressed white lab coat must be worn over the formal clothing.
2. A BSU Name Tag must be worn on the lab coat.
3. Shoes must be clean and freshly polished. Open toed or heel shoes including clogs, sandals or flip flops are not acceptable.

4. Students observing in the hospital for Complex Health Problems Nursing 303 should check with faculty. Some agencies require a clean scrub suit with white lab coat.

Classroom Dress Code

All students should be dressed appropriately for classes. Students must wear clothing that protects against indecent exposure. Dress bodices or blouses may not be excessively bare as backless, strapless, spaghetti strap, midriff, or low-cut. Any clothing which exposes a bare midriff, back, chest or underwear is prohibited.

Shorts and skirts should be an appropriate length.

When wearing pants, no bare skin should be showing in the standing, sitting, or bending position.

Pants should be worn at the waist, not below. No undergarments may be visible.

Good personal hygiene is mandatory. Unclean, unkempt appearance, unpleasant body or breath odors, including smoke odors and strong scents are offensive to others.

Respective program directors may monitor infractions to this policy to assure compliance. Any student who does not meet dress code requirements will be notified of the violation and be given the opportunity to correct the issue. Should an issue such as this occur during clinic time and it be necessary to leave and return to the clinic rotations, the time missed will be counted as unexcused.

I have received a copy of the College of Health Science dress code and agree to abide with the dress code.

Student Signature: _____

Student Printed Name: _____

Date: _____

PROGRAM REQUIREMENTS

The following Agreement is made between the Bluefield State University Department of Nursing and the Student of said School:

I have read the following responsibilities and had an explanation of any or all items that I did not understand by the faculty of the school. I understand and will abide by the responsibilities that are outlined below. I will:

1. Report to assigned clinical agency for completing pre-planning work-sheet and client assessment as indicated. I will be attired as indicated in the School of Nursing & Allied Health Dress Code (SNAH Dress Code) with Bluefield State University ID badge for pre-planning assignments. I will not wear blue jeans for pre-planning. I recognize that hospital staff will have the right to refuse me access to charts if I am not properly attired.
2. Appear in clinical agency *on time*, appropriately attired in *clean*, pressed uniform per SNAH Dress Code with bandage scissors, wrist watch with second hand, stethoscope, and Bluefield State University ID badge. As a female student, I will wear a uniform that is no shorter than one inch above the bend of the knee in the back.

My hair will be neat, clean and off the collar. I will wear only discreet, moderate make-up. My fingernails will be short, clean, and have no nail polish or acrylic nails. I recognize that due to patient's possible sensitivity or allergies, I must be free of strong odors such as those caused by perfume, aftershave, or body odor from inadequate personal hygiene. I understand that I am not allowed to smoke when in the BSU nursing uniform. I will engage in practices that assure adequate personal hygiene such as bathing and use of deodorants. I recognize that the only acceptable pieces of jewelry are listed in the SNAH Dress Code. **I will have no visible body piercings(including facial piercings) or tattoos.** As a male student, I will keep my beard neatly trimmed.

I recognize that if I do not adhere to the above listed criteria for personal appearance that **I will not** be permitted in the clinical area and will receive a zero for the day and an unexcused absence.

3. Come to the clinical experience prepared to administer anticipated nursing care related to the announced objective for that clinical experience.

I recognize that the clinical instructor will determine in the pre-conference/grand rounds if I am prepared for clinical experience and may take appropriate action if I am not adequately prepared to provide patient care. I recognize that the Department of Nursing has the right to refuse to allow me in the clinical area if I am unprepared.

4. Recognize that I am responsible for my own nursing care behavior and am expected to be able to perform all activities that I have been taught in the nursing course.
5. Secure the consultation and/or assistance of the clinical instructor in those nursing situations where I am unsure and/or inexperienced. I will make a specific time arrangement with the instructor when possible.
6. Recognize that clinical laboratory is a *learning* experience rather than a work experience. I will be responsible to learn as much as possible from each clinical experience and post-conference.

7. Share learning experiences in post-conference. I realize that fellow students rely on learning from my experience and that by failing to share I deny them and myself. (What you may consider insignificant or “routine” may be valuable learning experience to fellow student.)
8. Evaluate my own experiences and progress, I will determine if I need special kinds of learning experiences, inform the clinical instructor, and keep a record of experiences gained and needed.
9. Share information at regular intervals with fellow learners when I have multiple assignments.
10. Perform safely in all areas of client care. This includes practicing within the following:
 - a. Scope of the WV Nurse Practice Act
 - b. Guidelines and outcomes of the BSU Department of Nursing
 - c. Protocols and regulations of the affiliating health care agencies
 - d. American Nurses’ Association Code of Ethics
11. Arrange for an individual conference for assistance in problem areas (this includes classrooms, clinical and written work).
12. Recognize that nursing practice requires an application of learning. I recognize that evaluation in the clinical experience is based on the student’s ability to apply knowledge in the clinical situation.
13. Schedule *any* appointments (doctor, dental, etc.) *after* class or clinical time. Refer to Attendance Policy.
14. Assume responsibility for transportation to and from assigned areas. I will not expect any special consideration of hours of work or school days off in order to meet this responsibility. Students are not permitted to ride in vehicles with employees from the agencies visiting. If the rotation involves travel, the student must provide their own transportation during the entire rotation experience.
15. Beware of the fact that any situation that indicates cheating or that I have plagiarized for any purpose (tests, agency reports, pre-planning, papers, etc.) will be reviewed with myself and all faculty members. I recognize that appropriate measures for such behavior will then be taken by the faculty. (Refer to the **BSU Student Handbook and BSU College Handbook for Academic Dishonesty Policies**). Cheating and plagiarism will be reported to the WV Board of Examiners for RN’s.
16. Recognize my responsibility to submit written work according to the policy and schedule of the individual course in which I am enrolled. Late work will be accepted at the discretion of the instructor with penalties included. The instructor needs to be notified in advance of any work that will be turned in beyond the deadline.
17. Recognize that if I am absent from clinical or other nursing classes on a test day that I will be required to take a make-up exam, but I will be allowed to attend lecture. The design of the make-up exam is at the discretion of the instructor as described in the Exam Policy. Recognize that the clinical component of the program is extremely important and that students are expected to attend all clinical laboratories.
18. Recognize that tardiness is considered to be any time period up to 15 minutes after clinical/classroom activities have begun. If I arrive more than 15 minutes late in the clinical area without prior

arrangement, then I will be marked as an unexcused absent and will not be allowed in the clinical area and receive a failing grade for the day. See Attendance Policy.

19. I realize I am ultimately responsible for seeking assistance when experiencing academic difficulty in my nursing courses. I am aware that my progress is being monitored and that my nursing faculty is committed to helping students achieve success. I realize I may be asked to do or participate in enrichment and/or remediation activities, when I am not successful on a nursing examination. These enrichment or remediation activities must be completed prior to the next nursing test.
20. Assume accountability for professional conduct and appropriate moral and ethical behaviors which include truthfulness, confidentiality and an awareness of patients' rights. Professional misconduct and/or unethical behavior will be reported to the WV Board of Examiners for RN's.
21. Comply with the Alcohol/Drug Policy as set forth in the Bluefield State University General Catalog. In addition, I recognize a special responsibility, in choosing a career in health and medical sciences, to remain unimpaired and alert at all times, thereby not only ensuring my own maximum performance, but also, setting an example to others. Upon admission to the program, I will submit to a drug screen. Any student failing to abide by this responsibility is subject to restriction from the classroom or clinical areas or dismissed from the nursing program as determined by the Bluefield State University nursing faculty. Alcohol/drug impairment will be reported to the WV Board of Examiners for RN's. See SNAH Nursing Drug and Alcohol policy.
22. Upon admission to the nursing program and during each semester during my tenure in the program, I will submit to a random drug screen. I also realize that I may be subject to random drug screening at my expense if my behavior puts patients, faculty, or peers in jeopardy. Unauthorized use of controlled substances will be cause for dismissal from the nursing program.
23. Assume responsibility for cost of any injury that the student may occur or cause in the clinical setting. The student will be responsible for following the guidelines set forth by the agency if any injury or accident occurs. I am entering a hazardous field where injury and/or exposure may occur. **Health Insurance Coverage is mandatory at all times while in the nursing program**
24. Upon admission and readmission to the nursing program, I will submit to a criminal background check. Failure to disclose any criminal conviction, felony, or misdemeanor is grounds for immediate dismissal from the nursing program.
25. **Resolution of Conflict.** Resolution of conflict will be done by following the chain of command.

A chain of command exists in organization to provide a uniform, orderly, efficient process for conflict resolution.

Following is the chain of command for nursing students:

If a student has a disagreement with any faculty member, he/she is first to schedule an appointment with that faculty member to discuss the matter. If the matter is not satisfactorily resolved, the student may then meet with the Program Director to discuss it. If the matter is not satisfactorily resolved, the student may then meet with the Dean.

Students are not permitted to discuss matters of concern with one instructor about another. In these situations, the student must come to the Program Director for guidance. See the Complaint Process for clarification.

26. Recognize that the use of profanity, harassment, or any form of incivility toward faculty, staff, other students, patients and/or clients may be grounds for dismissal from the program.
27. A student convicted of a felony or misdemeanor may be excluded from clinical experiences and/or from taking the State Board of Examination. The State Board in West Virginia and other states require notarized copies of all court documents pertaining to any felony or misdemeanor conviction. This includes convictions for driving under the influence (DUI), as well as any traffic violations (i.e.— speeding tickets). The program advises the student to collect this documentation in advance of the 4th semester in the nursing program.
28. I will comply with the Kaplan Live Review policy in fourth semester.
29. All students in the associate degree nursing program or the accelerated LPN-RN program must maintain health insurance while in the program. The student is responsible for all cost associated with the health insurance.

I have reviewed the **Program Requirements** and will comply with said policies.

Student Signature

Date

Revised 4/03, 3/04, 2/05, 5/07, 4/08, 5/12,5/13, 5/17, 5/18,4/19,4/23

Academic Honesty

The value of a Bluefield State University education is only as good as the integrity of its students' work. Academic honesty is a key pillar upon which Bluefield State University rests. Bluefield State University believes academic dishonesty includes but is not limited to cheating, falsifying records, plagiarism, giving or receiving aid during an exam, misrepresenting academic work, and submitting the same work to more than one class with a willful intent to mislead. All new students at Bluefield State University will be required to complete an Academic Honesty education session and sign the University's Honor Code statement at that session.

All Bluefield State students are subject to serious disciplinary measures if they are caught engaging in such behavior. All students found guilty of violating the academic honesty procedures will be reported to the Dean of their School and the Provost who will maintain records of all incidents. Your career at Bluefield State is cumulative. The penalty for the first offense will be decided upon by the instructor and can include such penalties as a reduced grade on the assignment or a grade of "F" for the course. A second offense of the statement in a student's career at Bluefield State will result in a mandatory grade of "F" for the course and academic probation for one semester. A third offense of the statement in a student's career at Bluefield State will result in a mandatory grade of "F" for the course and expulsion from the Institution. Some programs may have additional penalties for violating the academic honesty guidelines. All "F" grades given to students caught violating the academic honesty procedures may have a "*NR" designation on their transcript. The "*NR" designation means that grade may not be changed by repeating the course unless the student receives approval from the Provost.

Instructors must complete and submit an Academic Honesty Violation Report form for all incidents to the Provost and appropriate line Deans and Directors with the penalty assessed. Instructors should make every effort to meet with the student to discuss the incident and explain the instructor's findings. Instructors must provide official notice to the student, the appropriate line Dean, the Director of the student's program, and the Provost within three school days. Students have the right to appeal the instructor's finding, and must be informed of this right in the official notice. Students must indicate their desire to appeal the instructor's finding within 3 school days of receiving the official notice. All appeals will be heard by the Academic Appeals Committee. The full committee need not be present to hold an Appeals Hearing. An Appeals Hearing must consist of at least three people (two faculty members and one student representative).

Academic Dishonesty:

In all courses at the university, the student is expected to maintain intellectual honesty. The student must do original work, including any paper written for grades or credit, both in and out of class. Plagiarism means presenting, as one's own, the words, ideas, or opinions of someone else. When, in writing a paper or giving a report, the student turns for information or ideas to source materials, credit must be given for the words, the pattern of thought or the arrangement of material which belongs to another person. Whether the student quotes directly or paraphrases another's words, the student must acknowledge the borrowing with the appropriate documentation.

To avoid plagiarism, the student must be honest and careful. Intentional plagiarism is the equivalent of theft. Unintentional plagiarism must be scrupulously avoided. Detailed instruction on guarding against plagiarism will be given in the required English courses. In any case in which a student feels unsure about a question of plagiarism, the student is obligated to consult the instructor on the matter before submitting the work.

Plagiarism includes:

1. Presenting someone else's ideas as your own without attribution.
2. Copying someone's words without providing quotation marks and citation.
3. Paraphrasing someone's words without providing a citation.
4. Submitting the same paper for more than one class.

Cheating includes but not limited to:

1. Purchasing a term paper or assignment and presenting it as your own.
2. Selling or giving any term paper, assignment, or aid so that a student may present that material as his or her own.
3. Receiving aid or providing aid to another student during an exam or on a non-cooperative assignment.
4. Stealing a copy of a test or receiving a copy of a test before taking it.
5. Using books, notes, or any other aid during an exam or assignment unless permitted by the instructor.
6. Using a mobile device, computer, or cell phone to give or receive aid on an exam or assignment or in any way not permitted by the instructor.

Bluefield State College has taken measures to help students avoid engaging in willful or unintentional academic dishonesty. All students should successfully complete an academic integrity workshop before they begin classes at Bluefield State College.

Student Honor Code

Bluefield State has also implemented a student honor code in which all students sign the following statement:

“I affirm that I have read and understand the BSU academic honesty policy. I am responsible for the work that I submit herewith. I am also ethically responsible for maintaining the academic integrity policy by reporting any instances of academic dishonesty to an appropriate faculty member or administrator.”

Students who do not sign the policy statement must meet with their instructor to discuss the reason(s) why they refused to sign it. It is also the student’s responsibility to read the BSU catalog.

Student Signature

Date

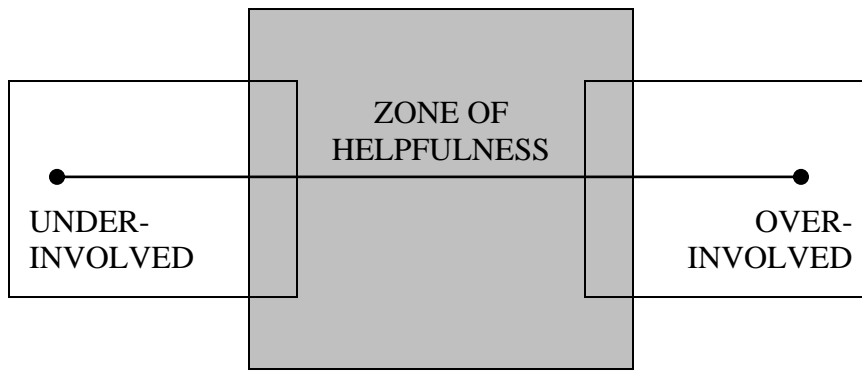
PROFESSIONAL CONDUCT OF NURSING STUDENTS

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

A STUDENT’S GUIDE TO PROFESSIONAL BOUNDARIES

Student nurses must begin to understand the concept of professional Boundaries so as to comply with the Standards for Professional Nursing practice. The professional nursing student acts in the best interest of the patient and avoids inappropriate relationships with clients. The nursing student works on maintaining the client’s independence by maintaining professional boundaries. The student practices within the Zone of helpfulness. This zone is the center of professional behavior continuum and avoids distancing and disinterest in the client, as well as, boundary violations and crossing and sexual misconduct. The nursing student recognizes that he/she has power and that the client is vulnerable. The nurse’s power comes from private knowledge of the client. The establishment of a boundary allows the nursing student to control this power and promotes connecting to meet the client’s need. The care setting, community context, and the client’s needs will impact the delineation of this boundary. These factors must be considered when establishing a professional boundary.

Boundary crossings are brief in nature and unintentional and may be purposeful. Even though boundary crossings result in a return to normal boundaries, repeated boundary crossings should be avoided. When there is confusion between the needs of the nurse and that of the client, a boundary violation occurs. A boundary violation involves excessive personal disclosure, secrecy, or role reversal and can cause undue stress to the client. An extreme form of boundary violation involves professional sexual misconduct. Professional sexual misconduct is defined by the client.



Every nurse-client relationship can be plotted on the continuum of professional behavior illustrated above.

Adapted from: National Council of State Board of Nursing (1996) Professional Boundaries.

Dr. Sue Painter, DNP, RN
Executive Director

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TELEPHONE:

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**STATE OF WEST VIRGINIA
BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES**

90 MacCorkle Ave., SW, Suite 203
South Charleston, WV 25303

Date: June 27, 2017

To Prospective Nursing Applicant:

Individuals who are considering entering the nursing profession and who may have a criminal history often ask about potential barriers to licensure following successful completion of an approved nursing program. While it would be nice to know this prior to making a decision to enter the program, obtaining that information is not possible under current West Virginia law.

The West Virginia Board of Examiners for Registered Professional Nurses (Board) makes decisions about licensure based upon a number of questions on the application and on an individual basis. The application (or the background screening) that indicates a criminal history is considered a non-routine application and must be reviewed by the Board staff and possibly referred to the Board's Disciplinary Review Committee (DRC).

Each application is reviewed on its own merits. The Board of Nursing has created guidelines for specific offenses to be approved in the Board office; however, the staff cannot make determinations in advance as laws and rules do change over time. Felony convictions, violent crimes, other more serious misdemeanors and repeat offenders are required to go before the DRC. Simple misdemeanors, such as some traffic violations, loitering and disturbing the peace can be approved by the disciplinary section of the Board. Any evidence of rehabilitation is important to the Board members when making a licensure decision.

Board applications require the applicant to provide the Board with an original certified copy of all court documents relative to a conviction. This means the applicant must go to the county or other appropriate authority where the conviction occurred and have the clerk of the court certify with a raised seal that the documents are a complete copy of the record. Applicants cannot pick and choose what documents are provided to the Board. A complete copy of the criminal record must be provided. The Board's applications require the applicant to provide a letter of explanation as to the events surrounding the conviction. This means the applicant must write in his/her own words what happened to cause the conviction.

Board applications also require an applicant who has a drug or alcohol problem to provide to the Board a copy of all treatment records. The applicant must sign a release with the treatment provider and have the documents sent directly from the provider to the Board office. A letter of explanation from the

applicant must also be provided with this information. This letter should explain the applicant's history of use/abuse of drugs and/or alcohol and his/her progress since treatment.

The Board may issue a license under probationary conditions, which could include direct supervision, random drug screens, employer reporting, counselor reporting and other necessary monitoring requirements. Further, the Board may deny licensure until certain requirements are met. The law allows the Board to require applicants to submit to a physical or psychological examination and to have the results of the examination provided directly to the Board. Refusal to submit to an examination when required will result in the application being denied. Applicants who qualify may be referred to the Board's monitoring and recovery program West Virginia Restore.

Each school of nursing makes independent decisions about admissions into their program and may require criminal background screening as part of that process. It is important for schools of nursing to know the admissions policies that exist on their campuses relative to criminal convictions and drug and alcohol use/abuse. Administrators should know the policy and actively enforce it. For those nursing programs without crucial admissions policies, administrators need to lobby the campus leaders to create realistic policies that can guide the individual programs as they make admission decisions. The School's general counsel should be contacted for assistance.

Clinical facilities may limit or prohibit students with criminal histories from participating in clinical experiences. Other options may not exist for the student to complete required clinical hours in order to obtain a nursing degree; thus, such a student may not be eligible for licensure in West Virginia.

As stated above, the license application requires disclosure of any criminal history and the disposition of all cases prior to Board review. Acceptance into a nursing education program is the decision of the school. Entering and staying in the nursing education program is the prospective student's decision based upon the knowledge that he/she may, or may not, be granted a nursing license by West Virginia. However, every state has its own requirements, so an applicant may be licensed in another state even if West Virginia denies licensure. All of the above factors should be taken into consideration prior to making a decision about a nursing career.

For more information, obtain the West Virginia Nursing Code and Legislative Rules, by visiting www.wvrnboard.wv.gov.

January 15, 2013

Message to Our Nation's Health Care Providers:

In light of recent tragic and horrific events in our nation, including the mass shootings in Newtown, CT, and Aurora, CO, I wanted to take this opportunity to ensure that you are aware that the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule does not prevent your ability to disclose necessary information about a patient to law enforcement, family members of the patient, or other persons, when you believe the patient presents a serious danger to himself or other people.

The HIPAA Privacy Rule protects the privacy of patients' health information but is balanced to ensure that appropriate uses and disclosures of the information still may be made when necessary to treat a patient, to protect the nation's public health, and for other critical purposes, such as when a provider seeks to warn or report that persons may be at risk of harm because of a patient. When a health care provider believes in good faith that such a warning is necessary to prevent or lessen a serious and imminent threat to the health or safety of the patient or others, the Privacy Rule allows the provider, consistent with applicable law and standards of ethical conduct, to alert those persons whom the provider believes are reasonably able to prevent or lessen the threat. Further, the provider is presumed to have had a good faith belief when his or her belief is based upon the provider's actual knowledge (i.e., based on the provider's own interaction with the patient) or in reliance on a credible representation by a person with apparent knowledge or authority (i.e., based on a credible report from a family member of the patient or other person). These provisions may be found in the Privacy Rule at 45 CFR § 164.512(j).

Under these provisions, a health care provider may disclose patient information, including information from mental health records, if necessary, to law enforcement, family members of the patient, or any other persons who may reasonably be able to prevent or lessen the risk of harm. For example, if a mental health professional has a patient who has made a credible threat to inflict serious and imminent bodily harm on one or more persons, HIPAA permits the mental health professional to alert the police, a parent or other family member, school administrators or campus police, and others who may be able to intervene to avert harm from the threat.

In addition to professional ethical standards, most states have laws and/or court decisions which address, and in many instances require, disclosure of patient information to prevent or lessen the risk of harm. Providers should consult the laws applicable to their profession in the states where they practice, as well as 42 CFR Part 2 under federal law (governing the disclosure of substance abuse treatment records) to understand their duties and authority in situations where they have information indicating a threat to public safety.

We at the Office for Civil Rights understand that health care providers may at times have information about a patient that indicates a serious and imminent threat to health or safety. At those times, providers play an important role in protecting the safety of their patients and the broader community. I hope this letter is helpful in making clear that the HIPAA Privacy Rule does not prevent providers from sharing this information to fulfill their legal and ethical duties to warn or as otherwise necessary to prevent or lessen the risk of harm, consistent with applicable law and ethical standards.



Leon Rodriguez

COLLEGE OF HEALTH SCIENCE
Policy for Electronic Devices/Social Media in
Classroom and Clinical settings

Due to the disruptive nature of electronic devices and the increased probability of academic dishonesty when electronic devices are available the BSU College of Health Science requires adherence of this policy for all students in programs of Imaging Science, Nursing, Radiologic Technology and Sonography. Electronic devices include smart phones, track phones, E-readers, Apple or other Smart watches, MP3 players, programmable calculators, pagers, PDAs, Headsets, Video cameras, Meta/AI glasses or any other personal/portable device capable of internet access or transmitting/receiving phone calls, text messages, or other forms of social media.

CLASSROOM SETTING

Students should not have electronic devices of any type that disrupt the classroom or clinical learning environment in use during class time. Faculty members have the authority to restrict or prohibit the use of electronic devices in his or her classroom, laboratory, or any other instructional environment. Each instructor should include their statement in regard to the use of electronic devices on the syllabus. Please refer to the guidelines below for use of electronic devices within the classroom setting.

- Student must request instructor consent before video/audio taping activities of any form. Unauthorized video/audio taping or photographs of students, faculty or staff without their expressed consent is prohibited and could result in grade deductions for the course.
- Lectures and materials are the intellectual property of the instructor and may not be copied or duplicated in any way without explicit permission.
- Faculty members have the right to instruct students to turn off electronic devices, and to stow those devices in secure places, in any class. If a student does not comply, they will be asked to leave the class and may be reported to the Dean of Students.
- With the instructor's explicit permission, electronic devices may be turned on. Even then the devices should have the sound turned off and vibrate mode also turned off. These devices may only be used for note-taking or other specified course activities with the instructor's permission. Students using these devices for note-taking must turn off the wireless function (unless it is required for the note-taking or document viewing application in use) and close all applications/windows other than the appropriate document or application unless the instructor specifically permits otherwise. Students must avoid non-course related activities such as checking e-mail or social networking sites, web-surfing, or playing games because these diminish their—and their classmates'—engagement with instructional activities.
- Students who require access to electronic devices as assistive measures for documented disabilities may use them according to provisions in the student's letter of accommodation.
- Students must recognize that they have an ethical and moral responsibility to maintain student, client, and patient privacy and confidentiality at all times and should not violate FERPA or HIPAA policies.
- Unauthorized use of electronic communication or wireless devices during quizzes, examinations, or other graded activities will be subject to disciplinary action under the provisions of the Student Code of Conduct and Student Honor Code. In certain circumstances (exams, laboratories, presentations, etc.), students may be temporarily

required to deposit cell phones, laptops, or other electronic devices with the instructor or lab supervisor for the duration of the specific class or activity.

- Electronic devices should be placed on silent mode and put away during class so that professional activities are not disrupted, unless other instructions are provided within the syllabus by the faculty member in regard to electronic devices in the class room.
- **Text messaging is prohibited during class and clinical time.**

CLINICAL SETTINGS

Cell phone usage in the clinical setting is strictly prohibited. Under NO CIRCUMSTANCES are any electronic device(s) to be carried by the student while in clinical rotations. Use of an electronic device for any purpose (conversation, text messaging, taking/sharing photos, and/or recording) is a violation of Nursing and Radiologic Technology/Imaging Science codes of ethics. Use of such devices while in the clinic setting is a willful disregard for the health, welfare, privacy and/or safety of the patient. Some instructors may utilize online tools necessary for pre/post conferencing in clinic. Each instructor will include a statement in regard to the use of electronic devices on the syllabus. Please refer to the guidelines below for assurance of professional conduct while in the clinical setting. Failure to adhere to these guidelines will result in disciplinary action from the respective programs and that action is stated within the programmatic handbooks.

- The use of cell phones, smart phones, smart watches, recording devices, cameras, Meta/AI glasses or other electronic device is strictly prohibited during all patient interaction while in the clinical setting.
- Students are not permitted to make or receive personal calls while in the clinical setting.
- Students are forbidden to share any information or photos via any electronic media that is obtained through the student-patient relationship.
- Recording and photographing is expressly prohibited in all classroom, lab, and clinical settings.
- Use of any electronic devices to store/enter any type of client information is a violation of Health Insurance Portability and Accountability Act (HIPAA) and may result in disciplinary action, which may result in dismissal from the program.
- While in clinic the use of electronic devices is NOT allowed. Personal electronic devices are to be turned off or placed on silent mode and placed in student lockers, other secured locations assigned to the students or student vehicles.
- Students must abide by any clinical agency policies regarding use of any electronic devices while in the clinical agency.
- Students who fail to follow the directions of a faculty member or the clinical agency policy may incur disciplinary action, up to, and including suspension and dismissal. Disciplinary action is detailed with in the programmatic student handbook.

SOCIAL MEDIA

The use of social media as a communication tool may have a significant impact on organizational or professional reputations. This policy has been created in order to aid in the protection of personal and professional reputations when participating in social media. Examples of social media included, but are not limited to LinkedIn, Twitter, Facebook, Snapchat, YouTube, My Space, Instagram, TikTok and open source chat/blogs. Faculty and students are liable for anything they post on social media and may be subject to litigation. The same laws, professional

standards, codes of conduct and ethics apply online as in the real world. In order to comply with this policy, the guidelines below are expected to be observed at all times.

- Students must maintain professional boundaries with patients when using social media. Online contact with patients is NEVER acceptable.
- Students may not make any comments about patients, other students, faculty, the clinical agencies and/or their employees, or clinical assignments/learning activities even if they are not identified.
- NO posting of any confidential, disrespectful or unprofessional information regarding Bluefield State, programs of nursing and allied health, clinical affiliates, patients, faculty, staff or students is acceptable.
- Students and faculty must follow federal requirements as contained within FERPA and HIPPA. Any violation in confidentiality may result in disciplinary action up to dismissal from the respective program. You can also be held liable to respective licensure boards and subject to litigation.

Best practices when using social media are to think before you post, be respectful, and remember how large the audience can be when using social media.

Student Signature

Date

May 2016/January 2019/March 2021/March 2026

SHARPS AND NEEDLES DISPOSAL POLICY

Purpose: Provide procedures for the safe and appropriate handling and disposal of sharps and needles.

I. Handling of Sharps and Needles

- A. Contaminated needles and other contaminated sharps are not bent, recapped, sheared, or removed unless there is no other feasible alternative or such action is required by medical procedure.
- B. If needle removal from a syringe must be accomplished, the faculty member overseeing should provide instruction in the correct procedure.
- C. Contain all sharps and needles immediately after use in a leak-proof container that is appropriately labeled.
- D. Use safety needles, syringes, and devices when appropriate.
- E. Do not place hands into containers whose contents include contaminated sharps, instruments, or waste.
- F. If sharps containers contain residual liquids and cannot be sealed to prevent leakage, they are placed in a secondary container that will confine the solution.
- G. Sharps which are too large to fit into sharps containers may be placed in contaminated waste containers (biohazard boxes).

II. Sharps Disposal

- A. Sharps containers are changed when three-quarters (3/4) full.
- B. When sharps containers are ready for disposal the program faculty shall notify the program administrative assistant.
- C. The program administrative assistant shall notify Steri-Cycle, Inc. to come to the college and pick up the used containers.
- D. Off-site sharps containers needing disposal shall follow the same procedure as detailed above.

Effective Date: 4/1/14, Reviewed 1/19

Bluefield State University College of Health Sciences Lab Policies/Procedures

Faculty/Student Lab Policy

- Individuals using the College of Health Sciences Lab(s) shall adhere to the rules of conduct in the lab. Violations may result in disciplinary action.
- All users both faculty/staff and students must refrain from consuming food and drinking from non-sealable containers in the student labs. These areas include computer laboratories, nursing and radiology labs.
- Alcohol and tobacco products are not allowed on campus, and this holds true in all the Student Labs.
- Users should refrain from talking on cell phone calls in the lab as common courtesy to other users. Calls can be taken in the hallway. The School of Nursing and Allied Health cell phone usage policy applies when using all lab spaces. This policy can be found in the student handbook for the respective program.
- Students are required to sign in with the School of Nursing and Allied Health lab sign in sheet during times OTHER than specified class times. These times may be for practice, extra computer use, remediation, etc. however this extra lab time MUST be with instructor permission and supervision.
- Labs will remain closed and in order to utilize during a time other than that scheduled for integrated testing, or simulation and practice students must be under direct supervision of a faculty member. At no time are students to be unattended in a laboratory area.
- Users must never dismantle or attempt to troubleshoot any equipment within the Student Labs. Please inform faculty of any issues or malfunctions.
- Copying any software from the computer lab is illegal. Anyone attempting to copy software will face disciplinary action. Software piracy may also result in legal action from the Software Publishers Association.
- Instructors are responsible for the direct supervision of their students to any learning experience within the laboratory setting at all times assigned.
- All individuals using the laboratories are expected to leave the laboratory in an orderly and clean condition, including disposing of trash, returning equipment to designated locations and organizing the laboratory after each use
- Installation of software on lab computers is NOT allowed. System configuration changes are also not allowed.
- Noise level shall be controlled to maintain an optimum work/study atmosphere.
- Displaying sexually explicit, graphically disturbing, or sexually harassing images or text is considered misuse of computers and will be reported to campus authorities. In addition the misuse of medical equipment pertaining to sexually related matters will be cause for dismissal from perspective programs.
- All equipment will be shut down and doors locked when student labs are not in use. It is the responsibility of the faculty and students to assure lab equipment is turned off, lights are off and doors locked upon leaving lab areas.
- After practicing or being evaluated, patient units are be left neat and tidy as one would in the hospital.
- Malfunctioning equipment and/or inadequate practice supplies shall be reported to the appropriate faculty member.
- All practice equipment and supplies are to be returned to the storage area in proper order. Lab equipment should never be removed from the lab area(s).
- Children are not allowed in the Allied Health and Nursing Laboratory

Laboratory/Linens Procedure

In order to keep the laboratory areas clean and mirroring hospital/clinic environments regular cleaning is necessary. The labs are cleaned daily on each campus via campus maintenance staff. On a monthly basis the faculty overseeing laboratory courses for a given semester will check bedding, mannequin maintenance/cleanliness, and overall organization of the lab and supplies.

Laboratories in which linens are required will utilize laundry services as provided by a local agency and/or on campus facilities. The linens shall be removed **at minimum** at midterm and the final week of every semester for cleaning (or dependent on laboratory use). Linens needing laundered more frequently should be reported to the respective director for proper removal and change. Faculty utilizing the labs will be the responsible party of assuring linens are kept clean and that lab needs are met.

Guidelines for Ordering Supplies and Equipment

Faculty are encouraged to make their needs known to the SNAH senior administrative assistance as early as possible so that equipment, supplies and media can be ordered, received, and processed in a timely manner. This is important because, on occasion, items are not immediately available and may be placed on back order with an unknown delivery date. It is also necessary to allow staff sufficient time for set-up, assembly if necessary and stocking especially for large numbers of items.

Suggested dates for placing orders include:

Fall Semester: July 1

Spring Semester: November 1

Summer Session: April 1

If anyone is found to be breaking lab policies and procedures student lab faculty will inform them of the policy or procedure being broken. Repeat offenders of the above procedures can have their lab privileges revoked as well as receiving a failing grade for work needed to be completed in the lab during a time in which privileges are revoked. Faculty failing to follow lab procedures may receive evaluations to reflect non-compliance.

Originated Feb. 28, 2014/Revised March 12, 2014, Reviewed 1/19.4/26

Safe Practices for Laboratory Simulation

The clinical & laboratory learning environments provide a learning opportunity where the student is expected to utilize all resources to extend the learning experience. During the laboratory class, or at any other times, **students may not practice invasive procedures on other students or faculty**. Simulations and models are used for invasive procedure skills practice. The health and safety of patients, students, and faculty associated with the educational activities of the students must be adequately safeguarded. Due to safety standards and OSHA standards any procedure that has the potential to create exposure to blood or body fluids is prohibited in the laboratory learning environment.

Although students will be expected to perform **invasive** procedures for some clinical competency (on a person, not just a mannequin) before they graduate, students **are not** required to participate in **invasive** procedures during lab. For the purpose of grading in lab, the procedure(s) is to be performed on a mannequin. Students shall not perform any invasive procedures within the clinic setting unless the instructor/lab assistant is available for direct supervision.

Indirect supervision by the instructor/lab assistant is required for the practice of any invasive procedures on mannequins. Indirect supervision is defined as the instructor/lab assistant being present in the lab during the performance of the procedure, as well being available for questions, demonstration, and/or monitoring if necessary. Students shall not practice any invasive procedures on mannequins unless the instructor/lab assistant is available. As in clinical practice, Standard Precautions should be utilized at all times.

Practice involving student to student or student to faculty simulation is limited to practicing basic skills, including head-to-toe physical assessments, radiography positioning, vital sign assessment and learning how to listen to a heartbeat.

I have read and understand the policy regarding safe practice in the laboratory learning environment. I agree to uphold the standards of this policy.

Student signature

Date

Respective program director

Date

*Effective Fall term 2016
5/25/2016
Reviewed 4/25*

Reference: OSHA Regulations and Guidelines: A Guide for Health Care Providers, Delmar Publishers, Copyright 2000

Truckee Meadows Community College Maxine S. Jacobs Nursing Program Student Handbook

**COLLEGE OF HEALTH SCIENCES
SMOKE-FREE ENVIRONMENT STUDENT RESPONSIBILITY STATEMENT**

As a student in a Bluefield State University College of Health Science program I understand that per the college student handbook all buildings on campus prohibit the use of any tobacco product. I further understand that clinical agencies have individual policies in regard to tobacco and electronic cigarette usage. In order to promote a healthy/smoke-free environment I understand that any use of tobacco products or electronic cigarettes is strictly prohibited in classrooms and clinical environments. Compliance is expected of all students and within programs of College of Health Sciences. Failure to comply with this requirement will result in a written warning provided to the respective program director, for the first offense; a second offense, may lead to dismissal from the respective program on the grounds of insubordination.

I _____ (printed name) agree to abide by tobacco/electronic cigarette requirements as stated above. I understand these products are not permitted in the educational environment while in class or during clinical rotations.

Signature

Date

Program Director

Date

Effective May 2015, Reviewed 1/19, 4/25

Bluefield State University
College of Health Sciences

Criminal Background Check

A criminal background check is a requirement for entry into the Associate Degree programs of Nursing or Radiologic Technology at Bluefield State University (BSU) as well as for all students enrolled in the RN to BSN program and the BS Imaging Science Sonography Concentration. In recognition of the vulnerability of all of the clients with whom the student interacts and all of the clients for whom the student cares in an increasingly diverse health care environment, the BSU Associate Degree programs of Nursing and Radiologic Technology, RN to BSN and BS Imaging Science Sonography have instituted a policy requiring a criminal background check on all incoming students.

1. Each student admitted to the programs of Associate Degree Nursing, Associate Degree Radiologic Technology, Bachelor Degree Nursing, and BS Imaging Science Sonography Concentration at BSU will have a criminal background check completed by the deadline provided by each program upon enrollment. This will be conducted through Castle Branch.
2. The background check includes:
 - A. Going on line to register with Castle Branch
 - B. Paying the processing fee by credit card. Fees associated with the background check will be the responsibility of the student.
 - C. Results of the background check are confidential. The findings are reported only to the director of the program in which the student is enrolled.
 - D. Students who have questions about the policy or procedure are encouraged to discuss them with the program director.

Failure to disclose any criminal conviction, felony, misdemeanor, or act of academic dishonesty during the course of the nursing and radiologic technology program is grounds for immediate dismissal from the program. A copy of all documentation indicating conviction of a crime received from any law enforcement agency may be forwarded to the clinical education settings if required by the contract. Additionally please note program specific requirements for documentation of convictions.

NURSING:

- A copy of all documentation indicating conviction of a crime received by the nursing programs at BSU from any law enforcement agency will be forwarded to the West Virginia State Board of Examiners for Registered Professional Nurses, or the student's respective Board of Registered Nurse Examiners for the state in which the student has or will be applying for licensure.

RADIOLOGIC TECHNOLOGY

- **Any student with a positive background check for a conviction of a misdemeanor or felony must complete the ARRT Ethics Review Pre-Application.** The Program Director will notify the student upon receipt of the positive background check and the ethic review must be started immediately. Once the ARRT completes the review and a letter is received by the student a copy of that letter must be given to the program director for inclusion in the student master file. If the ARRT states that the student will be unable to sit for the ARRT Certification Exam the student will be immediately dismissed from the program.

I have reviewed the **Criminal Background Policy** and will comply with said policy.

Student Signature

Date

Revised 3-05/4-08/5-09/8-09/5-12/4-18Reviewed 4/25

Bluefield State University
College of Health Sciences
Drug and Alcohol Testing Policy

OVERVIEW

- A. Bluefield State University (BSU), College of Health Sciences has a vital interest in maintaining safe and healthful conditions for its clients. Any student under the influence of any drug or alcohol during clinical/class may pose serious safety and health risks, not only to themselves but to all those who work with them and to the patients for whom they provide care.
- B. The College of Health Sciences' policies will be consistent with existing state and federal laws and other applicable clinical education sites' policies and procedures.
- C. The programs within the College of Health Sciences uphold the highest standards of the respective professions.
- D. Students must remain free from the use of alcohol, cannabis/cannabinoids (marijuana, THC, CBD)* or any illegal drug while participating in the health science programs.
- E. Bluefield State maintains a student counseling center which provides help to students who seek assistance for alcohol and drug abuse problems.

General

- A. The unlawful use, possession, sale, distribution or being under the influence of alcohol, cannabis including marijuana, non-medically prescribed controlled substances, or misuse of prescribed medications and/or over-the-counter medications or herbs that may alter behavior will not be permitted in the clinical agency or school environment. If a student should be found guilty by law enforcement of any unlawful event the student will be immediately dismissed from the program and referred to student affairs for further disciplinary action.
- B. All students have the responsibility for keeping themselves drug free at all times. This includes but is not limited to, environments such as clubs and private parties.
- C. Non-medically prescribed controlled substances and over the counter medications refers to **any substance** that is capable of altering the mood, perception, behavior, and judgment of the individual consuming it, and to any substance obtained with improper prescription or taken in a non-prescribed manner.
- D. "Clinical Agency" includes the agency's premises and situations where a student is representing the school in his/her capacity as a student of any Nursing and Allied Health program, or while operating any vehicle for a BSU College of Health Sciences "Under the influence" means the student is affected by drugs(s) (both prescription and/or over the counter), alcohol, or the combination, in any detectable manner.
- E. Any violation of these rules will result in immediate drug testing and if found positive dismissal from their respective program.
- F. Any substance abuse which occurs outside of clinical hours and affects the student's clinical /classroom performance, will be subject to drug testing at the student's expense and potentially dismissed from their respective program if a positive screen is returned.

Drug and Alcohol Testing

Bluefield State College of Health Sciences programs **require drug testing as follows:**

- A. A.S. Degree students: Randomly upon admission to the program and each semester while in the program. At any time if there is reasonable suspicion and or documentation of need.
- B. B.S. Nursing Degree Students: Upon enrollment to the program and screened randomly and if there is reasonable suspicion and or documentation of need.
- C. A.S. and B.S. Imaging Science Sonography Concentration Students: Screened yearly and if there is reasonable suspicion and or documentation of need.
 1. Reasonable Suspicion: Any student who demonstrates unusual, unexplained behavior in the agency environment or during clinical hours. (See Reasonable Suspicion Form of Drug and Alcohol Policy.)
 2. Observable signs might include, but are not limited to:
 - i. Speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow)
 - ii. Any odor suspicious of alcohol or other illegal substances on breath or personal belongings
 - iii. Coordination (normal, swaying, staggering, unsteady gait, grasping for support, lack of coordination)
 - iv. Alertness (disoriented or confused behavior, sleepy, change in alertness)
 - v. Performance (significant changes in work habits, unsafe practices, unsatisfactory work, unexplained accident or injury, missed deadlines, taking longer than customary to complete work, excessive sleeping in the classroom or clinical setting)
 - vi. Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic, physically assaultive, unduly talkative, exaggerated self-importance, making irrelevant or incoherent statements, hallucinations, lethargy)
 - vii. Eyes (bloodshot, dilated or pinpoint pupils)
 - viii. Other observations consistent with impairment
 - ix. Sloppy, inappropriate clothing and/or appearance
 - x. Excessive sick days, excessive tardiness, unexplained absences or tardiness
 - xi. Leaving the classroom or clinical area excessively without a previously documented medical reason for such.
- D. Any student who has access and/or direct responsibility for controlled substances and known drugs of abuse that are missing or otherwise unaccounted from a clinic rotation. The agency manager or administrator and the Dean of the College of Health Sciences and Program Director will make this determination on a case-by-case basis.
- E. Random testing will be done as a part of a continued monitoring program at the individual student's expense.
- F. Informed consent will be obtained for all testing. Fees associated with routine testing will be taken from student fees collected each semester.
- G. The collection site will be in a standard collection area laboratory (Lab Corp).
- H. Unless otherwise instructed, a student will have a maximum of 24 hours to complete screening. If not done within 24 hours, the student must contact the

scheduling official or program director to provide documentation as to why the appointment was not met and will be given one chance for rescheduling. IF the student fails to report for the screening at the 2nd designated appointment they must meet with the Dean and face dismissal from the program.

- I. Qualified medical personnel(s) specifically trained in the collection procedure shall perform the collection. Collection procedures will adhere to the required “chain of custody” protocol. This protocol may include observed collection, and/or search of personal belongings by the laboratory staff.
- J. The student’s confidentiality will be strictly maintained. Positive and/or diluted results will be communicated only to the student, the Program Director, and the physician (if necessary). The Dean of the College of Health Sciences may also be notified.
- K. Records will be maintained in a separate file by the Program Director in a secured area. Requests for information will require a court order, or may be released by the student via a signed written consent and liability waiver.
- L. A copy of screening documentation indicating positive drug or alcohol test results received by any College of Health Sciences program at BSU may be forwarded to the Clinical Education Settings for the program upon request.
- M. If a drug screen comes back diluted or altered the student will be subject to a random repeat drug screen at the student’s expense. A second diluted or altered screen will result in immediate dismissal from the program.
- N. If a drug screen comes back positive on a student enrolled in the BSN or BS Imaging Science program (who is a licensed RN or RT), the State Board governing over their respective license will be notified.
- O. Failure and/or refusal of drug screening are grounds for immediate removal from the respective program.
- P. If a drug screen comes back positive on a student enrolled in the A.S. degree program, who holds a LPN license, the LPN’s State Board of Nursing will be notified.
- Q. The drugs/ items to be tested may include, but are not limited to:
 1. Cannabinoids/Cannabis
 2. Barbiturates
 3. Alcohol
 4. Amphetamines
 5. Cocaine
 6. Propoxyphene
 7. Benzodiazepines
 8. Opiates
 9. Phencyclidine
 10. Methaqualone
 11. Ecstasy
 12. Renal Function

Student Right and Responsibilities

- A. During enrollment, the student is required to provide written documentation of any and all new medications actively being taken that were not included on the original health assessment form, including over the counter meds, herbs, and supplements.
- B. It is the student's responsibility to keep medication reports **up to date and accurate**.
- C. Should a random screening be performed and the results positive for a drug or substance not indicated on the health form or an updated medications form the student may be dismissed pending the decision of the respective director and the dean.
- D. Noncompliance with requests for drug and alcohol screening will be viewed as a violation. The student will be subject to discipline up to and including dismissal from their program of admission.
- E. Students who test positive may contest the finding within 48 hours following receipt of the notice. A written request for appeal must be submitted to the Dean of the College of Health Sciences within the 48-hour time frame. The Dean with the respective program director will contact the laboratory medical review officer for confirmation. The results of the confirmation testing will be the final result.

Admission/Readmission After a Positive Drug/ Alcohol Screening:

A student who has withdrawn or been dismissed from a program in the BSU College of Health Sciences due to a positive drug/ alcohol screen will be considered for re-admission under the following conditions:

1. Submit to an evaluation for substance abuse by a College of Health Sciences approved evaluation and/or treatment agency and complete the prescribed treatment program (USA students should call the USA Substance Education/Prevention Center for an evaluation: 251-460-7980)
2. Submission to a drug/alcohol screen test prior to admission/readmission. The drug/alcohol test will be at the student's expense. A positive drug test will result in ineligibility for admission/readmission.
3. Submission to random drug/alcohol testing as requested by College of Health Science after re-admittance to the professional component at the Student's expense. A positive drug/alcohol screen will result in permanent dismissal from the program.
4. Regular documentation of treatment will be communicated to the Program Director while awaiting re-admission.
5. Continued treatment is mandatory and documentation of such is required throughout the entire course of the Program of readmission until completion.

 Student Signature

Date

Rev. April 2020/March 2023/March 2026

*WV Code 30-7-1/WV Medical Cannabis Act

 U.S. Department of Health and Human Services <https://www.nccih.nih.gov/health/cannabis-marijuana-and-cannabinoids-what-you-need-to-know>

**Bluefield State University
College of Health Sciences**

Faculty Report of Reasonable Suspicion of Drug/Alcohol Use

Please use the space below to provide a detailed description of the student’s behavior. All information is to be kept confidential. Please return the form in a sealed envelope to the Program Director’s office as soon as possible. *Notify the Program Director’s office by phone immediately to request a drug/alcohol test.

1. Name of Student: _____
2. Date of Incident: _____
3. Time of Incident: _____
4. Location of Incident: _____
5. Detailed description: Include any behavioral, visual, olfactory or auditory observations.
 - Speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow)
 - Question of any suspicious odor of alcohol or other illegal substances on breath or personal belongings
 - Coordination (normal, swaying, staggering, unsteady gait, grasping for support, lack of coordination)
 - Alertness (disoriented or confused behavior, sleepy, change in alertness, excessive sleeping during class or clinic)
 - Performance (significant changes in work habits, unsafe practices, unsatisfactory work, unexplained accident or injury, missed deadlines, taking longer than customary to complete work)
 - Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic, physically assaultive, unduly talkative, exaggerated self-importance, making irrelevant or incoherent statements, hallucinations, lethargy)
 - Eyes (bloodshot, dilated or pinpoint pupils)
 - Other observations consistent with impairment
 - Sloppy, inappropriate clothing and/or appearance
 - Excessive sick days, excessive tardiness, unexplained absences or tardiness, frequently dismissing themselves from the classroom or clinical environment

6. Did the student admit to the use of drugs/alcohol? _____no _____yes

Comments:

7. Were drugs/ alcohol discovered? _____no _____yes

Comments:

8. List witnesses to student's behavior:

9. Was the student referred for drug/alcohol testing? _____no _____yes

If yes: What were your instructions including time frame?

Faculty signature

Date

Reviewed/Revised 4/17/15; 4/25/18;4/16/19/4/22

I have been provided an opportunity to ask questions in regard to the Drug/Alcohol Policy for the College of Health Sciences

I have reviewed the **Drug and Alcohol Policy** and will comply with said policy.

Student Signature

Date

**Bluefield State University
Associate Degree Nursing**

Consent Form for Alcohol, Drug, and Substance Testing

I hereby consent for the agency’s laboratory to collect blood, urine or saliva samples from me to conduct other necessary medical tests to determine the presence or use of alcohol, drugs, or controlled substances. Further, I give my consent for the release of the test result(s) and other relevant medical information to the director of the BSU Associate Degree Nursing, the Vice President for Student Affairs at BSU, and the WV RN Board. I also understand that if I refuse to consent, I may be subject to disciplinary action including suspension or dismissal from the nursing program at BSU.

AGREED TO:

_____ Student _____ Date

_____ Witness _____ Date

REFUSED:

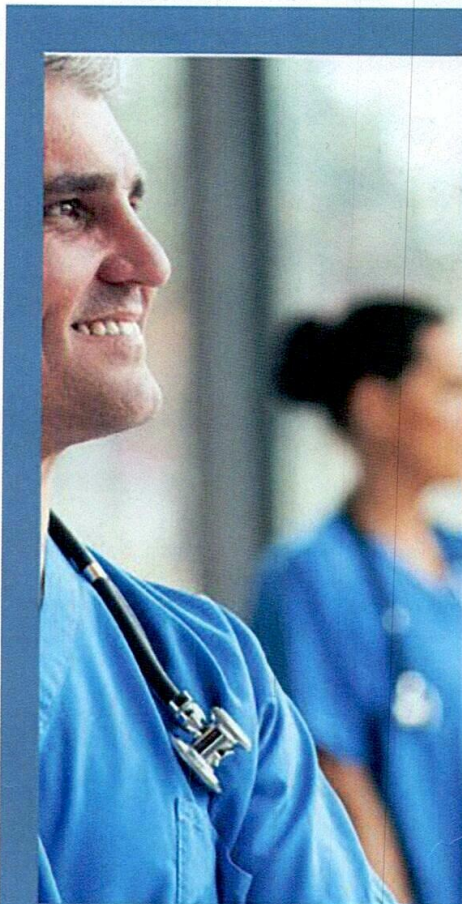
_____ *Student* _____ *Date*

_____ *Witness* _____ *Date*

Reason for refusal _____

CANNABIS CERTIFICATION IN NURSING

Can a Registered Nurse have a Cannabis Certification?



1

Nurses are not prohibited from

- Receiving a cannabis certification from a healthcare practitioner
- Possessing a valid identification card issued by the Bureau for Public Health

2

A nurse with a cannabis certification may be prohibited by their employer from performing any duty that could result in a public health or safety risk while under the influence of medical cannabis

3

Does not prevent the imposition of any civil, criminal, or other penalty

This is not intended to be an all-inclusive list of concerns, nor should this article be construed as legal advice. Any nurse or nursing student who is considering a cannabis certification should read the entire WV Medical Cannabis Act (<https://code.wvlegislature.gov/16A/>) and, if necessary, consult with an attorney.

WEST VIRGINIA BOARD OF REGISTERED NURSES



Kaplan Integrated Comprehensive Testing Program BSU AS Nursing Program REQUIRED STANDARDIZED EXAMINATIONS AND NCLEX EXAM PREPARATION

Background

The Bluefield State University AS Nursing program requires that all pre-licensure associate degree students demonstrate content mastery in the discipline. BSU utilizes the Kaplan Integrated Testing Program and the Kaplan NCLEX-RN live review developed from the NCLEX-RN® Test Plan as a resource for students to help them achieve content mastery in the nursing discipline through formative and summative standardized testing. Formative testing occurs throughout the program at prescribed intervals. Summative testing occurs during the fourth Kaplan RN program. The Kaplan RN Program allows students to demonstrate content mastery of the material tested on the NCLEX-RN® licensure exam and serves as the exit exam for the major.

Purpose

The purpose of the Kaplan Integrated Comprehensive Testing Program and the Kaplan NCLEX-RN live review is to prepare students for the end of program Kaplan RN Program exit exams and the NCLEX-RN® licensure exam.

Policy

A variety of Kaplan tests and remediation assignments will be used throughout the pre-licensure ASN Program. The faculty reserve the right to add new assessments when available and to require remediation assignments when needed for identified student learning needs. The cost of the testing package (Kaplan) is included in your semester nursing lab fee.

Integrated (Secure/Proctored) Tests

Integrated (Secure/Proctored) tests will be administered throughout the pre-licensure ASN program as outlined in the individual syllabi. Students should refer to each course syllabus using integrated standardized tests for benchmark data (50th percentile or equivalent) and grading criteria. Students will take the Kaplan Integrated tests as indicated in course syllabi. Students should strive to exceed the established benchmark for each of the Kaplan Integrated. (Secure/Proctored) Tests. Students should refer the course syllabus for grading criteria related to each Kaplan test. **Students will complete and submit the Kaplan Integrated Exam Test Analysis form.**

Remediation of Integrated Exams

Remediation is required of all students following the completion of each Kaplan Integrated exam. Even students who score in a high percentile ranking are required to remediate since additional learning can take place during remediation. Faculty will set a date for completion of remediation. Remediation requires 2 minutes of remediation for each incorrect question and 1 minute of remediation for each correct question on a Kaplan assessment. **Completion of required remediation will be required for admission to the first day of class in the following semester after the Integrated exam is given.**

Focused Review Tests

The Focused Review Tests are unproctored practice tests that students access at any time during their enrollment in the Kaplan Integrated Testing Program. These tests review basic nursing content and provide topical retest opportunities. They may be paused, resumed, and taken multiple times. Traditional explanations are provided for all Focused Review Tests, as are remediation explanations. The explanations discuss why the correct answer is correct and why the distractors are important. The Focused Review Tests may be accessed on the Kaplan student homepage from any computer with internet access. All students are required to complete the Focused Review Tests, and perform remediation on all questions, even if it is not a course requirement. Students should refer the course syllabus for grading criteria/requirements related to the Kaplan Focused Review Tests. Remediation requires 2 minutes of remediation for each incorrect question and 1 minute of remediation for each correct question on a Kaplan assessment. Failure to complete assigned focus reviews and remediation required will result in a failure for the course assigned in. Student will submit the **Kaplan Reflection Tool for Focus Review Test** for each required focus review exam to their instructor.

NCLEX Review Resources

In addition to the Kaplan resources utilized throughout the program, the 4th semester will include the following requirements in the Nursing 234L Synthesis in Nursing Course in addition to any other course requirements.

1. Secured practice examinations (Completed by the student.)

- Kaplan Integrated Testing, Focused Review and Q-Bank Questions will be used throughout the RN program. Each syllabus will give you a breakdown of which exams are required in individual courses.
- Each 4th semester the student will be required to take two Pass/Fail exams. On **one** of the two exams the student must meet benchmark score. If not making benchmark score on these two exams, there will be a final third exam at the end of the mandatory Kaplan Review. If you still fail to meet benchmark at the end of the Kaplan Review you will receive an “I” Incomplete for this course and will be required to take a review course of your own choice. The student **MUST** provide documentation that the review was successfully completed. If no documentation is provided by the beginning of the following fall semester the grade will be changed to a grade of “F” requiring readmission into the 4th semester to retake Synthesis. Standard readmission requirements would need to be met. **FAILURE TO MEET BENCHMARK ON ONE OF THE FIRST TWO EXAMS MAY LEAD TO A LATE GRADAUTION DATE.**
- See syllabi of individual courses for more information.

Mandatory Kaplan (live Review) Course

At the end of the nursing program, there is a ***mandatory*** Kaplan review course. The cost of the review course is covered under student lab fees. The student will receive a pass/fail grade for completing this course. It is the student's responsibility to attend each day of this review. Participation is required to obtain a grade of "pass". At the completion of the course, the student's grade will be entered into the system. When the grades are completed then the transcripts can then be released to the State Board of Registered Nurse's office. **Failure to complete each day of the review will result in failure of the Synthesis course.**

1/15/2016

Revised 3/2022

I have reviewed the **Standardized Testing Policy** and will comply with said policy.

Student Signature

Date

ACCREDITATION

BLUEFIELD STATE UNIVESITY

Bluefield State University is accredited by the Higher Learning Commission.

ASSOCIATE DEGREE NURSING PROGRAM

The Associate Degree Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN) formerly known as the NLNAC and the West Virginia RN Board.

RELEASE OF RECORDS FOR PURPOSES OF INSPECTION

I, the undersigned, will allow the members of the Accreditation Commission for Education in Nursing (ACEN) formerly known as the NLNAC and/or West Virginia RN Board to review my records, academic, clinical and program assignments for the purposes of accreditation.

Student Signature

Date

EMPLOYER EVALUATION

The Bluefield State University Associate Degree Nursing program performs an employer evaluation on each student six months after completion of the program.

I waive/do not waive the right to review the employer evaluation. (If neither is circled, the program will assume you have waived access.)

Student Signature

Date

HEALTH REQUIREMENTS

All students who enter Nursing must have a physical examination and Two step PPD or T Spot test which is to be submitted by the given deadline the year of acceptance into the nursing program and upon any readmissions into the program. All immunizations must be current. All health records, insurance cards, identification cards, and CPR cards are to be submitted to Certified Backgrounds and remain current. These records are kept due to requirements of clinical agencies for admittance of students for clinical rotations. Failure to complete will result in inability to fulfill clinical requirements of the program.

1. A complete physical examination by a licensed physician, physician assistant or nurse practitioner (Forms are found at <https://bluefieldstate.edu/wp-content/uploads/2017/01/HEALTH-ASSESSMENT-FORM-5-23-22-184.pdf>)
2. TB testing yearly (See health forms). If proof of TB testing expires, the student will not be allowed to enter clinical area until current. If clinical time is missed due to this, it will be unexcused.
3. Measles, Rubella, and Rubeola vaccination (2 part series) and serology showing positive titer. If titer is negative, the individual should receive rubella vaccination (See health forms)
4. Tetanus-diphtheria booster within last 10 years. (Must keep current)
5. Hepatitis B vaccination with a follow up titer 2 months after completion of series. Students should begin the series upon notification of acceptance to the program.
6. Varicella Vaccine Series and titer. (See health forms)
7. **Yearly influenza vaccination by October 1st.**
8. COVID 19 Vaccination series.
9. Students must acquire and maintain CPR certification throughout the program. The course required is the BLS Provider Course through the American Heart Association. **Only this course will be accepted.** If CPR certification expires, the student will not be allowed to enter clinical area until current. If clinical time is missed due to this, it will be unexcused.
10. Drug screen and criminal background check results.

*Males should **not** receive the combined antigen form which combines measles, mumps, and rubella. Rubella vaccination is **never** given to a woman who may be pregnant. A non-pregnant woman who receives rubella vaccination **must** be using effective contraceptive and **continue** use for three months after vaccination if pregnancy is a possibility.

**Recommendation from the Centers for Disease Control and the American College Health Association.

Revised: 5/12,5/13. 5/15, 5/16, 5/18, 4/19, 3/22.3/

I have read and understand the health requirements for the AD Nursing Program.

I also understand that it is my responsibility to keep my health records up to date and report changes in health, medications or physical abilities to the Program Director immediately upon discovery.

Student Printed Name: _____

Student Signature: _____

Date: _____

Bluefield State University College of Health Sciences

VERIFICATION OF INFLUENZA VACCINATION DUE TO DIRECTOR OF PROGRAMS BY October 1st

Student _____

Date _____

I verify that the _____ influenza vaccination was administered to the above student.

Lot # _____ Expiration Date _____

Signature of Person giving injection

Print Name

Date

Facility administering injection

Phone Number

ADA Accommodation

Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Office for Student Support Services at 304-327-4097 in Basic Science Room 113 to coordinate reasonable accommodations for students with documented disabilities.

Services for Disabled Students: Based on documentation and recommendation of services from physicians and therapists, the following services can be provided to students with disabilities:

- Extended test time
- Proctored tests
- Adaptive software
- Note-takers
- Sign-language interpreters
- And more (depending on the recommendation of therapist and/or physician)

All nursing students must have their provider complete and sign the **Documented Disabilities/Accommodations Notification Form** upon entrance to the program, or at anytime the student's disability status may change.

I have reviewed the **ADA Accommodations Notification Policy** and will comply with said policy.

Student Signature

Date

BSU AD Nursing ATTENDANCE POLICY CLASSROOM AND CLINICAL

Background

The Program of Nursing sets specific expectations for student classroom and clinical attendance. Attendance in class, clinical, laboratory and outside experiences is necessary to master the body of knowledge needed for safe clinical practice and adequately prepare for licensure. Attendance is mandatory and is expected that students will be **on time** and remain for the duration of all class, clinical, laboratory and outside experiences.

Clinical attendance is required in order for students to obtain the necessary level of clinical competencies and overall skills necessary for graduation. Being absent from classroom or clinical can seriously affect student progress and success in the program. Therefore, it is expected that students attend all classroom and clinical rotations as scheduled. Time away from the clinic experience includes tardiness, absences, and leaving early.

Nursing Students must read and acknowledge that they have read and understand the policy prior to the start of the program and at times when policy may require revision.

Policy and Procedures

In the event of an absence, tardy, or need to leave a class/clinical early the student must notify the instructor via email, phone, or in person **prior** to the absence. It is the student's responsibility to provide proper documentation and explanation as to the reason for an absence/tardy **prior to** the absence/tardy or at the next scheduled class time in extreme emergency situations. ***Failure to provide acceptable documentation for a tardy, absence or need for early class/clinical departure will result in the absence be considered unexcused.***

Upon arrival to class, each student will sign the attendance sheet located at the front of the room. It is the student responsibility to sign in each day. Additionally, if you leave class for any reason, you must sign out and document time of departure. Upon return to class, you must sign back in with return time documented. Signing the sheet for a classmate is strictly prohibited and exhibits poor ethical and moral judgment. This action could result in disciplinary action. ***If your name is not on the attendance sheet, if you leave early without signing out or without return, you will be marked as unexcused absence.***

1. The college recognizes three kinds of absences: an institutional, an unavoidable, or willful, unexcused
 - a. **Institutional absence** is when the student is absent from class or clinical due to school being closed or other excused absences recognized by the college such as sports activities or trips that may be part of a requirement for another class. This type of absence would include curricular or extracurricular activities approved by the program director.
 - b. **Unavoidable absence** is when the student is absent from class or clinical due to illness, death in the immediate family* or unnatural cause beyond control of the student. It should be noted that travel to and from class, clinic, laboratory, and all outside rotations is the responsibility of the student. ***Traffic, weather issues, or vehicle failure may not be considered excused absence. When these are possible concerns student should plan accordingly to allow ample travel time.***
 - c. **Willful/Unexcused absence** is defined as missing a class or clinical assignment without proper notification or excuse.

- d. **Excused absence** is defined as the following: illness requiring medical attention, curricular or extracurricular activities approved by the faculty with consent of the director. Failure to provide documentation supporting an excused absence in the required time will render the absence as unexcused (see statement above).
 - e. **Special Circumstances:** Armed forces duty, jury duty, and serious chronic illness will be managed on a case by case basis and should be reported to the program director immediately. Extensive clinic time missed due to such events must be made up prior to the start of the next semester in order to progress into the next clinic course and/or to graduate from the program. If it is not believed by the student that they will be able to meet this requirement for completion of all clinic hours prior to the next semester, a medical leave is strongly recommended.
 - f. The student is advised to make appointments for themselves, other family members, significant others, or children at a time that there is not class or clinical. ***Routine appointments will be considered unexcused. Personal conflicts including work related schedules, routine doctor visits, etc. will not be considered excused.***
2. **Tardiness** is recognized as being 15 minutes late for class or clinical
- a. If the student is tardy 3 times from any didactic or clinical class during a semester this will result in an unexcused absence.
 - b. In the event a student leaves early from the clinical setting and will be missing 75% or more of the clinical day, the time missed will be considered unexcused, unless the student is asked to leave by the faculty member due to an illness which may be contagious to the patients.
 - c. It is the responsibility of the student to **notify the faculty** in the event of tardiness. If the student is going to be late for clinical the student must notify the supervising instructor for the rotation as well as the facility in which the clinical is scheduled. When notifying the facility the student should state who they are, that they are a BSC nursing student and clearly indicate their assigned area for the rotation. It is strongly recommended that the student obtain the name of the person in which they report the absence. If the student will be late to class, the student will be responsible for notifying the faculty for the course, the school secretary or program director.
3. **Makeup class or clinical**
- a. The student is allowed **one absence** in a class, regardless if excused or unexcused. ***Any absence in excess of 3 days (inclusive of the (1) day excused/unexcused) will result in dismissal from the AD Nursing program.*** It is the student's responsibility to clarify with the faculty any information missed from a classroom or clinical absence.
 - b. Clinical time is very important to obtain the necessary skills and knowledge to pass clinical, and to meet clinical objectives and student learning outcomes. ***Due to this importance when a student exceeds absenteeism (excused or unexcused) from the clinic setting in excess of 2 clinic days, they will be withdrawn from the AD Nursing program.***
 - c. Any absence from the clinic setting (excused or unexcused) will require a make up day. It is the responsibility of the student to schedule an appointment with the faculty supervisor of the missed rotation to schedule the make up day. **The ability to provide**

clinic make up experiences may be limited by the availability of clinic space, faculty resources, or one time only events. In some cases, laboratory simulation, and/or outside rotations cannot be made up. In such cases you will not receive credit for any work done during those events and may not be able to be given an assignment equivalent to the missed clinical experience. Thus attendance to all simulated labs and outside rotations is crucial.

**The Nursing program defines "IMMEDIATE FAMILY" as: father, mother, son, daughter, brother, sister, husband, wife, mother in law, father in law, son in law, daughter in law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, step children, or others considered to be members of the household who live under the same roof.*

Reviewed 4/25

I have reviewed the **Attendance Policy** and will comply with said policy.

Student Signature

Date

REPORTING OF ILLNESS

All student illnesses, communicable disease, and other conditions (including pregnancy) which might affect the health of the student, patient, or staff must be reported to the Clinical Instructor at the time of occurrence. This will be documented in the student's clinical file and the Program Director will be notified.

OCCUPATIONAL EXPOSURE TO COMMUNICABLE DISEASE

Should any student be exposed to a communicable disease (ex. tuberculosis) they will be informed by the Clinical Instructor and/or the Program Director. The student will be responsible for any incurring costs and/or treatment/tests. The student must provide to the program, documents of proof of testing/treatment.

TELEPHONE UTILIZATION

Telephone utilization by students in the clinical facilities is ***prohibited*** unless an emergency arises. If a phone call needs to be made, it must be done ***only with permission of the Clinical Instructor***. Any violation of this policy will result in an ethics deduction. Absolutely ***no long distance calls*** shall be made from the telephones in the facilities. If this occurs there may be a possibility of dismissal from the program. No cell phones are to be used in clinical facilities.

Student Signature

Date

STUDENT RECORDS

A final transcript for each student in the program will be kept on file at the college. The Registrar's Office must be contacted for copies of the transcript.

All other student records (e.g. competency evaluations, academic tests, etc) will be kept on file for a period of five (5) year beyond graduation.

**BLUEFIELD STATE UNIVERSITY
ASSOCIATION DEGREE NURSING
GRADING AND PROGRESSION POLICY**

GRADING SCALE—DIDACTIC COURSES

| | | |
|-------------------|---------|---------------|
| 92.5 - 100 | A | EXCELLENT |
| 84.5 – 92.4 | B | ABOVE AVERAGE |
| 78.5 – 84.4 | C | AVERAGE |
| 71.5 – 78.4 | D | FAILURE |
| 0 - 71.4 | F | FAILURE |

Students must obtain a grade of C or better in all required general studies and nursing courses.

Students must pass a math competency exam each semester with a grade of 78.5% or better. Student may have two opportunities to pass each math proficiency exam. If the 78.5% is not obtained on the second attempt, the student will fail the course associated with the competency exam.

All support courses must be completed before or concurrent with the curriculum course sequence.

The clinical component of each course is Pass/Fail. You must receive an overall grade of Pass in each clinical component in order to continue in the program.

From the date of acceptance, this two year program must be completed within a three year period and the Accelerated LPN-RN program must be completed within a two year period.

I have reviewed the **Grading and Progression Policy** and will comply with said policy.

Student Signature

Date

STUDENT AUDIOTAPING AGREEMENT

(Adapted from Busch and Lishner, 1994)

Audiotaping will be allowed during _____, subject to the guidelines
(course)

below. The guidelines are based on (1) legal issues related to the use of copyrighted materials used during the class; (2) ethical issues related to personal and patient information which may be shared in class; (3) the potential impact of audiotaping on the quality of teaching and class discussion; and (4) the potential impact of audiotaping on individual learning.

Each student who wishes to audiotape must request written permission from the instructor using this form and verbal permission from all students in the class.

I, _____, request permission to audiotape during lectures and class discussions
(student name)
in _____ taught by _____, during _____ semester,
(course) (instructor's name) (spring or fall)
_____.
(year)

I recognize that audiotaping is not a satisfactory substitute for good lecture notes and class participation. If my grades appear to suffer following initiation of this agreement, the instructor will schedule an appointment with me to discuss the problem. If the continues, my taping privilege will be rescinded.

I understand that the privilege of audiotaping is extended to me by the course instructor and by the other students with the understanding that I will fulfill all of the following responsibilities.

1. Verbally request permission to audiotape from the other students in the class at the beginning of the semester.
2. Carry out audiotaping in a manner that does not disrupt lecture or class discussion at any time.
3. Keep all audiotapes under my direct control and not allow access to these tapes by any other individual.
4. Allow no additional copies to be made of audiotapes I make in this course.
5. Completely erase all audiotapes made in the course at the end of the semester.
6. Stop audiotaping at the following times:
 - a. During any audio or video presentation containing copyrighted material.
 - b. During any test reviews
 - c. During lectures or discussions led by guest faculty.
 - d. Any time any student in the class requests no taping.
 - e. Any time the instructor requests no taping.
 - e. Any time the discussion is clearly unrelated to lecture.

STUDENT AUDIOTAPING AGREEMENT (Continued)
(Adapted from Busch and Lishner, 1994)
Page 2 of 2 pages

I understand and agree to the conditions and responsibilities stated above. I understand that the privilege of audiotaping can be rescinded immediately and without notice if I fail to comply with any of the conditions and responsibilities in this agreement.

Further, I understand that Bluefield State College and its faculty members bear no responsibility for lost or damaged tapes or tape recording devices. Any legal action resulting from the misuse of the audiotapes will be the responsibility of the involved or students alone.

Student Name _____

Signature _____

Date _____

Faculty Name _____

Signature _____

Date _____

I have received a copy of the **Student Audiotaping Policy** and will comply with said policy.

Student Signature

Date

Student Exam Policy
AS Nursing Department
Bluefield State University

Purpose:

The purpose of this policy is to increase the consistency of grading practices and exam procedures and to inform ADN nursing students of expectations related to BSU nursing course examinations. This policy does not include homework, pre-class assignments, clinical learning activities or simulations.

Exam Honesty Statement:

Students may not look at any other student's computer or work. Students may not use any device, papers, books or other materials without prior written approval of the nursing instructors or the Program Director at least 7 days in advance of the exam. Students may not have more than one Web browser and one Browser Tab open on their computer during a computer exam. Discussing at any time the exam may be determined to be academic dishonesty and should be avoided. Any perceived cheating will be handled as actual cheating per the policies of the Nursing Department and the College.

Exam Rules:

1. Students must show their BSU ID or other form of photo ID prior to taking exam; if unable to produce an ID, the student will not be allowed into the exam area and will receive a zero.
2. In the event a student must miss an exam, the student must present an excuse to the instructor within one week. If the student is on quarantine or isolated, they will take the exam under proctor track as scheduled.
3. The student must notify the instructor of an absence via email prior to the exam. Failure to notify the instructor in this time frame will revoke the student's ability to make up the exam. If the reason for the absence is considered excused (refer to the college catalog), the student will take the makeup exam the week of the semester drop date. After the drop date, the student will make up the exam the week of finals. If multiple exams are missed, all will be completed the week prior to the semester drop date.
4. Faculty reserve the right to administer an alternative examination.
5. Students with an unexcused absence (refer to the college catalog) will not be allowed to make up the exam.
6. The instructor has the option to assign seating during the exam.
7. Students will be allowed to use school calculators or calculators on the computer during exams.
8. For computer-based exams, the student may use a blank sheet of paper or whiteboard for calculations. This paper but must be presented to the camera prior to the start of the exam (both front and back). At the end of the exam the student will again present the used paper to the camera for verification of students' work. During computer-based exams, students are not allowed to deviate out of web browser containing the exam. Doing so will result in a grade of zero for the exam and an academic dishonesty investigation.
9. NO personal effects should be brought to the exam area. Any personal belongings will be placed at the front of the room near the instructor.

10. The student who arrives within 15 minutes or less of the start of an exam may enter the testing area but will be required to complete the exam in the remaining time allotted for that exam. If a student arrives beyond the 15-minute window, he/she will have the option of completing the exam in time allotted or make up the exam per schedule outlined in #3.
11. Once the exam has been completed, the student has the option to sit in the room quietly until everyone has completed the exam or return to the instructional area at a specified time given by the instructor. The student should not remain in the hallway outside the exam-center. Students found in violation will be counseled regarding the incident and may be referred to the Director of the ASN Program.
12. If cheating is suspected, the instructor will notify the student of the suspicion and refer the incident to the Director of the ASN Nursing Program.
13. Exams will be graded as soon as possible and scores will be entered into the Moodle grade book. The student may not approach the instructor or question them regarding the exam items. Remediation for all students will occur immediately after the exam. The score will not be posted at this time. You will be allowed to review the questions you missed at the end of the exam. Once exam scores have been posted the student will access the grade book on Moodle and make remediation appointments as necessary. The student has 2 weeks from the date of the exam to make an appointment with the faculty to review the exam. A review is mandatory for students who score below 78.5%. Students will utilize the exam analysis form to identify the reason a question was missed. Only missed questions will be eligible for review and/or challenge.
14. Students may challenge an exam question during the review process by completing a challenge form. The instructor will review the challenged question submitted with a response to the student regarding the challenged question within 1 week.
15. Time allotment for exam questions will be 1 and ½ minute per question.
16. Students needing special accommodations must contact the Bluefield State University ADA Compliance officer. Any student requiring ADA accommodations must provide documentation from the ADA compliance officer preferably within 2 weeks of the beginning of the semester.
17. If the student is absent from a nursing class or a clinical on the day of an exam, the student will not be allowed to take the exam. The student will need to follow the guidelines outlined in this policy for a makeup exam.

Adopted May 2017, Revised December 2017, April 2019, December 2021, November 2023

Appendix A
Exam/quiz Item Challenge Form
BSU ASN Nursing Department

Students may only challenge exam/quiz items during instructor office hours and using this form. Incivility (as defined by the instructor) will not be tolerated and will cause the student to forfeit their right to challenge an exam/quiz item. All students have full access to the Bluefield State College and the School of Allied Health-School of Nursing grade appeal policy and procedure. These are located in the handbooks posted on their respected websites. For test integrity purposes, this form may only be completed in the presence of the instructor. This form may not leave with the student. All students are held to the Nursing Department Academic Integrity Policy that states that no exam/quiz/quiz item may ever be discussed with other students in any way.

| | | |
|-----------------|------------|-------------------|
| Student name: | Class: | Exam/quiz Title: |
| Exam/quiz Date: | Question # | Student's Answer: |

- A. Two sentences to justify the student's chosen answer:

- B. Page number in text to support the Student's chosen answer:

- C: Correct Answer on the Exam/quiz:

- D: Difficulty and Discrimination Statistics for this Exam/quiz Item:

Date Challenge Received by Instructor: _____

Outcome of Challenge: _____

Date of Decision: _____

Student notified of outcome (modality and date) _____

A copy of all challenge forms needs to be submitted to Chair of Exam/quiz Committee and Director of program.

**Student Exam Policy
AS Nursing Department
Bluefield State University**

I have received a copy of the **Student Exam Policy** and will comply with said policy.

Student Signature

Date

**ASSOCIATE DEGREE NURSING
RECORD OF ADVISING SESSION**

STUDENT NAME _____
FACULTY MEMBER NAME _____ **DATE** _____
TIME _____ **PLACE** _____

PURPOSE OF MEETING:

COMMENTS OF FACULTY MEMBER AND SIGNATURE:

FACULTY SIGNATURE

COMMENTS BY STUDENT AND SIGNATURE:

STUDENT SIGNATURE
***PLEASE GIVE COPY TO STUDENT**

CURRICULUM POLICY

Didactic and clinical courses are carefully designed to afford knowledge to the student in a structured timely fashion and complement each other's educational objectives.

Therefore, if any student chooses to eliminate any part of the Associate Degree Nursing Curriculum, that student will be terminated from the program immediately.

The curriculum includes the nursing courses and the co-requisites that are to be completed in the sequence in the plan of study. Co-requisites can be taken early, but withdrawal or unsuccessful completion of a co-requisite for a semester will result in termination of the program.

Upon approval of the Associate Degree Nursing faculty and the Program Director, the curriculum is subject to change as needs dictate.

ASSOCIATE DEGREE NURSING CURRICULUM POLICY VALIDATION

I have read and received explanation of the Associate Degree Nursing Curriculum Policy and will comply with said conditions.

Student Signature

Date

Bluefield State University AS Nursing Student Academic/Clinical Grievance Policy

Any student has the right to present a grievance/appeal if the student believes that he/she has been unfairly treated in the final grading of a didactic course or clinical course. The problem will be resolved in a timely manner.

Acceptable Grounds for Appeal include the following (Per the BSU College Catalog and Bluefield State University Board of Governors Policy 15: Students Academic Rights):

1. An **arbitrarily** assigned grade is deemed to have been awarded solely by the instructor's discretion without comparison to an established course metric or calculation by a clearly defined standard as outlined by the course policy sheet or syllabus.
2. A **capriciously** assigned grade is deemed to have been awarded impulsively by the instructor with no clear explanation as to the legitimacy of the grade.
3. A **prejudicially** assigned grade is deemed to have been awarded by the instructor acting upon a preconceived opinion or feeling toward the student based on a student's age, race, color, national origin, religious affiliation, political affiliation, disability, sexual orientation, or gender.

The student will remain active in the nursing courses until the appeal has process has been completed.

Steps in Grievance/Appeal Process:

Step One

Meet with Program Director within 5 working days of notification of the final grade or evaluation. The instructor(s) at that time have the right to change the grade if deemed necessary after discussion with the Program Director. The instructor(s) have 5 working days to respond to Program Director.

Step Two

If, after discussion with the Program Director, a student wishes to establish that a recorded grade was reported arbitrarily, capriciously, or prejudicially, he/she must register, within 10 school days of the beginning of the next semester, the complaint with the Dean of the College of Health Sciences and the Director of AS Nursing within which the grade was received.

The student must provide the Dean of the College of Health Sciences and Director of AS Nursing with:

- a. a written statement including the reason for the appeal computational error, arbitrary grading practices, discrimination, etc.
- b. copies of all relevant graded work (course assignments, tests, quizzes, lab reports, etc.
- c. a list of relevant work not in the student's possession but maintained by the instructor of the course, that illustrate the student's success in the course.

The Dean of the College of Health Sciences will establish a committee of faculty to consider the complaint and present its recommendation in writing to the instructor and the student within 5 business days.

Step Three

If the student is not satisfied with, or if the instructor fails to act on the College recommendation, the student may appeal in writing to the Provost and Vice President for Academic Affairs requesting to convene a meeting of the Academics Committee.

The student must complete the request form available in the office of the Provost/Vice President of Academic Affairs. Appeals hearings will occur within 5 days of the beginning of the semester.

The faculty member and the student shall be informed of the decision of the Academics Committee in writing within 5 business days of the hearing on the appeal.

In cases where the Academics Committee determines that a grade has been improperly assigned, the Committee will ask the Provost and Vice President for Academic Affairs to have the grade modified in accordance with the findings of the Committee.

Grade appeals shall end at the institutional level. Under no circumstances will a grade appeal initiated by a student be considered after the lapse of one semester beyond the semester in which the grade was received.

Adopted March 2018, Reviewed 4/25

Student Academic/Clinical Grievance Policy

I have read and received explanation of the Associate Degree Nursing Student Academic/Clinical Grievance Policy and will comply with said conditions.

Student Signature

Date

EXIT INTERVIEWS

An exit interview is required of all students terminating the nursing program without completion. This interview is to be conducted at the time of withdrawal from any required course in the nursing program. Exit interviews are conducted by the student's advisor.

The student must call and schedule an appointment with their advisor for the exit interview. If an exit interview is not conducted, the student will not be considered properly withdrawn from the Associate Degree Nursing Program.

GROUNDS FOR DISMISSAL

The *Grounds for Dismissal* are listed below. It should be pointed out that a student can be suspended from the program at any time during their training for violation of any of the reasons listed below.

1. Inability to obtain a grade of "C" or better in all required General Studies and Nursing Courses within the plan of study.
2. Insubordination, and acts of incivility.
3. The conviction and/or known use of, distribution of, or possession of illegal drugs, or controlled substances.
4. Failure to disclose any criminal conviction.
5. Failure to accomplish clinical assignments and objectives.
6. Unprofessional or unethical conduct.
7. Cheating in related or professional courses.

Please sign this form and if under the age of 18, please have a parent or guardian sign also. This indicates that you are aware of these policies before entering the program.

Student Signature

Parent/Guardian Signature

Date

Date

**BLUEFIELD STATE UNIVERSITY
ASSOCIATE DEGREE NURSING
EXIT INTERVIEW FORM**

Name of Student: _____ Date: _____
 Name of Faculty: _____
 Location: _____ Beckley Campus _____ Bluefield Campus
 Semester Exiting: _____ First _____ Second _____ Third _____ Fourth _____ Other _____

| REASONS | MAJOR ISSUE | MINOR ISSUE | SLIGHT ISSUE | NO ISSUES |
|---------------------------------------|--------------------|--------------------|---------------------|------------------|
| Employment Demands | | | | |
| Transportation | | | | |
| Child Care Demands | | | | |
| Family Crisis | | | | |
| Family Responsibilities | | | | |
| Academic Difficulty or Failure | | | | |
| Change in Major | | | | |
| Change in Health Status | | | | |
| Other (Explain) | | | | |

COMMENTS: (From the chart above, select the **one** major reason for our withdrawal from the nursing program this semester.)

Student: _____

I understand the guidelines for readmission are located in the “Readmission Criteria” section of the student handbook. I must follow the readmission criteria when seeking readmission to the program.

 Student’s Signature

 Instructor’s Signature

Withdrawal Checklist:
 _____ Add/Drop Slip Completed
 _____ Change of Major Form Completed
 _____ Copy of Exit Form to Student & Director

ASSOCIATE DEGREE NURSING READMISSION CRITERIA

The following procedure will be followed for readmission to the Associate Degree Nursing Program at Bluefield State University.

1. Students seeking readmission must meet all program admission requirements.
2. Students seeking readmission must maintain a 2.5 GPA in order to be considered.
3. Students not satisfactorily completing the first semester of the AS Nursing or the Summer LPN-RN accelerated program must re-apply for admissions to the program with the admissions office.
 - 3a. Applicant must meet current admission criteria at time of reapplying.
 - 3b. Students will be considered as a new applicant along with the complete applicant pool.
 - 3c. Readmission is not guaranteed.
 - 3d. If readmitted, this will count as the applicants one readmission.
4. A formal letter of intent is required by students seeking readmission to any semester of the program. This letter shall be sent to the Director of Associate Degree Nursing. This letter is required to apply for readmission to the program.

Deadline for Letter of Intent:

Fall Semester Failure—a letter of intent must be received by January 31 of that year for which you are applying for readmission.

Spring Semester Failure—A letter of intent must be received by June 30 for consideration the following January.

LPN/RN Summer Session Failure—A letter of intent must be received by January 31 of the year for which you are applying for readmission.

5. If an individual is out more than one academic year, he/she must repeat all nursing courses.
6. Students are considered for readmission in the following order based on available space:
 - A. Withdrawal for justifiable reasons (non-academic).
 - B. Withdrawal for failure of a support course (one which is required for the chosen program).
 - C. Withdrawal for failure of a required nursing course or natural science course.
7. Any student withdrawing from any nursing course must totally withdraw from the nursing program.
 - 7a. Any student failing a nursing practicum/laboratory or nursing course must immediately withdraw from all other nursing courses.
8. All support courses must be completed before or concurrent with the curriculum course sequence.
9. Students must complete the Associate Degree Nursing Program within a three (3) year period and the LPN-RN Accelerated Program within a two (2) year period.
10. Students can only be granted one readmission into the program.
11. Any student unsuccessful after readmission is ineligible for further admissions to the AS Nursing Program.
12. Any student readmitted to the Associate Degree Nursing program must repeat the nursing courses they were unsuccessful in and all practicum courses in the semester they are returning. The rationale for this is to keep the student current in the field of nursing both clinical skills and nursing theory.
13. Students readmitted to second, third, or fourth semester are required to take NURS 140 Remediation Strategies for Nursing and receive a “C” or better in the course. This ensures continued competence in the field of nursing.
14. Students readmitted must repeat all clinical experiences in the courses repeated, including observational and preceptor experiences regardless of hours completed before failure. See Practicum syllabi for guidelines.
15. All readmitted students will be required to pass the elective, Remedial Strategies for Nursing for Continuance in the program.

Adopted 12/95

Revised 2/95, 5/96, 4/98, 4/00, 4/01, 3/04. 5/07, 5/09, 5/11,5/12, 3/14, 1/15, 5/16,1/20, 5/22,3/24,3/26

Reviewed 4/03

I have read and understand the readmission policy of the Bluefield State University Associate Degree Nursing Program. I understand that I will be held to these rules if I am unsuccessful in the program.

Student Signature _____

Date _____

LEAVE OF ABSENCE POLICY

A student experiencing an extenuating personal circumstance (i.e. – family crisis, personal health crisis, maturity-related crisis) may request a leave of absence. The student must be in good academic standing (C or above in nursing and required support classes). The student must follow the following steps for initiating this policy.

1. Notify faculty advisor if requesting a leave of absence prior to class of clinical absenteeism.
2. Notify your clinical/classroom faculty of request for leave of absence.
3. Write a letter to the director of the program requesting a leave of absence and include a description of the extenuating circumstances. A copy of this letter will be given to the advisor and to all classroom/clinical instructors.
4. Attendance to all classes and clinicals is mandatory until the leave of absence is granted.
5. The director and Readmissions Committee will review the request.
6. The student will be notified in writing regarding the decision of the request.
7. If a leave of absence is granted, the student must follow the college withdrawal policy.
8. The student will be guaranteed a seat in the same semester of the following year only, contingent upon the resolution of the extenuating circumstances.
9. Submit a letter describing the resolution of the extenuating circumstances to the director of the program prior to the semester of re-entrance. If the circumstances involved a physical/psychological condition, a health care provider must submit a letter of verification or resolution of the problem.
10. A leave of absence may be granted only one time to a student.

Student Signature

Date

Castlebranch Documentation Policy

All Health Records and other documents required by the BSU Nursing Program are to be kept current through Castlebranch. Account information will be given to students upon admission to program. Cost of account access is the responsibility of the student.

Student Signature

Date

Uniform Purchase Policy

Uniforms and lab coats are to be purchased through the company approved by the BSU Nursing Department. The BSU Nursing Polo Shirt will be available in the BSU Bookstore. All costs of uniforms are the responsibility of the student.

Student Signature

Date

HEALTH SERVICES

The Bluefield State University Student Health Center is an innovative academic nurse-managed health care service located on the Bluefield campus in room 210 of the Physical Education building. The Center offers health care to students as well as staff and faculty members who choose to utilize the Center for health care.

The focus of care includes health education, health promotion, care for common health problems, health referral, and first aid for minor injuries. The Center offers physical exams and women's health care services.

Health care is provided by nurse who are nationally certified nurse practitioners and nurses nationally certified in specialty areas as clinical nurse specialists. These nurses hold the Master of Science in Nursing degree and are recognized by the West Virginia State Board of Nursing as Advanced Practice Nurses. The College has a collaborative agreement with a local physician who serves as a consultant to the nurses in the Student Health Center.

The Student Health Center is not authorized to issue class absence excuses for illnesses which have not been treated at the clinic.

Refer to the Bluefield State University Catalog under each degree for health requirements such as examinations and immunizations.

For up-to-date information on Health Services, please check the current BSU Student Handbook

Online Services and Communication

All online communication between the instructor and student will be transmitted through the student's official BSU email address and/or Moodle or Blackboard. All associate degree nursing courses are blended courses that utilize Moodle for supplemental material. Students are expected to be proficient in usage of these programs. If help is needed, the student can contact computer support services.

Student Signature

Date

Computer Requirements

It is strongly recommended that students have computer access with broadband capabilities for successful completion of program. The program utilizes several computer modalities for instruction, remediation, supplementation and testing. If student does not have computer capabilities, there are computer labs on campus that can be utilized for this purpose. The requirements below are required for proper use of proctoring programs. It is the student's ultimate responsibility for securing the computer access needed to utilize all modalities. The following page has the Technical Requirements required for utilizing our current proctoring system and computer assisted instruction.

Student Signature

Date

Test-takers will need the following tools to complete a Proctortrack exam:

- Desktop/laptop computer
- Webcam
- Microphone
- Keyboard
- Mouse/trackpad
- Internet Connection

TECH REQUIREMENTS:



WEBCAM



MICROPHONE



KEYBOARD



MOUSE



HIGH SPEED CONNECTION



RECOMMENDED BROWSERS

| | |
|--------------------------|---|
| OPERATING SYSTEM | MAC: macOS Sierra 10.12 or higher, PC: Windows 7, 8, or higher, Chromebook: Version 80 or higher |
| PROCESSOR/RAM | MAC: Intel / AMD Processor, 8 GB RAM, PC: Dual-core 2.4 Ghz CPU, 8 GB RAM or better |
| RECOMMENDED WEB BROWSERS | Mozilla Firefox v20.0 or Higher Google Chrome v25.0 or higher |
| PLUG-INS | Javascript Enabled & Third Party Cookies Enabled |
| CAMERA RESOLUTION | 800 x 600 resolution or better |
| INTERNET CONNECTION | Cable Modem, DSL or better (300 kbps download, 250 kbps upload) |

Note:

- For Level 4 ProctorLive AI (live proctoring) based exams, MAC OSX 10.13 High Sierra or higher , and 8GB of RAM is required.
- **Chromebook Support (Chrome Version 80 and above) for select LMS** is available for Level 1 ProctorLock , Level 2 ProctorAuto and Level 3 Proctortrack QA.

STUDENT INFORMATION: ONLINE TESTING VIA PROCTOTRACK

Proctortrack is an automated online proctoring system that helps verify student identity and prevent academic dishonesty. Proctortrack is meant to ensure academic integrity in high stakes tests and is not appropriate for use in low stakes assignments and quizzes. Students are recorded through their computers' web cameras, and videos are assessed automatically by the computer algorithm. Videos will be flagged for instructor review if the system detects potential infractions. Subsequently, instructors must review the flagged videos to determine if the student was cheating.

Tests will be monitored using Proctortrack proctoring software. This software requires access to a web camera and a strong, consistent Internet connection –wired preferred (see college handbook for required computer hardware). Proctortrack will authenticate the student's identity and will record both the student's physical activity and his or her computer's desktop during the proctored session. While Proctortrack supports all browsers, the preferred browser is Google Chrome. To minimize technical issues, use Chrome to complete proctored tests, if possible.

In addition, it is strongly recommended to complete all exams requiring Proctortrack on the same computer as you complete you onboarding quiz to avoid possible lag time in changing devices. To make proctored tests available, you must first complete an onboarding quiz, located in the "Getting Started" section of this course. All other proctored activities will be unavailable until the onboarding quiz is completed. Please complete the onboarding quiz at least one week prior to any proctored tests. If your connection, device, or location has changed since your last proctored test, you must onboard again.

THE FOLLOWING ARE REQUIREMENTS THAT ARE TO BE FOLLOWED DURING ALL ONLINE PROCTORTRACK EXAMS. FAILURE TO COMPLY MAY RESULT IN TEST RETAKE, A GRADE OF ZERO AND/OR DISMISSAL FROM THE PROGRAM.

1. Test to be taken in a quiet, secure, fully lighted room for the examination.
2. Turn off your phone, TV, and music. Your testing environment must remain secure throughout the exam.
3. No other individuals may remain in or enter the testing area for the duration of the exam
4. No other people in the room
5. Your face and ears must be visible at all times.
6. Clothing that obstructs the view of the face and ears—such as hoods, hats, headbands, etc.—are not permitted.
7. You must keep your gaze centered on the screen. Frequently glancing away from the screen may be considered cheating.
8. Sit at a clean (not cluttered) desk or clean table.
9. No talking out loud or communicating with others by any means (with the exception of contact with the faculty member in an emergency)
10. No leaving the room (leaving the room will result in a grade of zero)
11. Nothing except computer and external cameras on the desktop or tabletop -removal of all books, papers, notebooks, or other materials, unless specifically permitted in written guidelines for a particular examination
12. Students are not allowed to use the following unless otherwise noted by instructor/exam giver: Excel; Word; PowerPoint; Calculator (online/computer or handheld devices;
13. Textbooks (online/computer or hardcopy books); Notes (online/computer or hardcopy notes); Pen and Paper (for the purpose of taking notes during exam or calculations).
14. No writing visible on desk or on walls

15. No music playing
16. No other computers or other digital devices running in the exam room
17. No headphones or ear buds allowed
18. Webcam must be focused and properly centered on the individual test taker
19. Lighting must be good quality. Overhead is preferred.
20. Drinking, eating, or smoking may result in being flagged for instructor review.
21. Proctored tests must be completed in one sitting.
22. If you lose connection while taking your test, Proctortrack will continue to record your activity. Stay seated for at least five minutes to allow your computer to reconnect before leaving your seat. Should you have to leave your seat due to a loss in connectivity, notify your instructor after submitting the test.
23. Proctortrack will flag multiple monitor use. Secondary monitors need to be deactivated before taking the test.

IF YOUR COURSE ALLOWS THE USE OF SCRATCH PAPER

At the beginning of the test, you will be required to hold up the paper you plan to use and show both the front and back sides of it to the webcam to verify the page is blank. Should you be flagged as having any paper during an exam that does not indicate it being acceptable this will result in a grade of zero on the exam.

IF YOUR COURSE ALLOWS THE USE OF CALCULATORS

At the beginning of the test, you will be required to hold the calculator up to the webcam and show both the front and back sides.

REVIEW OF EXAM SESSIONS

You must conduct yourself professionally throughout the duration of the exam. Your exam session will be recorded and reviewed by the administering faculty, program director and/or dean. Exams requiring Proctortrack and not submitted through the system will result in a grade of zero. If in doubt contact your instructor immediately. It is your responsibility to ensure you are in compliance with all rules and policies.

PROTOCOLS FOR DEALING WITH FLAGGED INCIDENTS

Students are required to adhere to the protocol as listed above. Each exam and/or quiz utilizing Proctortrack is reviewed for policy violations. Any violation may result in consequences ranging from student notifications to reporting possible academic dishonesty which could result in dismissal from the program. A student who receives multiple flags may be considered as cheating and reported for academic dishonesty. If there are repeated suspicious activities seen during an instructor review, the instructor may require the test to be retaken.

The instructor has the right to ask the student to retake a test if :

- A time of extended internet dysconnectivity.
- 10 or more flagged suspicions events during an exam

Clear evidence of cheating will result in a zero on the test including

- Looking at papers, other books, or another direction
- Use of other websites or monitors
- Leaving the testing area for ANY length of time

Review to the academic dishonesty policy per the college catalog and your programs for additional information.

Developed 3/2019

I understand the Proctortrack testing policy and agree to abide by the guidelines when testing remotely.

Student Signature

Date

Bluefield State University AS Nursing Complaint Policy

Purpose

A chain of command exists in organization to provide a uniform, orderly, efficient process for conflict resolution. One should follow the proper chain of command within the School of Nursing and College of Health Sciences when dealing with complaints. This policy provides one with avenues for informally resolving complaints of the AS Nursing Program and for filing a formal if mediation efforts fail. One should follow the proper chain of command within the College of Health Sciences when dealing with complaints.

Conflict Resolution

Following the chain of command for nursing students is vital and required. At no time is a student to go to another faculty member to discuss a conflict or disagreement concerning another faculty member. The student can always come to the Program Director if guidance is needed at any time.

1. If a student has a disagreement with any faculty member, he/she is first to schedule an appointment with that faculty member to discuss the matter within five (5) working days of the incident.
2. If conflict resolution procedures do not resolve the issue, the student has a right to enter a formal complaint with the Program Director in writing.
 - a. A meeting will be held with the Program Director, and any other parties involved within five (5) working days of receiving the complaint.
 - b. The Program Director, and parties involved will work with the student to resolve the complaint.
 - c. The Program Director will send a letter to the student in regard to the resolution of the complaint within five (5) working days of the meeting.
3. If the student is not satisfied with the outcome and resolution of the complaint he/she may request a conference with the Dean of the College of Health Sciences. This request must be in writing within five (5) working days of receiving the resolution letter from the Program Director.
 - a. The meeting with the Dean of the COHS will be held within five (5) working days of receipt of the letter to the Dean.
 - b. A letter in regards to the meeting resolutions will be sent to the student within five (5) working days of the meeting with the Dean
4. If the student is not satisfied, after the meeting with the Dean, they have the right to contact the Vice President of Academic Affairs and request a meeting.
 - a. This request should be within five (5) working days of receiving the letter from the Dean

of the COHS.

- b. A meeting will be held within ten (10) working days of the request and a written response will be sent within five (5) working days of the meeting.
5. If the issues still remains unresolved and the student feels that the program is in non-compliance with the standards for set forth for programs by the West Virginia Board of Registered Professional Nurses or the Accreditation Commission for Education (ACEN) in Nursing the student has the right to contact them to file a formal complaint.

Their contact information is:

WV RN Board
90 MacCorkle Avenue, SW, Suite 203
South Charleston, WV 25303
Phone: 304-744-0900
Fax: 304-744-0600
Website: <https://wvrnboard.wv.gov>

ACEN
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
Website: <http://www.acenursing.org>

Adopted March 2018 Reviewed 4/25

I have read and understand the complaint of the Bluefield State University Associate Degree Nursing Program. I understand that I will be held to these rules if I have a complaint to bring forth.

Student Signature _____

Date _____

PERSONAL DATA FORM

NAME: _____
Last First Middle

Address: _____ **Home** _____ **Work** _____
Street or P.O. Box Number Telephone Number

Cell _____

City State Zip

EMAIL ADDRESS: BSU: _____
Alternate: _____

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

PARENT'S NAME: _____

PARENT'S ADDRESS: _____
Street or P.O. Box Number Telephone Number

City State Zip

IN CASE OF EMERGENCY WE ARE TO NOTIFY:

NAME: _____

ADDRESS: _____
Street or P.O. Box Number Telephone Number

City State Zip

Associate Degree Nursing Acknowledgement Page

I acknowledge that I have been given directions as to where I may obtain a copy of my student handbook for Associate Degree Nursing Students of Bluefield State University. I agree to abide by the rules and regulations contained within it.

Student's Signature

Date

**TITLE 19
PROCEDURAL RULE
WEST VIRGINIA BOARD OF EXAMINERS FOR
REGISTERED PROFESSIONAL NURSES**

**SERIES 9
DISCIPLINARY ACTION**

§19-9-1. General.

1.1. Scope. -- This rule defines the role and authority of the board in investigation and resolution of disciplinary matters.

1.2. Authority. -- W. Va. Code §§30-1-4 and 30-7-4.

1.3. Filing Date. -- August 17, 2004.

1.4. Effective Date.- September 18, 2004.

§19-9-2. Definitions.

2.1. The following words and phrases as used in this rule have the following meanings, unless the context otherwise requires:

2.1.a. "Board" means the West Virginia Board of Examiners for Registered Professional Nurses.

2.1.b. "Complaint" means any written, verbal, or other communication with the board or its representatives which indicates or tends to indicate that a licensee is acting or has acted in violation of W. Va. Code §§30-7-1 et seq. or 30-15-1 et seq., or rules governing the practice of registered professional nursing.

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

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

§19-9-3. Complaint Procedures.

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

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

- 3.2.a. name and address of the licensee against whom the complaint is being filed;
- 3.2.b. the alleged violation which prompted the complaint;
- 3.2.c. the date or dates of the incident prompting the complaint;
- 3.2.d. any supporting documents related to the alleged violation; and
- 3.2.e. the name, address and telephone numbers of any and all witnesses to the incident.

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

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

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

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

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

- 3.7.a. The allegations are being reviewed by the Board; or
- 3.7.b. The allegations are beyond the jurisdiction of the Board; or
- 3.7.c. More information is required in order to fully investigate the complaint.

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

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

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

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

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

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

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

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

§19-9-4. Investigation.

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

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

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

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

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

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

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

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

§19-9-5. Disciplinary Action.

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

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

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

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

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

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

TITLE 19
LEGISLATIVE RULE
BOARD OF EXAMINERS FOR REGISTERED
PROFESSIONAL NURSES

SERIES 10
STANDARDS FOR PROFESSIONAL NURSING PRACTICE

§19-10-1. General.

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

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

1.3. Filing Date. -- March 31, 1994

1.4. Effective Date. -- April 1, 1994

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

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

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

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

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

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

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

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

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

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

2.5.2. Providing an environment conducive to safety and health;

2.5.3. Documenting nursing interventions and responses to care; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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