



**MSN AND POST-GRADUATE
APRN CERTIFICATE
NURSING STUDENT HANDBOOK**

**WEST VIRGINIA WESLEYAN
SCHOOL OF NURSING**

2015-2017

Last Revision/Review 4/2017

TABLE OF CONTENTS

Message from Program Director	p. 3
Preface	p. 4
Welcome	p. 5
Faculty	p. 6
Program Description	p. 8
WVWC Mission Statement	p. 10
SON Mission & Goals	p. 11
Student Learning Outcomes	p. 12
Plans of Study	p. 13
Standards of Care: ANA	p. 18
Program Congruence with Professional Standards: IOM/QSEN	p. 20
Program Congruence with Professional Standards: AACN Essentials of Master's Education in Nursing	p. 21
MSN Academic Admission Policy	p. 22
Academic Admission Policy: Provisional Acceptance	p. 24
Academic Admission Policy: Early Assurance Program	p. 25
Internal Transfer or Change to Dual Degree MSN Program Policy	p. 26
Academic Policies	p. 28
Academic Credit Hour Allocation Policy	p. 31
Affirmative Action/Non-discrimination Policy	p. 32
Performance Standards – Admission and Retention MSN Program	p. 34
Student Leave of Absence	p. 35
Student Grade Review Process	p. 36
Grade Review Process – Students in Collaborative Program with Shenandoah University	p. 36
Policy on Student Complaints	p. 37
Dismissal from the Program	p. 38
Professionalism: Academic and Professional Integrity Policy	p. 39
Professionalism: Safe Practice and Suitability Policy	p. 42
Professional Conduct: Drug and Alcohol Testing Policy	p. 45
Consent Form for Alcohol, Drug and Substance Testing	p. 48
Professional Conduct: Background Check	p. 49
Professionalism: Required Health Records Policy	p. 50
Annual Nursing Student Health Status Update	p. 52
Professional Conduct: Tobacco Use and Smoking Policy	p. 53
Professionalism: Health Information Portability and Accountability Act (HIPAA)	p. 54
College Computing Guidelines	p. 55
Student Role in Governance	p. 57
Epsilon-Delta At-Large Chapter of Sigma Theta Tau	p. 58

MSN AND POST-GRADUATE APRN CERTIFICATE NURSING STUDENT HANDBOOK

Message from the Program Director:

Welcome to the Master of Science in Nursing program and Post-graduate APRN certificate program at West Virginia Wesleyan College. Our MSN program with concentrations in Nursing Education, Nursing Administration, and Advanced Practice Nursing concentrations as well as our post-graduate APRN certificate program provide education in keeping with the college's mission and traditions of excellence. Classes are small and intimate, and faculty and students collaborate as colleagues to help all learners achieve their personal career goals.

We are committed to preparing our students to embrace a myriad of opportunities as nursing continues to be a "growth profession." Increasingly, nursing is a discipline in which people may have multiple varied careers over a lifetime without ever leaving the profession. With advanced degrees, you may want to be a teacher of nursing in a college, university, or hospital-based nursing education department; a nurse executive in virtually any kind of health care-related entity; or an advanced practice provider meeting the health care needs of the citizens of our country. Our broad-based MSN curriculum creates graduates with multiple skills to advance the science of nursing education, nursing administration, and advanced nursing practice and prepare you for tomorrow's opportunities. Our post-graduate APRN certificate program equips MSN graduates with the knowledge and skills to enter the workforce prepared as family nurse practitioners.

Both the Nursing Education and Nursing Administration concentrations are 37 credit hours in length and may be completed in a 16 month intensive program or part-time over several years. The Family Nurse Practitioner program is 47 credit hours in length. In addition, we also have a post-graduate APRN certificate in Family Nurse Practitioner available to students who have already earned a Masters of Nursing Degree. The APRN certificate program is 29 credits (with pre-requisite graduate level Pathophysiology and Pharmacology). Additionally, there are two advanced practice nursing programs done in collaboration with Shenandoah University. Nurse-Midwifery is 44 credit hours and Psychiatric Mental Health Nurse Practitioner is 54 credits; both programs may be completed in an intensive 2 1/2 year period or over several years. We offer leading edge technology using online and blended course work (combining web-based with intensive face-to-face learning) to maximize student achievement of learning outcomes.

We are thrilled you have joined us to ensure that people of our country have the highest quality health care possible from outstanding nurse leaders.

With warm regards,

Dr. Susan Leight

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WEST VIRGINIA WESLEYAN COLLEGE
SCHOOL OF NURSING
MSN and APRN CERTIFICATE NURSING STUDENT HANDBOOK

PREFACE

This handbook has been prepared to guide students in the day-to-day work of the School of Nursing, MSN and post-graduate certificate APRN certificate programs. Students can act responsibly when they are informed about policies and expectations. This Handbook was compiled to provide guidance for expectations related to policies, procedures, available resources, and issues that are of concern to the student academic life in the graduate nursing programs. It is designed to answer questions and provide guidance for the student. The MSN and post-graduate APRN Certificate Nursing Student Handbook is not a substitute for the West Virginia Wesleyan College Student Handbook (<http://www.wvwc.edu/students/pdf/StudentHandbook.pdf>). Policies and procedures as noted in the handbook apply to both MSN and post-graduate APRN certificate students unless indicated.

The Handbook is reviewed annually and an as needed and electronic copy is available to all students via the Nursing courses, and the Blackboard virtual bulletin board. Graduate and certificate students are responsible for using the student Handbook as a resource when questions arise and as a guide to academic/nonacademic policies/procedures. The policies and procedures are subject to change at any time during an academic year. Changes in the nursing program, policies, and procedures are announced to each class by the faculty and copies, describing such changes are posted on class Blackboard websites, and emailed to each student.

The handbook is not all-inclusive, rather the included mission, goals, and expected outcomes, as well as school policies and procedures reflect widely-held standards and guidelines for education of graduate students in the profession. Questions and concerns not covered in the handbook should be directed to faculty members or advisers.

The MSN program and APRN certificate program at West Virginia Wesleyan College is accredited by the Accreditation Commission for Education in Nursing, Inc. (formerly NLNAC, National League for Nursing Accrediting Commission, Inc.).

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326 (404)

975-5000

www.acenursing.org

The MSN program is a candidate for accreditation through CCNE, the Commission on Collegiate Nursing Education, 1 Dupont Circle NW Suite 530, Washington, DC 20036, Phone 202-887-6791,

<http://www.aacn.nche.edu/ccne-accreditation>

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WELCOME

Welcome to the MSN programs and the post-graduate APRN certificate programs in the School of Nursing at West Virginia Wesleyan College. On behalf of the College Administration, the nursing faculty, and staff, we want to express our sincere welcome to you and our desire to help you achieve your academic and career goals. The MSN and Post-Graduate APRN Nursing Student Handbook is designed as a guide to help you as you matriculate through your program of study. Again, welcome, we wish you the best!

As a student enrolled in the School of Nursing, you are a part of the total college community with rights and responsibilities inherent in that capacity. These rights and responsibilities are stated in the West Virginia Wesleyan College Handbook. Within the School of Nursing, there are special requirements and information relevant to the nursing program that you will need to know. This handbook provides you with that information. Please retain this book throughout your tenure in the School of Nursing.

The **American Nurses' Association, Code for Nurses**, and the West Virginia Code of Practice will serve as your overall guide for your conduct. Students will find a copy of the WV Nursing Code and Legislative Rules online at <http://www.wvrnboard.com>. In addition, the Graduate Nursing Students' Rights and Responsibilities included in this handbook serve as a guide for students.

The WV Nursing Code and Legislative Rules communicates a standard of professional behavior expected throughout the total program and in each individual nursing course. In addition to dismissal for academic failure, the faculty and administration of the school of nursing reserve the right to dismiss any student enrolled in the graduate program for unethical, dishonest, or illegal conduct that is inconsistent with the WV Nursing Code and Legislative Rules

During the clinical practicum components of instruction you are provided with opportunities for experiences in a variety of settings, which may include schools of nursing, various types of clinics, hospitals as well as other community agencies. As guest learners in these settings you are expected to conduct yourself as a professional person. Familiarize yourself with the WV Nursing Code and Legislative Rules. It provides you with a guide for professional behavior.

Faculty and Staff Directory

Director School of Nursing
& Director of MSN Program

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Director of Skills & Simulations

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Administrative Assistant: Martha Kuepper 5 Middleton Hall

Telephone: 304-473-8224; E-mail: nursing@wwc.edu

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MIDDLETON HALL

Middleton Hall is located on the Wesleyan Campus. Nursing faculty, staff, and students take pride in its clean, attractive appearance. Please help by abiding by the following:

- Smoke free building
- Courteous and Considerate Behavior is Expected

GO Green:

Conservation of energy is a responsibility shared by all. Wesleyan's collective effort can be helped by doing the following:

1. Closing classroom doors when classes are in session.
2. Turning lights out when rooms are not in use.
3. Closing windows when rooms are not in use.
4. Using the stairs rather than the elevator.
5. Recycling of plastic, aluminum and paper products in recycling bins located throughout the building

Please note that, as health professionals, restrictions on smoking and the use of the stairs are examples of a positive health practices which are consistent with the portrayal of a good role model.

EMERGENCY EVACUATION PROCEDURE FOR MIDDLETON HALL

1. The alarm signal is the continuous sounding of a bell. In the event of power failure, there will be verbal notification.
2. Close all windows and doors.
3. Leave the building from the nearest exit. Do not run. Move at least fifty (50) feet from the building.
4. If all exits are blocked, stay in your room, close door and open window. Attempt to attract attention from the outside.

*Fire Extinguishers ABC are located in the stairwells.
Fire pull alarms are at the end of each hallway.*

5. All students, faculty and staff are encouraged to utilize the College Emergency Alert system per cell phone, and computers. If you haven't signed up for the campus alert system, please take a minute to do so now.

To sign up, visit <http://www.wwc.edu/Alert>.

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MSN and Post-Graduate APRN Certificate Program Descriptions

The Master of Science in Nursing program at West Virginia Wesleyan College has three concentrations of study: nursing education, nursing administration, and advanced practice nursing. Graduates of the Master of Science in Nursing degree with a concentration in nursing education will be equipped to teach in academic settings, acute care health facilities; community health agencies and industry. They will also have a core of knowledge and skills that is essential if one is to be effective and achieve excellence in the role. This core of knowledge and skills incorporates contemporary teaching strategies that work to facilitate learning, advance the development and professional socialization of the learner, design appropriate learning experiences, and evaluate learning outcomes.

The nurse educator role requires specialized preparation and every individual engaged in the academic enterprise must be prepared to implement that role successfully. In addition, each academic unit in nursing must have a cadre of experts in nursing education who provide the leadership needed to advance nursing education, conduct pedagogical research, and contribute to the ongoing development of the science of nursing education.

For academic nurse educators, nursing education is a specialty area of practice and creates a means for faculty to demonstrate their expertise in this role. Students who graduate with the MSN in nursing education will be eligible to apply to take the NLN certification examination for nurse educators (CNE). They will join a distinguished group of nurse educators who gained this recognition with the first CNE testing in fall 2005.

Graduates of the Masters of Science in Nursing degree with concentration in nursing administration will be equipped to function in nurse executive positions in a myriad of healthcare settings including healthcare administration, consultation, project management, and quality initiatives, as well as executive positions in community health systems and long-term care. They will have a core of knowledge and skills essential to think and lead at all levels and to achieve excellence in the role of nurse executive. This core of knowledge and skill incorporates the ability to analyze issues in health care from a variety of perspectives and exercise ethical judgments; provide leadership for strategic planning in healthcare organizations; manage fiscal and technical resources; and guide human resource development. Upon successful completion of this program, graduates meet the educational eligibility requirements for national certification as a Nurse Executive from the American Nurses Credentialing Center (ANCC).

Students in the advanced practice nursing concentration will be enrolled in either Nurse Midwifery or Psychiatric Mental Health Nurse Practitioner program done in collaboration with Shenandoah University or the Family Nurse Practitioner program at WVWC. Students in the collaborative programs with Shenandoah University will complete year one coursework at West Virginia Wesleyan College and year 2 specialty coursework at SU. The Master of Science in Nursing degree will be conferred by West Virginia Wesleyan College with a post-graduate certificate of completion in their respective areas of specialty practice from Shenandoah University. Students in these concentrations will be eligible to take national certification examinations in their areas of specialty advanced nursing practice.

Family Nurse Practitioners are advanced practice nurses uniquely qualified to provide primary health care to patients. Family Nurse Practitioners are prepared through academic graduate programs with

both didactic and clinical experiences. The Family Nurse Practitioner concentration coursework will be offered at West Virginia Wesleyan using online, hybrid, and intensive low-residency learning methods. Practicum experiences will be arranged in students' home communities. Following completion of the curricula, students may sit for the National Certification Examination as Family Nurse Practitioners (ANCC or AANP)

The Post-graduate APRN certificate program for Family Nurse Practitioner provides nurses with Master of Science (MSN) degrees an opportunity to acquire specialized skills that may not have been offered in their master's degree programs. The certificates range from 29 - 35 credit hours in length. Students completing post-graduate APRN certificate will be eligible to sit for national certifying examinations in their respective specialty areas.

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WEST VIRGINIA WESLEYAN COLLEGE

MISSION STATEMENT

West Virginia Wesleyan College challenges its students to a life-long commitment to develop their intellectual, ethical, spiritual, and leadership potential and to set and uphold standards of excellence. Firmly rooted in the liberal arts tradition and closely related to The United Methodist Church, the College is a community of learning based on fundamental principles formed at the intersection of Christian faith and liberal education: intellectual rigor, self-discovery, human dignity, mutual support, social justice, self-discipline, mental and physical wellness, the appreciation of diversity and the natural world, and the judicious use of resources. The College recognizes and affirms its interdependence with the external communities-local, regional, national, and global-and its covenant with the people of West Virginia to share its educational and cultural resources.

West Virginia Wesleyan College prepares its students through its curriculum of art and sciences, pre-professional and professional studies, and its rich campus life program. As a residential, undergraduate institution of higher education, the College aspires to graduate broadly educated men and women who:

- * Think critically and creatively,
- * Communicate effectively,
- * Act responsibly, and
- * Demonstrate their local and world citizenship through service.

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**SCHOOL OF NURSING
MISSION & GOALS
MASTER'S OF SCIENCE IN NURSING PROGRAM**

Mission – School of Nursing

The mission of the School of Nursing is to provide accessible, high quality nursing education to a diverse group of undergraduate, graduate, and post-graduate APRN certificate students, preparing them to be reflective healthcare leaders and scholars able to respond to the growing complexity in the healthcare system. This mission will be accomplished by offering innovative, nursing education programs that meet the needs of society and incorporate best-practice evidence and contemporary nursing science. Beliefs fundamental to the mission, development, and arrangement of the curriculum include: an understanding of the fundamental dignity of human beings; the essence of nursing as science, art and service to humanity informed by the caring nature of the discipline; the perspective of health as a dynamic entity varying with time and life circumstances; and the life-long process of education. Undergraduate and graduate study in nursing prepares women and men to promote human thriving in the care of diverse persons through culturally-sensitive, evidence-based practice. The unique meanings persons associate with knowledge, language and behavior inform caring practice in nursing. People flourish in the context of partnerships with individuals, families, communities, and populations that reflect respect for the dignity and uniqueness of others, recognizing each person's capacity for grace and empowerment.

Goals – School of Nursing

The goals of West Virginia Wesleyan School of Nursing reflect the overall mission of the program to enhance the health and quality of life for all.

1. Develop academic programs that meet the needs of society and incorporate best-practices in nursing education.
2. Provide a supportive, collegial environment that encourages excellence in teaching-learning, professional development, and faculty/student scholarship.
3. Develop leaders capable of improving clinical practice outcomes, health policy, and care delivery methods.
4. Prepare graduates able to provide safe, evidence-based, culturally-competent, patient-centered care that reflects ethical clinical judgment and interprofessional collaboration.
5. Cultivate in students an intellectual desire for advanced study and inquiry.

Student Learning Outcomes (Program Level) and Competencies- MSN

SLO I: Integrate theory and research from sciences, social sciences, humanities, and nursing into interdisciplinary practice to promote safe and effective nursing care.

- **Translating and Integrating Scholarship into Practice:** Integrate theory, evidence, clinical judgment, research and inter-professional perspectives using translational processes to improve practice and associated health outcomes for patients.
- **Background for Practice from Sciences and Humanities:** Synthesize nursing science with knowledge from ethics, biophysical, psychosocial, analytical, public health and organizational sciences to design advanced nursing care for diverse populations.

SLO II: Lead inter-professional teams to improve patient and population health outcomes

- **Interprofessional Communication and Collaboration for Improving Patient and Population Health Outcomes:** Employ effective collaborative strategies and communication skills in leading intraprofessional and inter-professional teams in the design, coordination, and evaluation of patient-centered care.

SLO III: Demonstrate clinical competence in a specialty that is anchored in ethical advanced nursing practice.

- **Master's-Level Nursing Practice:** Synthesize concepts including ecological, global and social determinants of health, principles of genetics and genomics, and epidemiologic data to design, deliver and evaluate culturally relevant clinical interventions and strategies.

SLO IV: Design population-focused, culturally-competent health services for vulnerable populations.

- **Clinical Prevention and Population Health for Improving Health:** Using culturally sensitive approaches, conduct a comprehensive and systematic assessment of health and illness parameters in a complex situation.

SLO V: Apply principles of leadership in the application of strategies such as evidence-based best practices, performance improvement and quality assurance activities and information technology initiatives to improve patient care and health systems.

- **Organizational and System Leadership; Quality Improvement and Safety:** Operationalize safe, quality health care services, applying leadership skills and ethical decision-making in the provision of culturally responsive high quality nursing care.
- **Health Policy and Advocacy:** Analyze the impact of health policies on the structure and financing of health care, healthcare practices and healthcare outcomes.
- **Informatics and Healthcare Technologies:** Analyze current and emerging technologies and develop strategies to support safe practice environments and reduce risk while optimizing patient safety, cost effectiveness and health outcomes.

SLO VI: Develop professional goals that reflect a commitment to professional development, lifelong learning and continued scholarship.

- **Professionalism and Professional Values:** Contribute to the profession of nursing by engaging in leadership, scholarship and practice activities

MSN NURSE LEADERSHIP Plan of Study

Name:

Start Date:

Targeted Graduation Date:

Required CORE Courses – 12 hours	Plan to Enroll	Enrolled	Completed	Grade
NURS 523. Human Diversity & Health Promotion for Advanced Practice Nursing (3 hrs.)				
NURS 555. Theoretical Foundations of Nursing Science (3 hrs.)				
NURS 565. Advanced Nursing Research for Evidence Based Practice (3 hrs.)				
NURS 570. Advanced Leadership & Health Policy in Complex Health Systems (3 hrs.)				
Nursing Leadership Foundation Courses – 21 hours				
BUSI 506 Healthcare Ethics (3 hrs.)				
NURS 551. Pathophysiology for Advanced Practice Nurses (3 hrs.)				
NURS 552. Pharmacology and Drug Therapy for Advanced Practice Nurses (3hrs.)				
BUSI 631. Management Theory and Leadership in Organizations (3hrs.)				
NURS 545. Management of Diverse Human Resources in Health Care and Nursing (3 hrs.)				
NURS 546. Financial Management in Complex Health Systems (3 hrs.)				
NURS 563 Applied Data Analysis and Interpretation (3 hrs.)				
Practicum Course – 2 hours				
NURS 5XX Nursing Leadership Practicum (2 hrs.)				
Required undergraduate pre-requisite course(s), if any				

Total = 35 credit hours

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MSN PSYCHIATRIC MENTAL HEALTH NURSE PRACTITIONER Plan of Study

Name:

Start Date:

Targeted Graduation Date:

Required CORE Courses – 12 hours	Plan to Enroll	Enrolled	Completed	Grade
NURS 565. Advanced Nursing Research for Evidence Based Practice (3 hrs.)				
NURS 570. Advanced Leadership & Health Policy in Complex Health Systems (3 hrs.)				
NURS 555. Theoretical Foundations of Nursing Science (3 hrs.)				
NURS 563 Applied Data Analysis and Interpretation for Advanced Practice Nursing (3 hrs)				
Advanced Practice Nursing Foundation Courses – 13 hours				
NURS 523. Human Diversity & Health Promotion for Advanced Practice Nursing (3 hrs.)				
NURS 525 Advanced Health Assessment (4 hrs)				
NURS 551. Pathophysiology for Advanced Practice Nurses (3 hrs.)				
NURS 552 Pharmacology and Drug Therapy for Advanced Practice Nurses (3 hrs.)				
YEAR 2 – SHENANDOAH UNIVERSITY				
Summer – 6 hours				
PMH 686 Child and Adolescent (3 hr)				
NP 570 Applied Pharmacology & Therapeutics [1.5(.5) hr]				
NP 580 Advanced Health Assessment Practicum (1) hr				
Fall – 9 hours				
PMH 645 Individual Therapy Theories [2(1) hr]				
PMH 650 Individual Therapy Practicum (3) hr				
PMH 685 Geriatric PMH Nursing 3 hr				
Spring – 10 hours				
PMH 665 Group, Family, Community Theory [2(1)] hrs				
PMH 670 Group, Family, Community Practicum (3) hrs				
NP 690 Advanced NP Role Development 1 hr				
HP 576 Substance and Relationship Abuse 3 hrs				
Summer – 4 hours				
PMH 695 Adv NP Practicum in PMH Nursing 2 hr				
PMHL 695 Advanced NP Practicum in PMH Nursing (embedded in PMH 695 – psychopharmacology online) (2) hrs				

Total Credit Hours: 51 – 54 hrs (PMH 686 and PMH 685 required for ANCC Family Psychiatric NP Exam)

Last Revision/Review 4/2017

MSN NURSE MIDWIFERY Plan of Study

Name: _____ **Start Date:** _____ **GA** __

Targeted Graduation Date:

Required CORE Courses – 12 hours	Plan to Enroll	Enrolled	Completed	Grade
NURS 565. Advanced Nursing Research for Evidence Based Practice (3 hrs.)				
NURS 570. Advanced Leadership & Health Policy in Complex Health Systems (3 hrs.)				
NURS 555. Theoretical Foundations of Nursing Science (3 hrs.)				
NURS 563 Applied Data Analysis and Interpretation for Advanced Practice Nursing (3 hrs)				
Advanced Practice Nursing Foundation Courses – 13 hours				
NURS 523. Human Diversity & Health Promotion for Advanced Practice Nursing (3 hrs.)				
NURS 525 Advanced Health Assessment (4 hrs)				
NURS 551. Pathophysiology for Advanced Practice Nurses (3 hrs.)				
NURS 552 Pharmacology and Drug Therapy for Advanced Practice Nurses (3 hrs.)				
YEAR 2 – SHENANDOAH UNIVERSITY				
Fall – 6 hours				
NM 610 Primary Care of Women (3 hrs)				
NM 620 Comprehensive Antepartum Care (3 hrs)				
Spring – 6 hours				
NM 630 Midwifery Practicum (3 hrs)				
NM 640 Comprehensive Perinatal Care (3 hrs)				
Summer - 7 hours				
NM 660 Advanced Nurse-Midwifery Role Development (1 hr)				
NM 650 Integrated Practicum (6 hrs)				

Program Total: 44 hours

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MSN FAMILY NURSE PRACTITIONER Plan of Study

Name:

Start Date:

Targeted Graduation Date:

Required CORE Courses – 12 hours	Plan to Enroll	Enrolled	Completed	Grade
NURS 565. Advanced Nursing Research for Evidence Based Practice (3 hrs.)				
NURS 570. Advanced Leadership & Health Policy in Complex Health Systems (3 hrs.)				
NURS 555. Theoretical Foundations of Nursing Science (3 hrs.)				
NURS 563 Applied Data Analysis and Interpretation for Advanced Practice Nurses (3 hrs)				
Advanced Practice Nursing Foundation Courses – 13 hours				
NURS 523. Human Diversity & Health Promotion for Advanced Practice Nursing (3 hrs.)				
NURS 525 Advanced Health Assessment (4 hrs)				
NURS 551. Pathophysiology for Advanced Practice Nurses (3 hrs.)				
NURS 552 Pharmacology and Drug Therapy for Advanced Practice Nurses (3 hrs.)				
Family Nurse Practitioner Specialty Coursework – 22 hrs				
NURS 544 Primary Care of Families I (7 hours) (D)				
NURS 544L Primary Care of Families I L (0 hours) (P) (180 Practicum hours)				
NURS 554 Primary Care of Families II (7 hours) (D)				
NURS 554L Primary Care of Families II L (7 hours) (P) (180 Practicum hours)				
NURS 557 Primary Care of Families III (7hours) (D)				
NURS 557L Primary Care of Families III L (0 hours) (P) (180 Practicum hours)				
NURS 569 Advanced Practice Role Seminar (1 hr)				
Required undergraduate pre-requisite course(s), if any				

Total Credit Hours: 47 Graduation:

Last Revision/Review 4/2017

POST-GRADUATE APRN CERTIFICATE FAMILY NURSE PRACTITIONER

Plan of Study

Name: _____ Start Date: _____ GA ___

Targeted Graduation Date:

Pre-requisite courses: - 6 hours	Plan to Enroll	Enrolled	Completed	Grade
NURS 551. Pathophysiology for Advanced Practice Nurses (3 hrs.)				
NURS 552 Pharmacology and Drug Therapy for Advanced Practice Nurses (3 hrs.)				
Advanced Practice Nursing Foundation Courses – 7 hours				
NURS 525 Advanced Health Assessment (4 hrs)				
NURS 563 Applied Data Analysis and Interpretation for Advanced Practice Nurses (3 hrs)				
Family Nurse Practitioner Specialty Coursework – 22 hrs				
NURS 544 Primary Care of Families I (7 hours) (D)				
NURS 544L Primary Care of Families I L (0 hours) (P) (180 Practicum hours)				
NURS 554 Primary Care of Families II (7 hours) (D)				
NURS 554L Primary Care of Families II L (7 hours) (P) (180 Practicum hours)				
NURS 557 Primary Care of Families III (7hours) (D)				
NURS 557L Primary Care of Families III L (0 hours) (P) (180 Practicum hours)				
NURS 569 Advanced Practice Role Seminar (1 hr)				

Total Credit Hours: 29 + Pre-requisite Pathophysiology and Pharmacology

Title: **Standards of Care: ANA**
 Responsibility of: *Curriculum Committee*
 Date of Adoption 09/09; Reviewed: 10/10, 4/11, 12/15, 4/17
 Date for Next Review: 4/19

The Wesleyan nursing faculty have accepted the Standards of Care and the Standards of Professional Performance from the American Nurses Association (2015) and found in the Standards of Clinical Nursing Practice, as basis for professional nursing practice. These standards are congruent with the WV Nursing Code and Legislative Rules

STANDARDS OF CARE

STANDARD I. ASSESSMENT

The Nurse Collects Client Health Data.

STANDARD II. DIAGNOSIS

The Nurse Analyzes the Assessment Data in Determining Diagnoses.

STANDARD III. OUTCOME IDENTIFICATION

The Nurse Identifies Expected Outcomes Individualized to the Client.

STANDARD IV. PLANNING

The Nurse Develops a Plan of Care That Prescribes Interventions to Attain Expected Outcomes.

STANDARD V. IMPLEMENTATION

The Nurse Implements the Interventions Identified in the Plan of Care.

STANDARD VI. EVALUATION

The Nurse Evaluates the Client's Progress toward Attainment of Outcomes.

STANDARDS OF PROFESSIONAL PERFORMANCE

STANDARD I. QUALITY OF CARE

The Nurse Systematically Evaluates the Quality and Effectiveness of Nursing Practice.

STANDARD II. PERFORMANCE APPRAISAL

The Nurse Evaluates One's Own Nursing Practice in Relation to Professional Practice Standards and Relevant Statutes and Regulations.

STANDARD III. EDUCATION

The Nurse Acquires and Maintains Current Knowledge in Nursing Practice

STANDARD IV. COLLEGIALITY

The Nurse Contributes to the Professional Development of Peers and Other Health Care Providers as Colleagues.

STANDARD V. ETHICS

The Nurse's Decisions and Actions on Behalf of Clients are Determined in an Ethical Manner.

STANDARD VI. COLLABORATION

The Nurse Collaborates with the Patient, Family, and Other Health Care Providers in Providing Client Care.

STANDARD VII. RESEARCH

The Nurse Uses Research Findings in Practice.

STANDARD VIII. RESOURCE UTILIZATION

The Nurse Considers Factors Related to Safety, Effectiveness, and Cost in Planning and Delivering Client Care.

References: ANA - Code of Ethics for Nurses with Interpretive Statements, c 2015 Nurses book. Org., Silver Spring, MD.

Title: **Program Congruence with Professional Standards: IOM/QSEN**
Responsibility of: *Curriculum Committee*
Date of Adoption 9/09, Reviewed 4/11, 12/15, 4/17
Date for Next Review: 4/19

The MSN faculty affirm the congruence of Institute of Medicine Core Competencies (2013) and Quality and Safety Education for Nurses (QSEN) Competencies (2013) with student learning outcomes and program outcomes.

1. Employ evidence-based practice.
2. Work in inter-disciplinary teams.
3. Provide patient-centered care.
4. Apply quality improvement
5. Utilize informatics.
6. Safety

Title: **Program Congruence with Professional Standards:
AACN Essentials of Master's Education in Nursing**

Responsibility of: *Curriculum Committee*

Date of Adoption 09/09; Reviewed: 10/10, 4/11, 12/15, 4/17

Date for Next Review: 4/19

The MSN faculty affirm the congruence of AACN Essentials of Master's Education in Nursing with student learning outcomes and program outcomes.

**American Association of Colleges of Nursing (AACN, 2011)
Essentials of Master's Education in Nursing**

- I. Background for practice from Science and Humanities
- II. Organizational and Systems Leadership
- III. Quality improvement/Safety
- IV. Translating/Integrating Scholarship into Practice
- V. Informatics and Healthcare Technologies
- VI. Health Policy and Advocacy
- VII. Inter-Professional Collaboration for improving Patient and Population Health Outcomes
- VIII. Clinical Prevention and Population Health for Improving Health
- IX. Master's Level Nursing Practice

Title: **MSN Academic Admission Policy**
 Responsibility of: *Academic Standards and Review Committee*
 Date of Adoption 9/09; Reviewed 10/10, 4/11, 12/15, 4/17
 Date for Next Review: 4/19

It is the policy of West Virginia Wesleyan College to provide equal opportunities to all prospective and current members of the student body on the basis of individual qualifications and merit without regard to race, color, gender, religion, age, handicap, national origin or sexual orientation.

All students must be physically and emotionally able to meet the requirements of each nursing course, and, therefore, the requirements of the nursing program. Consistent with applicable statutes, the School of Nursing will make every effort to make reasonable accommodations in its course delivery to insure that students with disabilities receive equal treatment.

During the course of the masters nursing education program, students may be exposed to potentially hazardous and/or infectious situations. Students with or who develop comprised health status should discuss their health risks with their health care provider.

Each applicant to the Master of Science in Nursing program will be considered individually by the Graduate Nursing Admissions Committee. Individuals who have earned an undergraduate degree in nursing wishing to enter the master's program may apply for admission at any time and must be enrolled for six credits or more to be considered for full-time study. Students may also enroll for part-time study in the MSN program.

For full consideration **in Nursing Education, Nursing Administration and Family Nurse Practitioner**, each applicant must:

Complete the Application for Admission and submit the \$50 non-refundable application fee to the Dean of Graduate Studies;

- Submit official transcripts for all coursework completed at the collegiate level to the Dean of Graduate Studies;
- Have an undergraduate GPA of 3.0 or higher in all previous college work;
- Provide three recommendations, using the Graduate Recommendation Form, one of which must be completed by the advisor of record or professional supervisor;
- Submit a personal statement of goals and objectives
- Demonstrate proficiency in English if a non-native English speaker by submitting scores from the Test of English as a Foreign Language (TOEFL);
- Submit validation of an unencumbered license to practice once a candidate is admitted to the MSN program:
 - The student must maintain a GPA of 3.0 on all graduate work;
 - The student must maintain an unencumbered RN license
 - Candidates must complete the program within 5 years

- A minimum of 37 credit hours is required for the MSN degree for Nursing Education and Nursing Administration. If a student has not completed an undergraduate Health Assessment course, it must be taken as prerequisites for two of the nursing core courses. Undergraduate statistics is a prerequisite for students in the Nursing Education and Nursing Administration concentrations.

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For full consideration for the collaborative programs with Shenandoah University in **Nurse Midwifery and Psychiatric Mental Health Nurse Practitioner**, each applicant must:

- be interviewed by the Nursing Graduate Admissions Committees from West Virginia Wesleyan and Shenandoah University;
- complete the Application for Admission and submit with a \$50 nonrefundable application fee to the Admissions Office;
- submit official transcripts of all coursework completed at the collegiate level to the Admissions Office;
- have an undergraduate GPA of 3.0 or higher in all previous college work; • submit three recommendations using the Graduate Recommendation Form, one of which must be completed by a professional supervisor or the advisor of record;
- submit a personal statement of goals and objectives;
- submit a current resume;
- demonstrate proficiency in English if a non-native English speaker by submitting scores from the Test of English as a Foreign Language (TOEFL);
- submit validation of an unencumbered license to practice as a Registered Nurse;
- submit evidence of a minimum of one year (2,080 hours) clinical nursing experience (or equivalent) before entering the Specialty Tracks (Nurse-Midwifery or Psychiatric Nurse Practitioner).

For full consideration **in post-graduate APRN certificate** program, each applicant must:

- complete the Application for Admission and submit with a \$50 nonrefundable application fee to the Admissions Office;
- submit official transcripts for all coursework (undergraduate and graduate);
- have an undergraduate and graduate GPA of 3.0 or higher in all previous college work; submit three recommendations, using the Graduate Recommendation Form, one of which must be completed by the advisor of record or professional supervisor;
- submit a personal statement of goals and objectives;
- submit a current résumé;
- demonstrate proficiency in English if a non-native English speaker by submitting scores from Test of English as a Foreign Language (TOEFL);
- submit validation of an unencumbered license to practice as a Registered Nurse;
- submit evidence of a minimum of one year (2,080 hours) clinical nursing experience before entering Specialty Track in Family Nurse Practitioner Concentration. The Specialty Track courses are usually offered in the second year; therefore, the first year courses may be taken while the student is accumulating clinical nursing experience. Once a candidate is admitted to the MSN

Title:	Academic Admission Policy: Provisional Acceptance
Responsibility of:	<i>Academic Standards and Review Committee</i>
Date of Adoption:	4/11, Reviewed 12/15, 4/17
Date for Next Review:	4/19

Each applicant to the Master of Science in Nursing program will be considered individually by the Graduate Nursing Admissions Committee. Individuals who do not meet GPA requirements or persons who have graduated from Bachelor of Science in Nursing programs that are not nationally accredited at the time of their graduation, may be granted provisional acceptance by the Graduate Nursing Admissions Committee. The decision to admit students provisionally is under the sole discretion of the Graduate Nursing Admissions Committee; students admitted provisionally must have documented evidence in their admission materials suggestive of a significant degree of likelihood of success in the MSN program. Provisional acceptance requires the students to:

- Complete (and meet) all other admission requirements as noted in the Academic Admission Policy
- Enroll in at least, but no more than 2 - 6 credit hours of course work upon admission, and each successive term until 12 credit hours are completed.
- Complete 12 credit hours with a grade of B or higher
- If a student successfully completes 12 credit hours with a grade of B or higher, Provisional Status will be removed.
- If a student with Provisional Status fails to obtain a grade of B or higher in 12 credit hours, they will be unsuccessful in meeting Provisional Status requirements and will be withdrawn from the program.

Title:	Academic Admission Policy: Early Assurance Program
Responsibility of:	<i>Academic Standards and Review Committee</i>
Date of Adoption:	9/09; Reviewed 10/10, 4/11, 12/13, 2/15, 12/15, 4/17
Date for Next Review:	4/19

Early Assurance Program (EAP): Academically excellent undergraduate students may be eligible for the MSN Early Assurance Program, an accelerated pathway to the MSN. This program permits students in the Wesleyan BSN program to apply for admission to the MSN program and have their place reserved in the highly competitive Masters of Science in Nursing program. Accepted students may take 7 hours of core MSN classes during their junior/senior years. Inclusion in this program is contingent upon maintaining a GPA of 3.0, passage of the NCLEX, and professional behavior throughout the nursing program.

Current students enrolled in the BSN program at Wesleyan may apply for admission to the master's program during the second semester of their sophomore year. Up to seven credits may be taken during their junior/senior year. Students enrolled for six graduate credits or more are considered full-time in the master's program. Bachelor degrees will be conferred upon completion of the BSN program and the MSN will be conferred upon successful completion of the MSN program. Graduate course work completed in the MSN program will not be included in the undergraduate totals necessary for graduation

Title:	Internal Transfer or Change to Dual Degree MSN Program Policy
Responsibility of:	<i>Graduate Nursing Admissions Committee</i>
Date of Adoption	05/13
Date of Review:	08/2016, 4/2017
Date for Next Review:	4/2019

It is the policy of West Virginia Wesleyan College to review all internal applications for transfer into or change to a dual degree in the MSN program. The Committee looks for indications of future success by reviewing the students' academic achievement records in the current area of MSN study as well as in undergraduate coursework.

The MSN Graduate Nursing Admission Committee considers applications of students who have demonstrated an interest in a transfer to a different MSN concentration or who desire pursuing a dual degree MSN program of study. Competitive candidates must have a minimum cumulative GPA on all graduate course work of 3.0 and be in good standing with regard to academic integrity. Students may apply through June 30th for entry the following fall and December 1 for the spring.

Internal Transfer/Dual Degree Application

In order to apply, students must take the following steps:

1. Meet with the Director of the MSN program to discuss their change in academic interests
2. Complete the MSN Internal Transfer/Dual Degree Application **
3. The MSN Internal Transfer/Dual Degree Application will be evaluated by the Graduate Nursing Admission's Committee and a recommendation will be forwarded to the Dean
4. Students will be notified of final decision.

** Students applying to the MBA program will need to apply directly to the MBA program and meet additional criteria established by the School of Business.

**West Virginia Wesleyan College
School of Nursing
Master of Science in Nursing Program**

MSN INTERNAL TRANSFER/DUAL DEGREE APPLICATION

Please use this form for students **currently enrolled** in a graduate program.

This form must be accompanied by a **Plan of Study** signed by the student, MSN Director, and MSN Advisor. Once completed, this form should be returned to MSN Director/Graduate Nursing Admissions Committee.

Student Name _____ Datatel Number _____

Address _____

City, State, Zip _____

Signature of Student _____

Program Student Transferring from:

Name of Program

Signature of
MSN Director _____

Program Student Transferring to:

Name of Program #1

Signature of
MSN Director _____

Name of Program #2

Signature of
MSN Director _____

Signature of Graduate Admissions Committee Member # 1 _____

Signature of Graduate Admissions Committee Member # 2 _____

Signature of the Dean _____

Title: **Academic Policies**

Responsibility of: *Academic Standards and Review Committee*

Date of Revision: 9/09; 10/0, 4/11, 02/2015, 12/15, 4/17

Date for Next Review: 4/19

The policies and information contained in this handbook are for the nursing students of West Virginia Wesleyan College. The Master of Science in Nursing (MSN) program faculty reserves the right to withdraw or change policies listed in this handbook. Changes will become effective whenever the proper authorities so determine. Nursing students affected will be notified verbally, electronically and by bulletin board communication.

Definition of Terms: (see West Virginia Wesleyan College Graduate Catalog - Academic Policies for additional clarification)

Grades, Academic Standing and Quality Points: All graduate students must maintain a quality point average of at least 3.00 to graduate and to remain in good standing. Students whose GPA falls below 2.75 after attempting twelve or more semester hours of course work will be on academic probation and will be given nine additional hours in which to raise the GPA to 3.0. Students who fail to attain the 3.0 GPA during this probationary period are subject to dismissal from their program. Students who earn two grades of C+ or lower will be dismissed from their program. The following letter grades, explanations and quality points are used to evaluate a graduate student's performance at Wesleyan.

Nursing Grade	Grade	Explanation	Quality points
93-100	A	Excellent	4.0
90-92	A-		3.67
87-89	B+		3.33
85-86	B	Good	3.00
83-84	B-		2.67
80-82	C+		2.33
78-79	C	Satisfactory	2.00
0-77	F	Failure	0
	I	Incomplete	0
	W	Withdrawal	0
	P	Pass	0
	WF	Withdrawal Failing	0
	AU	Audit	0

Grades of I, W, P, and Au are not included in grade point average calculation. Graduate students must repeat a course in which they receive a C+ grade or lower; graduate students may also repeat courses in which they earn a B- or lower. While the original F, C, C+, or B- will remain on the transcript, when the course is repeated satisfactorily, the original grade will not be counted further.

in the grade point average. Graduate students may only repeat one course in which a grade of C+ or lower is earned. **Students receiving a second grade of C+ or lower in a graduate nursing course will be withdrawn from the program. Graduate students may only withdraw from a total of three classes during their tenure in the MSN program. Withdrawing from more than three classes will result in students being withdrawn from the program.**

Grade Point Average

A graduate student's grade point average (GPA) is computed by dividing the total number of quality points earned by the total number of graded semester hours for which the student has registered. Courses from which the student has withdrawn officially, courses in process, audited coursework, and courses in which a grade of Pass was earned are not included in this computation.

Incomplete Grade (I)

This grade may be given to a graduate student who is passing a graduate course but cannot complete course work due to illness or a cause that is beyond reasonable control. An Incomplete Course Grade form must be completed by the course instructor and should be signed by the student, if at all possible. For online courses, an Incomplete Grade form, available online, must be completed by the course instructor and emailed to registrar@wwc.edu. Email acknowledgment is required by the graduate student. The course, unless a thesis or action research project course, must be completed within the first six weeks of the next regular semester, except when an extension of time is granted by the Admission and Academic Standing Council. If an extension of time is granted, a new completion deadline will be specified.

Otherwise, the (I) automatically becomes either an (F) or whatever grade the instructor assigns.

Thesis and action research project courses with incomplete grade assignments must be completed one year from the end of the term that the student originally enrolled in the graduate course. The Incomplete will remain on the record until the work is completed and a final grade is assigned. To receive consideration for this extended Incomplete, the student must submit a written request with the approval of the course instructor, the faculty advisor of record, and the Dean of Graduate Studies to the Registrar for approval. This request must be submitted prior to the Final Exam period of the term in which the course is due for completion (see Wesleyan's academic calendar for due dates). It is the student's responsibility to contact the course faculty to arrange for completion of the work and it is the faculty's responsibility to submit the final grade. When no grade is received, a grade of F will be assigned.

The School of Nursing reserves the right to require withdrawal from nursing of any student whose health, academic record, clinical performance, or behavior in nursing is judged unsatisfactory or potentially unsafe.

Advising

All graduate students are assigned a faculty advisor within their program. Prior to the first semester of graduate study, or during the first semester of graduate study, the student will make a plan of study with their advisor. Education is ultimately the responsibility of the learner, but the advisor's input to the student's plan of study and semester schedules enhances student awareness of how each semester and course contributes to overall progress towards graduation.

Graduate Transfer Credit

A maximum of nine semester hours of graduate credit from another regionally accredited U. S. college or university may be applied toward a graduate degree program, if the course is applicable, provided the grade for each course is at least a B* (3.0) and has been earned within the last seven years. Individual graduate programs may elect to grant fewer graduate transfer hours. If graduate transfer hours are approved, the credits and quality points will be computed into the student's WWWC graduate grade point average. *B- or lower or Pass grades are not acceptable

Requests for transfer graduate credit must be approved by the specific graduate program director, the Dean of the College, and the Registrar. Any individual requesting graduate transfer credit must complete the **Graduate Transfer Credit Evaluation Form** in full and attach all related college transcripts and syllabi that include course descriptions.

FNP Certification Predictor Exam

During the final primary care residency, FNP students will be administered a FNP certification predictor exam. The predictor exam allows students to demonstrate content mastery of the material tested on the FNP certification exam and serves as the School of Nursing's comprehensive exit exam for the FNP program. Students must satisfactorily pass this exam as a graduation requirement. Unsatisfactory performance will result in remediation and retesting until the student meets or exceeds the satisfactory benchmark. Students must meet or exceed to predictor benchmark to graduate from the FNP program.

Title: **Academic Credit Hour Allocation Policy**
Responsibility of: *Academic Standards and Review Committee*
Date of Adoption: 09/09; Reviewed 10/10, 4/11; Revised 12/15, 4/17
Date for Next Review: 4/19

Theory, clinical practicum meet according to the class schedule. Class and clinical practicum meeting time and credit hour allocations are:

West Virginia Wesleyan:

Class: Each 50 clock minutes of class earns one (1) credit hour.

Clinical: Each 3 clock hours of clinical practicum earns one (1) credit hour.

Shenandoah University:

Class: Each 50 clock minutes of class earns one (1) credit hour

Clinical: Each 4 clock hours of clinical practicum earns one (1) credit hour

Title: **Affirmative Action/Nondiscrimination Policy**
 Responsibility of: *Academic Standards and Review Committee*
 Date of Adoption: 9/09; Reviewed 10/10, 4/11, 12/15, 4/17
 Date for Next Review: 4/19

West Virginia Wesleyan College, a private educational institution, is committed to the principle of equal opportunity for all qualified persons, welcomes students of all backgrounds and takes pride in the diversity of its faculty and staff. It assures students of access to all the privileges, programs and activities generally accorded or made available at the College. West Virginia Wesleyan College strongly supports affirmative action principles and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability or religious affiliation in the administration of its educational programs, admissions policies, financial aid programs, athletics, co-curricular activities or other College administered programs.

The School of Nursing is committed to these nondiscrimination/affirmative action policies of the college.

College Student Handbook Policy 2015-2016

SERVING STUDENTS WITH DISABILITIES West Virginia Wesleyan College ensures that no qualified person shall, by reason of a disability, be denied access to, excluded from participation in or denied the benefits of any program or activity operated by the College or be subjected to discrimination under any of its programs or activities. The College shall make reasonable accommodations to the known limitations of an otherwise qualified student with a disability to enable the qualified student with the disability to have equal access to educational opportunities, programs and activities. Section 504 of the Rehabilitation Act of 1973 [29 U.S.C. § 794(a)] and Americans with Disabilities Act of 1990 (ADA) [42 U.S.C. § 12101, et seq.].

Students with disabilities are required to maintain the same level of responsibility for their education as other students attending West Virginia Wesleyan College. These responsibilities include maintaining levels of academic performance expected of all students, meeting attendance requirements, maintaining appropriate behavior, and following the College's policies and procedures. In addition, the College establishes appropriate standards for its courses, programs, services and facilities and is not required to grant accommodations that impose a fundamental alteration of a program or activity.

The College encourages students to request accommodations before the semester begins or as early in the semester as possible. If the student chooses to delay providing documentation and/or making a request for accommodations, the College will not provide accommodations in a retroactive manner, but will upon the student's request begin the procedure for approving and implementing future accommodations. A reasonable amount of time will be necessary and expected in order for the College to implement these accommodations.

The confidentiality of all documentation will be maintained in accordance with the applicable law. Documentation may be shared with others on a need to know basis.

To be eligible for services, students with disabilities should identify themselves and provide documentation to the Director of the Learning Center in the following manner:

Documentation of the disability and professional materials from a physician, psychologist, psychiatrist and/or school district on the evaluator's letterhead stationery demonstrating that the disability currently and substantially limits a major life activity of the student. The documentation will include:

- a. A statement identifying the disability and describing the current level of functioning;
- b. A description of the assessments, methods/criteria used, employing the DSV IV when appropriate;
- c. A description of the current functional impact of the disability including a statement of any substantial limitations as they relate to the ability of the student to meet the various demands of college life, which may include, but not be limited to, specific test results and the examiner's narrative interpretation;
- d. Treatments, medications, or assistive devices/services currently prescribed or in use;
- e. Recommendations to assist the College in designing reasonable accommodations for the condition; and,
- f. The credentials of the diagnosing professional when not indicated on letterhead stationery.

Identifying oneself as having a disability to an individual professor is not considered an official notification to the College. The student must follow the above procedures in order to access accommodations. However, it is the student's responsibility to notify a professor, or others as necessary, of a need for accommodations.

Coordination of accommodations and services may involve any number of College offices and personnel, including faculty, staff, and administrators, depending on the nature of the accommodations and services needed. The Director of the Learning Center will work in consultation with the student, and others as deemed proper, to determine the appropriate academic accommodations. The Director of the Learning Center will make the final decision with respect to a particular accommodation.

If the student has been diagnosed with a Learning Disability or Attention Deficit Disorder, please refer to the "Requirements for Documentation" section of the Learning Center Handbook or the campus website www.wvwc.edu for specific educational testing requirements:

<http://www.wvwc.edu/services/TheLearningCenter/>

If the student is requesting Residence Hall Accommodations, please contact the Campus Life Office for specific guidelines and information at (304) 473-8441.

If an individual believes that the services or accommodations provided or recommended do not meet his or her needs, the student should promptly discuss the matter with the Director of the Learning Center who will seek to resolve the situation in a timely manner. If the student is not satisfied with this response, the student may file a grievance using the investigation and review procedures set forth in this Handbook.

Title: **Performance Standards for Admission and Retention in the Master of Science in Nursing Program**

Responsibility of: *Curriculum Committee*

Date of Adoption: 3/09; Reviewed 10/10, 4/11, 12/15, 4/17

Date for Next Review: 4/19

A candidate for the MSN degree must have abilities and skills in the areas of critical thinking, communication, mobility, and motor, tactile, visual, hearing, and behavioral function. Reasonable accommodation can be made for some disabilities. However, a candidate is expected to perform in a reasonably independent manner.

Standard	Examples of Activities (Not Necessarily Inclusive)
Critical Thinking: Critical thinking ability sufficient for critical judgments	Identify cause-effect relationships in clinical, develop treatment plans, synthesize clinical information in caring for patients.
Communication : Communication abilities sufficient for effective verbal and written communication with health care team and members of the public	Able to obtain information, explain treatment procedures, do health teaching, manage patient situation and perceive non-verbal communication
Mobility: Physical abilities (including standing, walking, bending, range of motion and able to move from room to room and maneuver in small spaces	Able to administer cardiopulmonary resuscitation and move freely around room, work spaces and treatment areas.
Motor: Gross and fine motor function sufficient to provide effective nursing care.	Able to ambulate patient, administer various modes of medication, calibrate and use equipment and perform treatments as necessary.
Hearing: Auditory ability sufficient to monitor and assess health needs.	Able to hear monitor alarm and emergency signals, listen to heart and lung sounds and complete effective history and physical exam
Visual: Visual ability sufficient for observation and assessment necessary in nursing care.	Able to observe patients, visualize appearance and appearance of wounds, physical conditions, etc.
Tactile: Tactile ability sufficient for physical assessment	Able to perform palpation of a pulse, perceive temperature or other functions of physical exam
Behavioral: Emotional health sufficient to utilize their intellectual abilities and function effectively in stressful situations.	Able to adapt to ever-changing environments, displaying flexibility, appropriate interactions with others, and functioning in situations of uncertainty and stress.

Adapted with permission from Clayton State University

Title:	Student Leave of Absence
Responsibility of:	<i>Academic Standards and Review Committee</i>
Dates of Adoption	3/09; Reviewed 10/10, 4/11, 12/15, 4/17
Date for Next Review:	4/19

The faculty recognizes the nature and the pace of the program of study is rigorous and demanding. There may be times when the student's personal, family, financial, medical, or work situation may require an interruption in the planned course of study.

The student requesting a leave of absence must:

1. Submit a written request for leave of absence
2. Confer with the Graduate Program Director and course faculty.
3. If a student requires a leave of absence for more than one semester, then the student will: follow readmission application policy for the MSN program (see current WWWC graduate catalog).

Title: Student Grade Review Process

Responsibility of: *Academic Standards and Review Committee*
 Date of Adoption: 9/09; Reviewed 10/10, 4/11, 12/15, 4/17
 Date for Next Review: 4/19

In cases of alleged arbitrary, inconsistent, or discriminatory grading, the following review process will be followed:

1. In on-campus courses, the student requests a meeting with the instructor to review the basis for the grade. In online courses, the student requests an online conference with the instructor to review the basis for the grade.
2. If after this meeting or conference the student is not satisfied that the grade was fairly determined, they may review to the appropriate graduate program director. The graduate program director will seek to mediate the issue between the student and the instructor.
3. If the student remains unsatisfied, they may appeal to the Dean who will hear the student on the matter, confer with both the instructor and the graduate program director, and then make the final decision. The student must provide a written description of concerns prior to the on-campus or online meeting with the Dean
4. Reviews to have a grade changed must be submitted no later than the end of the subsequent semester.

Title: Grade Review Process – Students in Collaborative Program with Shenandoah University

Responsibility of: *Academic Standards and Review Committee*
 Date of Adoption: 05/13, Reviewed: 12/15, 4/17
 Date for Next Review: 4/19

WVWC MSN students participating in the consortium agreement with Shenandoah University for either the Nurse-Midwifery or Psychiatric Mental Health Nurse Practitioner programs will adhere to the Shenandoah University Policies and Procedures regarding the Grade Review Process.

In cases of alleged arbitrary, inconsistent, or discriminatory grading of coursework taken at Shenandoah University by WVWC MSN students, the policies and procedures of Shenandoah University will apply and be binding.

Title:	Policy on Student Complaints
Responsibility of:	<i>Academic Standards and Review Committee</i>
Dates of Adoption:	3/09; Reviewed: 10/10, 4/11, 12/15. 4/17
Date for Next Review:	4/19

A student complaint is defined as a written allegation of injury caused by one of the following:

1. The decision concluding a review process
2. The allegation that the review was unfair
3. The absence of a review process

Students who continue to be dissatisfied after a final decision has been rendered by the College shall be told of their right to file a written complaint. Such complaints shall be submitted to the President, the Vice President for Academic Affairs, (Dean), depending on the nature of the complaint. Student complaint files shall be maintained by each of these offices for review by representatives of accrediting agencies.

<i>Title:</i>	Dismissal from the Program	↓
<i>Responsibility of:</i>	<i>Academic Standards and Review Committee</i>	
<i>Date of Adoption:</i>	3/09; Reviewed 10/10, 4/11, 02/2015, 4/2017 Revised 12/15	
<i>Date for Next Review:</i>	4/19	

When a student is recommended for dismissal from the nursing program, the MSN Director will provide written notification of dismissal. Students will be recommended for dismissal from the graduate nursing program under the following conditions:

1. Earning a grade lower than “B-” in two different nursing courses or in one repeated nursing course.
2. Withdrawing from three or more nursing courses.
3. Exhibiting conduct that is unprofessional, incompetent, unethical, or illegal in the clinical/practicum settings as outlined by the American Nurses’ Association Code for Nurses, the WV Code of Legislative Rules and the clinical agency policies.
4. Cheating on course examinations, plagiarism as outlined in the WVVC Graduate Catalog or improper documentation or falsification of clinical records or activities.
5. The School of Nursing retains the right to dismiss from the program any student who is deemed to violate:
 - a. Policies and procedures of the School of Nursing;
 - b. Policies of affiliating facilities;
 - c. Professional behavior and role development standards as outlined in School of Nursing, the College, affiliating agency policies, or the WV RN Code and Standards of Practice; or
 - d. Policies of confidentiality.

Title: **Professionalism: Academic and Professional Integrity Policy**

Responsibility of: *Academic Standards and Review Committee*

Date of Adoption: 09/09; Reviewed 10/10, 4/11, 12/15, 4/17

Date for Next Review: 4/19

The School of Nursing will not tolerate academic dishonesty of any kind. The faculty of the School of Nursing expects all nursing students to adhere to the policies included in the Statement on Academic Integrity (see the West Virginia Wesleyan College Student Handbook). WVWC faculty views Academic dishonesty as detrimental to the development of honest patient/client relationships and the practice of professional nursing.

ACADEMIC MISCONDUCT

Because the nature and function of nursing impinges upon the safety and well-being of others, primarily the client, academic integrity is a responsibility of each person. For the School of Nursing, all educational experiences fall within the academic integrity expectations. Plagiarism, cheating, falsifying records (self or patient; college or clinical agency), lying and any other form of academic dishonesty are intolerable. Any student participating in any form of academic dishonesty is immediately responsible to the teacher of the class or clinical experience. In addition to other possible disciplinary sanctions, which may be imposed through regular institutional procedures as a result of the misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination assignment, or to assign an "F" in the course. If the dishonesty involves client care, the instructor has the authority to refuse to assign the student to client care, and/or change the student's clinical assignment.

The following violations of academic integrity are defined. A.

Cheating:

- Unauthorized use of any materials, notes, sources of information, study aids or tools during an academic exercise. No cell phone, calculators, palm computers, smart watches or hats allowed during exams. Use of calculators will be announced if necessary.
- Unauthorized assistance of a person, other than the course instructor during an academic exercise.
- Unauthorized viewing of another person's work during an academic exercise.
- Unauthorized securing of all or any part of assignments or examinations in advance of the submission by the instructor.

B. *Fabrication/Falsification:*

The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence of a university record, client record or other professional documentation.

- Failure to report errors in the clinical area
- Falsifying client records by charting incorrect data or removing data
- Releasing confidential information about clients to persons who do not have the right to such information
- Rude or abusive language to patients, personnel, peers, faculty or staff
- Jeopardizing a patient's safety or welfare

C. *Plagiarism:*

Submitting as one's own work or creation any material or an idea wholly or in part created by another. This includes, but is not limited to:

- Oral, written and graphical material
- Both published and unpublished work
- Any material(s) downloaded from the internet

It is the student's responsibility to clearly distinguish their own work from that created by others. This includes proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

D. *Complicity:*

Helping or attempting to help someone commit an act of academic dishonesty.

- Having access to test information during testing periods
- Conveying test information to other students
- Reproducing information in duplicate for assignments
- Destruction or confiscation of school resource material or equipment
- Jeopardizing a patient's safety or welfare.

Students may be guilty of academic misconduct either directly or indirectly through participation or assistance.

E. *Sanctions:*

The instructor will impose one or more of the following for cheating and plagiarism:

- A lower or failing project/paper/test grade
- A lower final grade
- Failure of the course
- Exclusion from further participation in the class (including laboratories or clinical experiences.)

- Dismissal from the program

The instructor will impose one or more of the following for falsifying records including client data:

- A lower or failing grade in the course and/or clinical grade
- A failure in the course
- Dismissal from the program

Note: Falsification of records may have legal consequences for which the student may be held accountable.

CLINICAL MISCONDUCT

Clinical misconduct that jeopardizes patient safety will not be tolerated and could result in immediate dismissal from the program. The School of Nursing may require alcohol and drug screenings at any time signs and symptoms of possible use are observed. Should alcohol/drug use be suspected, it is the student's responsibility to assume all costs of any and all lab tests/screenings performed. The student must not threaten the physical and/or psychological well-being of a patient by her/his performance in the clinical area. If this occurs at any time, the student is in danger of failing the nursing course in which he/she is currently enrolled.

Students are held accountable for any real/potential threat to the patient. This includes skills previously learned. If the instructor prevents an error, the student is still at fault.

A behavior or consistent behaviors that result in a threat to the patient's physical and/or psychological well-being is "at risk" behavior. Examples of "at risk" behavior(s) include but are not limited to the following:

- Principles learned in prior semesters are violated.
- Inappropriate verbal or non-verbal behavior in the presence of the patient or the family.
- Inadequate preparation for the clinical assignment.
- Demonstrable lack of progress in performing.
- Excessive absence from classroom lecture.
- Breach of confidentiality.
- Communicating negative value judgments to patient.
- No provision of patient privacy
- Infractions of HIPAA policies
- Demonstrating incompetence/lack of preparation for clinical assignment.

Title: **Professionalism: Behavior, Safe Practice and Suitability Policy**
 Responsibility of: *Academic Standards and Review Committee*
 Date of Adoption 3/09; Reviewed 10/10, 4/11, 12/15, 4/17
 Date for Next Review: 4/19

The faculty of the School of Nursing, MSN and certificate programs, have an academic, legal, and ethical responsibility to prepare graduates who are competent as well as protect the public and health care community from unsafe nursing practice. It is within this context that students can be disciplined or dismissed from the School of Nursing for practice or behavior which threatens or has the potential to threaten the safety of a client, a family member or substitute familial person, another student, a faculty member, or other health care provider.

When admitted as a student in the School of Nursing at West Virginia Wesleyan College, each student is expected to uphold (and demonstrate) professional and personal moral standards as defined and described in various documents, the West Virginia Code and Legislative Rules; Section 30-7 and Title 19; the ANA Standards of Clinical Practices (2015), the ANA Nursing Scope & Standards of Practice and Code of Ethics for Nurses with Interpretive Statements (2015) and the West Virginia Wesleyan College Student Handbook.

The faculty member has the responsibility to evaluate students based upon the above expected patterns of professional behavior. In class, clinical, and outside the classroom or clinical area, students must not engage in:

1. Disorderly conduct
2. Inappropriate or offensive language
3. Damage or theft of property
4. Disruption
5. Discrimination
6. Behavior or conduct that demonstrates a lack of personal qualities necessary for the practice of nursing
7. Behavior or conduct adversely reflecting upon the nursing profession or the School of Nursing

A faculty may remove a student from the clinical area or deny access to the clinical area because of (1) an unprofessional appearance/behavior, (2) inadequate preparation or (3) unsafe practice on that day. Inability to participate in clinical will result in a grade of unsatisfactory for the day and is considered an unexcused absence. If the same student needs to be removed from the clinical area more than one time, the student may be removed from the course due to unsafe or unprofessional behavior.

A student who has been terminated from a course due to *unsafe* behavior may retake the course as allowed by policy and should be referred for remediation. Unsafe behavior may also result in termination from the program. A student who has been terminated from a course due to *unprofessional* behavior may be terminated from the program.

Procedure for Reporting Professional Behavior, Safe Practice or Suitability Violations

Written documentation related to the Violation of Standards of Professional Behavior, Safe Practice or Suitability will be distributed to the Director of the School of Nursing, the academic advisor, the student, the student's file, and the faculty initiating the action.

1. An immediate verbal warning on the day of the incident shall be given to the student by the faculty member who identified the incident resulting in violation of the standards.
2. At the discretion of the faculty member who identified the violation, the student may be dismissed from the clinical setting or classroom according to the statement in the course syllabi. ***This statement is:*** Certain behaviors will not be tolerated and will constitute a failing grade regardless of the date of occurrence. These behaviors are:
 - Failure to notify of absence (no call, no show)
 - Unprofessional behavior in class or clinical
 - unethical behavior
 - inability to practice safely

Grading and make up learning experiences in relationship to the incident will be in accordance with the individual clinical/theory course requirements contained in course syllabi. The faculty may suspend student participation until resolution of violation or adequate remediation has been completed and documented.

3. The student has a right to consult with his/her academic advisor, course coordinator, or any other faculty member of his/her choice regarding any violation of the Standards Professional Behavior and Safe Practice. The rights of the student will be safeguarded as set forth in the West Virginia Wesleyan College School of Nursing Student Handbook and the WVWC Catalog.
4. The incident and recommendation for follow-up remediation shall be documented by the faculty member on the violation of Standards of Professional Behavior and Safe Practice.
5. The Violation of Standards of Professional Behavior and Safe Practice documentation will then be forwarded to the Director of the School of Nursing for review no later than the day following distribution to the student. Further action may be taken at the discretion of the Director of the School of Nursing.
6. Repeated student violations of standards may warrant dismissal from program.

DISMISSAL STATEMENT

Failure to meet behavioral, safe practice and/or suitability requirements shall constitute reason for a student to be dismissed from the program.

Title: **Professionalism: Suitability Policy**
Responsibility of: *Academic Standards and Review Committee*
Date of Adoption: 9/09; Reviewed 10/10, 4/11, 12/15, 4/17
Date for Next Review: 4/19

When admitted as a student in the School of Nursing at West Virginia Wesleyan College, each student is expected to uphold (and demonstrate) professional and personal moral standards as defined and described in various documents, e.g.:

The West Virginia Code and Legislative Rules; Section 30-7 and Title 19

The American Nurses Association Standards of Practice

The American Nurses Association Code for Professional Nurses

The West Virginia Wesleyan College Student Handbook

The faculty subscribes to the intent of the college policy prohibiting the illegal possession, use, or distribution of drugs and/or alcohol by students on college property or as a part of any college activity (on or off campus). Please be aware that underage drinking is illegal.

Students who engage in illegal/immoral acts or activities or who exhibit unprofessional conduct which directly or indirectly endangers the health or well-being of another individual or themselves will be subject to review and be subject to dismissal from the program. The West Virginia State Board of Examiners for Registered Professional requires that the Director report misdemeanors and felonies. This will be followed by a request for information from the student.

DISMISSAL STATEMENT

Failure to meet suitability requirements shall constitute reason for a student to be dismissed from the program.

Title: **Professional Conduct: Drug and Alcohol Testing Policy**

Responsibility of: *Academic Standards and Review Committee*

Date of Adoption: 9/09; Reviewed 10/10, 4/11, 12/15, 4/17

Date for Next Review: 4/19

The School of Nursing, MSN program, and West Virginia Wesleyan College is interested in maintaining a safe and healthy environment for its students. Therefore, the following objectives, definitions and testing procedures, and consents are in place.

Objectives

- A. West Virginia Wesleyan College School of Nursing has a vital interest in maintaining a safe and healthy environment for its students as well as maintaining safe and healthful conditions for its clients. Any student under the influence of a drug or alcohol during clinical 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. The unlawful possession, use, or sale of drugs or alcohol in the clinical agencies, may also pose unacceptable risk for safe, healthy, and efficient operations.
- B. West Virginia Wesleyan College maintains a student counseling center which provides help to students who seek assistance for alcohol or drug abuse problems.
- C. These basic objectives establish the policy with regard to use, possession, or sale of alcohol or drugs.

Definitions

- A. The use, possession, sale, distribution or being under the influence of alcohol, nonmedically prescribed controlled substances, or misuse of prescribed medications and/or over-the-counter medications will not be permitted in the clinical agency or school environment.
- B. 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.
- C. Clinical agency includes the agency's premises and situations where a student is representing the school in his/her capacity as a student nurse, or while operating a vehicle rented by the WVWC School of Nursing, or any other vehicle for the WVWC School of Nursing purposes.
- D. "Under the influence" means the student is affected by drug(s), alcohol, or any combination of drugs or alcohol, in any detectable manner.

- E. Any violation of these rules could result in disciplinary action up to and including dismissal from the nursing program at WVWC.
- F. If activity such as the above occurs outside of clinical hours and affects the student's clinical performance, the incident will be reviewed. The results of the review could result in disciplinary action up to and including dismissal from the nursing program.

Drug and Alcohol Testing

- A. WVWC School of Nursing requires drug testing whenever the following occur:
 - 1. Within 3 months of the start of a clinical practicum rotation
 - 2. Reasonable Suspicion: Any student who demonstrates unusual, unexplained behavior in the agency environment or during clinical hours. Observable signs might include, but are not limited to:
 - i. Slurred speech
 - ii. Odor of alcohol on breath or person
 - iii. Unsteady gait
 - iv. Disoriented or confused behavior
 - v. Significant changes in work habits
 - vi. Hallucinations
 - vii. Unexplained accident or injury
 - viii. Other clinical observations consistent with impairment
 - ix. Sloppy, inappropriate clothing and/or appearance
 - x. Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements in the agency setting
 - xi. Excessive sick days, excessive tardiness when reporting for clinical or class
 - xii. Missed deadlines, careless mistakes, taking longer than customary to complete work
 - xiii. Or when a clinical agency requests random testing per agency policy.
 - 3. Any student who has access and/or direct responsibility for controlled substances and known drugs of abuse that are missing or otherwise unaccounted. This determination will be made on a case by case basis by the agency manager or administrator and the chairperson of the School of Nursing.
 - 4. Random testing will be done only upon advisement of law enforcement agencies, or as a part of rehabilitation process, as part of the monitoring program.
- B. Informed consent will be obtained. Fees associated with testing will be the responsibility of the student.
- C. The collection site will be in a standard collection area laboratory or emergency School.

- D. The collection shall be performed by qualified medical personnel specifically trained in the collection procedure. Collection procedures will adhere to the required “chain of custody” protocol.
- E. The student will be escorted to the collection site with the appropriate faculty member and will remain at the collection site until the required specimens are obtained.
- F. The student will be required to sign a consent form. All consented test results will be reviewed with the student by a health care provider designated by the agency.
- G. The student’s confidentiality will be strictly maintained. These results will be communicated only to the student, the Vice President for Student Services, the physician reviewing the results with the student, and the Director of the WVWC School of Nursing.
- H. Records will be maintained in a separate file by the School of nursing in a secured area. Requests for information will require a court order or may be released by the student signed written consent and liability waiver.
- I. The drugs to be tested may include, but not limited to:
 - 1. Cannabinoids
 - 2. Barbiturates
 - 3. Alcohol
 - 4. Amphetamines
 - 5. Cocaine
 - 6. Propoxyphene
 - 7. Benzodiazepines
 - 8. Opiates
 - 9. Phencyclidine
 - 10. Methaqualone

Student Rights and Responsibilities

- A. Noncompliance with requests for drug and alcohol screening will be viewed as a violation. The student may be subject to discipline up to and including dismissal from the nursing program.

West Virginia Wesleyan College
School of 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 School of Nursing for WVWC, and the Vice President for Student Services at WVWC. 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 WVWC.

AGREED TO:

_____ Student _____ Date

_____ Witness _____ Date

REFUSED:

_____ *Student* _____ *Date*

_____ *Witness* _____ *Date*

REASON(S) FOR REFUSAL:

Title: **Professional Conduct: Background Check**
Responsible: *Academic Standards and Review Committee*
Date of Adoption: 9/09; Reviewed 10/10, 4/11, 4/17, Revised 12/15
Date for Next Review: 4/19

The Faculty recognizes its role in maintaining a safe environment for students and clients. Health care agencies require employees and professional health professions students to meet local and state regulations. Therefore, a background check is required for nursing students.

A background check is a requirement for entry into the MSN program (clinical rotations) at West Virginia Wesleyan College (WVWC). In recognition of the vulnerability of all the clients with whom the nursing student interacts, and all of the clients for whom the nursing student cares in an increasingly diverse health care environment, the WVWC School of Nursing has instituted a policy requiring a criminal background check for all students.

Each applicant to the clinical nursing program at WVWC shall submit to a pre-clinical background check. The background check shall be administered online by certifiedbackground.com.

Prior convictions do not affect the applicant's eligibility to enroll in the nursing program at WVWC. Failure to disclose any criminal conviction, felony, misdemeanor, or act of academic dishonesty on the application for admission to the nursing program at WVWC, at any other time during the admissions process, or during the course of the nursing program is grounds for immediate dismissal from the nursing program.

The student is responsible for fees associated with the background check.

Title:	Professionalism: Required Health Records Policy
Responsibility of:	<i>Student Development Committee</i>
Dates of Adoption:	9/09; Reviewed 10/10, 4/11, 4/17; Revised 12/15
Date for Next Review:	4/19

The School of Nursing, MSN program requires documentation of current health status (including titer results, immunization records, drug testing and physical exam), current PPD status, CPR Certification and Criminal Background check. Updated Immunizations along with supporting titers must be on file prior to the start of practicum rotations. The Adult Immunization Schedule, recommended by the Centers for Disease Control (and approved by the Advisory Committee on Immunization Practices (ACIP), the American Academy of Family Physicians (AAFP), the American College of Obstetricians and Gynecologists (ACOG), the American College of Physicians (ACP), and the American College of Nurse-Midwives (ACNM) will be the required vaccines. If a student refuses a vaccine, the appropriate Declination paperwork must be completed and all clinical agencies notified in advanced of the student's rotation. In addition, a drug screen must be done within 3 months of the start of the clinical practicum rotation. Non-US citizens are required to obtain a social security card in order to get a background check at federal and or state agencies. These students need to seek assistance from the office of the registrar and the international student coordinator on the college campus.

Starting with the 2015-2016 school year, Certified Profile, a subsidiary of the Certified Background service we already use, will be used for the electronic tracking and submission of health records required for the clinical component of the program. If any item is rejected, please refer to your notification and/or login to Certified Profile for the reason why it was rejected and what steps need to be taken to resolve the requirement. In general, negative titer results require booster or repeated shots and a repeat of the titer test.

Health Forms:

Health forms are files at the WVWC Health Center and updated annually. Students without current complete Health Forms will not be permitted to begin their clinical practicum rotations. Forms are also available on Certified Profile.

CPR Certification:

All students are required to present proof of CPR certification at the Basic Life Support (BLS) or Healthcare Provider Level. The American Heart Association BLS or Healthcare provider level or higher is a 2 year certification. The American Red Cross Professional Rescuer is a 1 year certification.

Annual PPD's:

All students must document PPD testing. Some clinical agencies may require students to have a *TWO STEP PPD* prior to entering the clinical setting and **renewed annually (one-step)**. Students who have not been tested and/or do not have documentation on file will not be able to begin their clinical practicum rotations.

Infectious Disease Exposure:

During your program of study in nursing you may come into contact with patients who have communicable diseases. You may be exposed to blood or other potentially infectious materials.

Individual Rights:

Recognizing individual rights, voluntary testing, confidentiality of health records and Health Information Portability and Accountability (HIPPA), the School of Nursing recognizes the following:

1. Students may be at risk for potential exposure to blood-or potentially infectious materials.
2. Students must comply with agency affiliated guidelines for preventive and post exposure requirements.
3. Students are required to present documentation of a completed HBV immunization prior to enrolling in sophomore level courses.
4. Cost of the HBV series is at the student's expense.
5. If an accidental exposure occurs, the student should follow *Center for Disease Control* guidelines for occupational exposure.

Criminal Background Check - Detailed instructions are provided in the “*Professional Conduct: Criminal Background Check*” policy of this student handbook. Please read the material carefully, and ***contact the office staff @ 304-473-8224 should you have any questions.***

Flu vaccine required annually.

Declination forms are available from the Nursing Office.

Random urine drug screens are required by some clinical agencies. If you are scheduled to go to an agency with this requirement, you will be required to go to WVWC Health Center to obtain an order for the test, and will be given instructions on where to have the test completed. All files will be kept in the health center regarding this matter. If there is a problem with your results, the School chair will be notified and appropriate action will be taken.

DISCLAIMER:

Clinical requirement procedures and associated fees are subject to change.

Agency expectations and standards may change without notice.

Students will be advised of any changes as soon as faculty is made aware of them.

West Virginia Wesleyan College
Barnhart Memorial Health Center
Annual Clinical Nursing Student Health Status Assessment Update
 (2016-2017)

A copy of your medical records may be obtained upon your written request. All medical records are destroyed seven (7) years after your date of last service.

Student Name _____ **Date** _____
School Phone# _____ **Cell #** _____
School Address _____
Home Address _____ **Home Phone** _____
Parent/Guardian/Spouse _____

Requirements for All Clinical Nursing Students
See Nursing Student Handbook
These will all be handled via Castle Branch

- CPR Certification (Healthcare Provider)
- Criminal Background Check
- PPD results (2 step initially, then annual 1 step)
Chest X-Ray if Positive
- MMR Titer
- Hepatitis B Titer
- Varicella Titer
- Urine Drug Screen
- TDAP Vaccine (within last 10 years)
- Flu Vaccine (will be required in the fall)

List any immunization updates: _____

_____ I **HAVE / HAVE NOT** encountered any major illnesses within the last year that would affect my ability to function in any clinical settings or adversely affect the health of others.
 Explain if you circled **HAVE** _____

_____ I am physically and emotionally fit to carry out nursing responsibilities.

List any blood-borne disease exposures since last year. _____ **Provide a copy of exposure report.**

THIS INFORMATION IS CONFIDENTIAL AND WILL NOT BE RELEASED TO ANYONE WITHOUT YOUR KNOWLEDGE AND CONSENT.

_____ Check here to grant permission for the WVWC Health Center/Department of Nursing to discuss your medical record and release information to your parent/guardian.

I verify that all of the information documented on this form is accurate.

Student Signature: _____

Date: _____

Last Revision/Review 4/2017

Title:	Professional Conduct: Tobacco Use and Smoking Policy
Responsibility of:	<i>Student Development Committee</i>
Date of Adoption:	9/09; Reviewed 10/10, 4/11, 12/15, 4/17
Date for Next Review:	4/19

Students in the School of Nursing, MSN program, are expected to model healthful living choices. Recognizing individual rights, the policy related to tobacco usage and smoking is:

The School of Nursing has a vital interest in maintaining a safe and healthy environment for its students as well as maintaining safe and healthful conditions for its clients. Nursing students of WVWC are not to use tobacco products when acting as a representative of the School of Nursing. This includes, but is not limited to, any clinical function, any time the student is in a WVWC nursing uniform (including lab jacket) and any time the nursing student is attending a function required by the School of Nursing.

Please note that this policy also includes electronic cigarettes, as the vapors contain the toxin nicotine.

Title: **Professionalism: Health Information Portability and Accountability Act (HIPAA)**

Responsibility of: *Academic Standards and Review Committee*

Date of Adoption: 09/09; Reviewed 10/10, 4/11, 12/15, 4/17

Date for Next Review: 4/19

The protection, security and privacy of health information is an expectation of patients in any clinical setting. Students who have access to patient's health information in educational experiences are required to maintain his privacy and confidentiality of that information.

A. Students must:

1. Participate in HIPAA training
2. Protect the privacy rights of all patients
3. Safeguard health information of all patients
4. Follow HIPAA procedures
5. Report potential problems immediately

B. Failure to comply with HIPAA and School confidentiality procedures may result in:

1. Failure in the clinical experience
2. Failure in the course
3. Dismissal from the nursing program

College Computing Guidelines

West Virginia Wesleyan College makes available computing and network resources which may be used by College undergraduates, graduate students, faculty and staff. These resources, which are administered by Computing Services, are intended to be used for educational purposes and to carry out the legitimate business of the College. These guidelines shall be considered a supplement to the Student Handbook and violations of the guidelines shall be handled in accordance with the procedures set forth in the handbook.

Users of Computing Services should keep in mind the limited nature of the resources it provides and act accordingly. The Computer Center should be notified about violations of computer laws and policies, as well as about potential loopholes in the security of its operation of computer systems and networks. The user community is expected to cooperate with the Computer Center in its operation of computer systems and networks, as well as in the investigation of misuse or abuse.

Computer Use Policy

1. Students shall use only the account(s) specifically assigned to them regardless of intent. Students are responsible for the safeguarding of the account through a secret password and correct login/logout procedures. The Computer Center must be contacted immediately if it is believed that the account has been tampered with.
2. Use of College computing and network systems/equipment is for academic and administrative purposes only. Accounts may be used for personal electronic mail provided it does not violate any other implied or stated WVWC and/or Internet policies. This includes, but is not limited to, using electronic mail to harass or threaten others. Users do not own their accounts, but are granted the privilege of exclusive use. Misuse may result in the loss of computing and/or network access.
3. Attempting to monitor, tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner is a violation of policy. In accordance with the Electronic Communications Privacy Act (1986) the College will not intercept nor disclose electronic communications except as specified in the ECPA. Computing Services will provide reasonable security for accounts, however, it is also understood that this security is not a guarantee of privacy.
4. Deliberately wasting and/or overloading computing resources, such as printing too many copies of a document is not allowed. Inappropriate mass mailings to newsgroups, mailing lists, or individuals are similarly prohibited. You may not initiate or propagate electronic chain letters.
5. You may not forge the identity of a user or machine in an electronic communication. This includes using an anonymous sender service.
6. You may not knowingly or carelessly perform an act that will interfere with the normal operation of computers, terminals, peripherals, or networks. This includes running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This also includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms.

7. You may not violate copyright laws and their fair use provisions through inappropriate reproduction or dissemination. Utilizing College resources for any commercial activity is expressly prohibited. This includes, but is not limited to text, music and video as specified in the Digital Millennium Copyright Act of 1998 (DMCA).
8. Public posting and/or distribution of private e-mail messages are prohibited unless expressly authorized by the original sender.

Guidelines for Public Computer Use

Computer labs and public computers are for the use of current WVWC students, staff and faculty. Access is limited to those possessing a current 50 College ID. Those without an ID must obtain special approval from the Director of Computing Services to use lab facilities. Immediate relatives of faculty and staff may obtain a special ID from Human Resources and will be allowed to use the labs when there are sufficient numbers of computers available.

College equipment must be treated with care. Thus, there is no eating or drinking allowed in any College computer lab. If there are questions regarding the operation of equipment, users should consult a Computing Services employee for assistance.

You may not attach any computer, equipment, peripheral or otherwise access the network without prior permission from Computing Services.

College Student Handbook, 2015-2016

Last Revision/Review 4/2017

Title: **Student Role in Governance**

Responsibility of: *Student Development Committee*

Date of Adoption: 09/09; Reviewed 10/10, 4/11, 12/15, 4/17

Date for Next Review: 4/19

The nursing faculty believes student involvement is important to the work of the School. The role of the student representatives at the MSN Faculty meetings, and on Nursing School committees, is an important one. In essence, the student representative provides a formal liaison to facilitate communication between the student group and the Nursing Faculty. As the faculty group deliberates, the student should feel free to contribute the students' own ideas and points of view and/or reflect those of the students' classmates. Sometimes the group may ask the student to take an informal poll as a means of getting a broader picture of student reaction to the matter at issue. The student representative should be seen by other students as someone who can communicate their concerns and questions to the appropriate group.

Student representatives are elected from those students whose schedules are not in conflict with regular meeting times. There is student representation to the MSN faculty who attends MSN faculty meetings.

EPSILON DELTA-AT-LARGE CHAPTER OF SIGMA THETA TAU

International Honor Society of Nursing

The attempts of many years to establish a nursing honor society at Wesleyan became successful in the fall of 1977. A steering committee of students and faculty was formed and support was pledged by Florence Elliott, then Chairman of the Nursing School, and Dr. William H. Capitan, the Academic Vice-President. The honor society was formed to promote the virtues of faith, hope, and love for which the name Pi Epsilon Alpha was given. The first induction ceremony with thirty-two charter members was held April 23, 1978, with subsequent inductions bi-annually. The future of the honor society was to become chartered as a chapter of Sigma Theta Tau, the national honor society.

In the spring of 1979, Rebecca Markel, Second Vice-President of Sigma Theta Tau, made an evaluation visit to Pi Epsilon Alpha. A favorable report from Dr. Markel accompanied the local honor society's petition to the Executive Council of Sigma Theta Tau. From the Executive Council, the petition moved to the House of Delegate which met at the Biennial Convention in Seattle, Washington in November, 1979. Pi Epsilon Alpha's petition was unanimously approved. The local honor society, Pi Epsilon Alpha, became the Epsilon Delta Chapter of Sigma Theta Tau at the chartering ceremonies held at Wesley Chapel on May 4, 1980, with Sister Rosemary Donley, National President of Sigma Theta Tau and Dean of the School of Nursing at Catholic University, presiding.

In April 2007, West Virginia Wesleyan College and Fairmont State University joined together to establish the Epsilon Delta Chapter-at-Large of Sigma Theta Tau.

The members of Epsilon Delta Chapter-at-Large – student, faculty, alumni, and community nursing leaders – join with members of the other chapters of Sigma Theta Tau in furthering the goals of the International Honor Society of Nursing. All graduate nursing students are encouraged to apply for membership if they meet the criteria.

Sigma Theta Tau International Honor Society of Nursing

Sigma Theta Tau International Honor Society of Nursing is the second largest nursing organization in the United States and among the five largest and most prestigious in the world.

- Sigma Theta Tau International is dedicated to improving the health of people worldwide by increasing the scientific base of nursing practice.
- Members are nursing scholars committed to the pursuit of excellence in clinical practice, education, research and leadership.
- We believe that broadening the base of nursing knowledge through knowledge development, dissemination and use offers great promise for promoting a healthier populace.

- We are committed to furthering nursing research in health care delivery and public policy.
- We sustain and support nursing's development and provide vision for the future of nursing and health care through our network of worldwide community of nurse scholars.
- We make available our diverse resources to all people and institutions interested in the scientific knowledge base of the nursing profession.

The Society exists to:

- Recognize superior achievements in nursing
- Encourage leadership development
- Foster high nursing standards
- Strengthen the commitment to the ideals of the profession

Students in Graduate Programs:

- a. Definition: Graduate Program is defined as an accredited program of graduate study in nursing including master, post-master, doctoral and post-doctoral
- b. Academic Achievement – students in graduate programs shall be eligible for membership if they have achieved excellence according to the standards approved by the Society (rank not lower than the highest 35% of their class in scholarship)
- c. Curriculum – Students shall have completed a minimum of one-quarter of the required graduate curriculum
- d. Exceptions may be made at the discretion of the chapter's governance

Sigma Theta Tau International
Honor Society of Nursing
550 West North Street
Indianapolis, IN 46202 USA

1.888.634.7575 (USA/Canada)

+1.317.634.8171

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Last Revision/Review 4/2017