



BACHELOR OF SCIENCE IN NURSING PROGRAM

STUDENT HANDBOOK

2024-2025

Penn West University

Department of Nursing

College of Health Sciences



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Penn West University of Pennsylvania's Equal Educational Opportunity Statement

It is the policy of Penn West University of Pennsylvania that there shall be equal opportunity in all of its educational programs, services, and benefits, and there shall be no discrimination with regard to a student's or prospective student's race, color, religion, sex, national origin, disability, age, sexual orientation/affection, veteran status, or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations. Refer to the Office of Equity link for more details:

<https://www.pennwest.edu/equity-title-ix#eoec>.

Student Records Policy

It has been a long-standing policy of Penn West University to publish a statement of Student Rights, Regulations and Procedures. Included in this statement is a policy on student records. This policy is included in the Student Rights and Regulations Online handbook. The privacy rights of parents and students with respect to educational records are enunciated in the General Education Provisions Act. A link to this information in the student handbook can be found on pg. 26.

Students' education records, except that information, which is otherwise public, are confidential in nature. Release of these records shall occur only upon written consent of the student or upon subpoena. Exceptions to this requirement are: (1) the release of records to administrators and faculty of the university when such information is necessary to conduct their university duties; and (2) the release of records for research when the identity of the student can be protected and when the researcher can assure acceptable standards of confidentiality. If such assurance is questionable, the university shall obtain the consent of the student prior to the release of information.

Maintenance of Records ** specific to nursing; and differ from Penn West University Policy*

1. No record of information shall be made or retained unless there is demonstrable need for it which has a reasonably substantial relevance to the educational and related purposes of the university. **Student files are kept in a secure area in locked file cabinets in the Nursing Office.*
2. The categories, locations, and officials responsible for records maintenance are:
 - a. Academic Records—Registrar,
 - b. Student Discipline Records—Office of Judicial and Mediation Services
 - c. Credential Records—Director of Career Services,
 - d. Financial Records—Student Financial Services-
 - e. Student Accounts Records- Student Financial Services-
 - f. Current Nursing Student Records, Nursing Office,
 - g. Current Student Nursing Health Forms, Department Chair office-

3. *Nursing Health Forms are confidential in nature and cannot be released without student's written permission. * Will be kept for 5 years following exit from or completion of the program and kept in a locked archives room.*
4. Students shall have the right to inspect their records, the release of which requires the student's consent. The inspection or review of a record requires the student personally make such a request at the office in which the record is maintained by completing an Inspection- Request Form. *A student may only review his or her record in the presence of the Chair and/or Faculty member. **
5. Every record containing information about a student's character shall state when the information was acquired and the name and position of the person who gave it.
6. The right to inspect records does not include direct access to medical, psychiatric, or counseling records which are used solely in connection with treatment. (i.e. Nursing Health Forms)

Accreditation and State Board of Nursing Information

The Bachelor of Science in Nursing (BSN) program is accredited by the Accreditation Commission for Education in Nursing.

BSN at Clarion is accredited by:

Accreditation Commission for Education in Nursing 3343 Peachtree Rd.
NE Suite 850
Atlanta, GA 30326
Phone: 404-975-5000 Fax: 404-975-5010
www.acenursing.org

BSN at Edinboro is accredited by:

Commission on Collegiate Nursing Education (CCNE)
655 K Street, NW, Suite 750
Washington, DC 20001
P (202)887-6791 F: (202)887-8476 and approved by:

The Pennsylvania State Board of Nursing
P.O. Box 2649
Harrisburg, PA 17105-2649
Phone: (717) 783-7142
Fax: (717) 783-0822
ST-NURSE@pa.gov

Mission, Vision, Purpose, Core Values and Program Outcomes

Mission of Penn West University and the Department of Nursing

The mission of the Penn West Nursing programs is to provide affordable, high-quality education from entry level nursing practice to the doctorate, which prepares graduates to meet the holistic health care needs of individuals, families, and communities.

Bachelor of Science in Nursing Program Description

The Bachelor of Science in Nursing program is located on both the Penn West Clarion Campus and the Penn West Edinboro Campus. The four-year program offers a foundation in science, humanities, and related professional disciplines. The comprehensive and intensive nursing curriculum integrates theory with clinical coursework. The BSN program prepares professional nurses to deliver clientcentered care and to assume a leadership role in a variety of healthcare environments. Nursing courses and clinical laboratory experiences begin in the first semester of the freshman year. High impact clinical immersion experiences culminate with capstone courses and preceptor experiences during the senior year. Upon completion of the BSN program, the graduate will be eligible to take the national licensure examination.

Bachelor of Science in Nursing Program Purpose

The Bachelor of Science in Nursing program is designed to prepare students to enter the profession as generalist nurses delivering comprehensive nursing care in a variety of settings, assuming leadership roles in healthcare, and collaborating with other health care professionals. The role of the professional nurse is to provide direct and indirect care to diverse individuals, families, and communities through evidence-based practice that is safe and competent. Professional nurses must demonstrate the ability to apply clinical thinking skills, exhibit effective communication skills, and provide leadership in initiating change in the delivery of care within the healthcare system.

BSN Vision Statement

The baccalaureate nursing programs strive to provide a diverse array of program options to meet the educational needs of students. Graduates will demonstrate diversity, clinical judgment, collaboration, and engage individuals, families, and communities, in compassionate care across the lifespan.

Graduates will value diversity, demonstrate clinical judgment, interprofessional collaboration, and provide compassionate care to individuals, families, and communities.

Core Values

Excellence: Excellence in nursing embodies the commitment to the high standards of professional practice in the delivery of health care and advocacy for all individuals, families, and communities.

Culture of diversity: A culture of diversity is an environment that values the uniqueness of each individual and embraces acceptance and mutual respect. This environment promotes an on-going debate and dialog based on these differences.

Integrity: Integrity is a belief system that manifests as an uncompromising adherence to moral and ethical principles in all aspects of one's life. It is demonstrated in professional nursing practice by respecting the dignity and wholeness of every person without conditions or limitations.

Collaboration: Collaboration is the process of professional nurses, multidisciplinary team members, and individuals, families, and communities working together to develop and implement strategies that promote health. Collaboration in nursing education is the joint effort of faculty and students to contribute to the development of nursing knowledge.

Patient-centeredness: Patient-centeredness describes a partnership between nurses and patients to ensure that healthcare decisions respect patients' wants, needs, and preferences. This enables patients through the nurse's actions and support to make decisions and participate in their care to the best of their ability.

BSN Concepts*

Evidence-based practice

Leadership

Communication

Clinical thinking

Professionalism

Health Promotion

*Annually, as part of the Systematic Evaluation Plan, faculty will evaluate the Course Outcomes, Integrated Concepts and End of Program Student Learning Objectives.

Program Outcomes

- 1) Incorporates concepts of **health promotion** in the care of individuals, families, and communities including diverse and vulnerable populations (Essential VII & VIII, IX) 2) Engage in effective professional **communication**. (Essential I, VI, VIII, V).
- 3) Demonstrate **clinical judgement** within contemporary nursing practice.
- 4) Apply **leadership** concepts to ensure quality in complex health care systems (Essential II, IV)
- 5) Integrate scholarly inquiry, research, and theory into **evidence-based nursing practice** (Essential I, III, IV)
- 6) Use **information technology** to improve patient outcomes. (Essential IV)

Sigma Theta Tau - International Honor Society of Nursing

The Mu Xi Chapter of Sigma Theta Tau was founded at Penn West in 1990. Sigma Theta Tau International is committed to fostering excellence, scholarship, and leadership in nursing to improve health care worldwide. The society promotes the use of nursing research in health care delivery and makes its resources available to all people and institutions interested in the latest nursing care knowledge.

Junior and Senior BSN students and community leaders may be invited to join the Mu Xi Chapter yearly. Information regarding induction procedures and candidate qualifications are available from the Mu Xi Counselor in the Department of Nursing, Penn West University (Refer to Appendix A).

BSN Major Requirements (64 credit hours)	
NURS 1101: Introduction to Professional Nursing	2 cr
NURS 2230: Nursing Assessment	3 cr
NURS 2231: Nursing Assessment Clinical	2 cr
NURS 2240: Nursing Interventions Theory	2 cr
NURS 2241: Nursing Interventions Clinical	1 cr
NURS 3100: Medical Nutrition	3 cr
NURS 4435: Pathophysiology	4 cr
NURS 2245: Basic Nursing Care Clinical	2 cr
NURS 2250: Health Promotion Lifespan	3 cr
NURS 3320: Pharmacology	3 cr
NURS 3330: Adult Health I Theory	3 cr
NURS 3331: Adult Health I Clinical	4 cr
NURS 3340: Maternal Child Health Theory	3 cr
NURS 3350: Pediatric Nursing Theory	3 cr
NURS 3342: Maternity/Pediatric Clinical	2 cr
NURS 4400: Nursing Leadership	3 cr
NURS 4415: Nursing Research and EBP	3 cr
NURS 4440: Community Health Theory	2 cr
NURS 4453: Psychiatric & Behavioral Theory	3 cr
NURS 4442: Community and Behavioral Clinical	2 cr
NURS 4433: Adult Health II Theory	2 cr
NURS 4431: Adult Health II Clinical	2 cr
NURS 4498: Nursing Capstone	3 cr
NURS ____: Nursing Elective	3 cr
Graduation Requirements	Total = 120 credit hours

ACADEMIC POLICIES

Consistent with our mission, the Department of Nursing adopts a non-discriminatory stance in relation to admission and progression of students in the nursing programs. Inquiry into HIV status is not part of student, faculty, or staff application processes. Students are informed of health hazards inherent in nursing education programs, including those that might pose additional risks to the personal health of HIV+ persons. Actual HIV infection, HIV-Related conditions, or AIDS does not alone constitute a basis for denial of admission or progression in the nursing programs. Rather, each case will be responded to based on its particular facts.

Penn West Admission Policy

- High School GPA: at least 3.0 on a 4.0 scale
- High School English: 4 units
- High School Social Studies: 3 units
- High School Science: Biology and Chemistry with a B or higher
- High School Math: Algebra I with a B or higher
- High School Math: Algebra II or Calculus with a B or higher
- (Grade of C is acceptable for Honors/Accelerated courses.)

Transfer: Internal

- Students transferring internally need to meet the above admission criteria and have a 3.0 GPA at time of transfer.

Transfer: External

- Students seeking transfer from another university must meet the above requirements. If their major was nursing, a letter from the chair or director/dean, is required indicating that the student left in good standing both academically and behaviorally.

Attendance Policy

Penn West University of Pennsylvania regards student participation in class as essential to the learning process. Therefore, regular classroom attendance is required of all students. Consistent with professional behaviors, the nursing department has a specific attendance policy. It is understood that absence does not excuse the student from course work and the responsibility to complete assignments on time. If a student knows a class must be missed, the instructor should be notified in advance and arrangements made to complete the work. **The instructor is not required to give make-up examinations or accept class work missed because of an unexcused absence.**

In the event of an unexpected absence such as a serious illness, university sanctioned event (i.e. sports, etc.), or military deployment, the Office of the Registrar and campus-based nursing department should be notified as soon as possible so instructors can be informed of the reason for a student's absence. This information is provided to faculty as a courtesy and does not, in and of itself, constitute a valid excuse for the student's absence from class. A valid excuse will be granted following receipt of a signed medical excuse from the student's health care provider. The signed medical excuse must also include the date that the student was seen by the healthcare provider, the location where the student was seen by the healthcare provider, and that the student is ill or injured and cannot attend class/clinical. A valid excuse will be granted for a copy of the military orders from the student's military command. The Department of Nursing will consider all other absences as unexcused. In order to receive credit, any and all excuses must be submitted at the beginning of the next class.

Within the Department of Nursing, punctuality and attendance at class, laboratory activities, and clinical is mandatory.

- If the student is unable to attend class, they must notify the course instructor by phone **prior** to the beginning of the class.
- If a student is unable to attend the clinical experience, they are **also** expected to notify the health care facility as directed by their instructor.
- Refer to **Appendix C** with the full **Department of Nursing Attendance Policy**.

Leave of Absence Policy

Any student requesting a leave of absence from the nursing program must submit a request in writing to the Chair / Nurse Administrator of the Department of Nursing. This letter must include a reason for requesting the leave and the student's plans for return. A leave of absence is not granted for academic underachievement.

1. The Chair / Nurse Administrator has the right to request a personal interview with the student requesting the leave before a decision is made.
2. Each leave of absence will be handled individually according to the specific need, academic standing, and clinical performance. Supporting documentation may be required.
3. The Chair / Nurse Administrator will present the request to the nursing faculty with all pertinent information.
4. The program faculty will recommend denial or granting of the leave of absence.
5. No leave of absence will be granted for longer than one year or two full semesters (****Exception to this policy includes: Military Deployment****).
6. If the leave is granted, the student will be informed of such and must withdraw officially from the nursing program. At this time, the student will be informed of any conditional requirements for return.
7. Only one (1) Leave of Absence is permitted while enrolled in the BSN program.

Academic/Clinical Grading Policy

To achieve the rigor and high academic standards associated with successful completion of the National Licensure Exam (NCLEX-RN), the nursing faculty developed academic standards that are higher and more stringent than the university at large. Students must earn a grade of **"C" or higher** in each of the required for all theory/didactic nursing courses and a passing grade is required in all clinical courses.

***Please note that **2023-2024 Clarion nursing seniors only** will follow the legacy grading/progression policies (an 84% course grade is required to pass all nursing courses and attain a 2.75 GPA to graduate).

BSN Nursing Grading Guidelines/Scale

Grading Guidelines:

- The Nursing Grading Scale will be utilized in all NURS courses.
- The Grading Scale of the Nursing Department differs from the University.
- The course syllabus will identify the graded elements for each course.
- The course syllabus will identify the distribution (points/percent) of each graded element as it contributes to final grade.
- Students must attain the whole number of a grade to acquire the letter grade.
- **Rounding of grades is not permitted.**

Grading Scale

Letter Grade	Percent
A	92 - 100%
B+	89 - 91%
B	83 - 88%
C+	80 - 82%
C	74 - 79%
D+	71 - 73%
D	65 - 70%
F	≤ 64%

Progression Policy

Program Specific General Education Courses:

- A **minimum of a C-** is required for all general education courses specifically required in the BSN program.
- A student earning **less than C-** in BSN required General Education Courses will need to repeat the course. Students may only repeat the required General Education Courses once to attain a C- or better.

- Please refer to page 29 for the full curriculum sequence/progression plan with course list.

Nursing Courses:

- It is expected that students earn a **minimum of a “C”** in each required NURS course.
- Only two attempts at required nursing courses will be permitted.
- Students may only have a course repetition once following a grade of less than a C.
- Students are not permitted to progress to the next level (sophomore, junior or senior) until all required NURS courses from the prior level have been successfully completed and GPA requirements met.
- Some nursing (NURS) courses are group based on complimentary content to include a theory/didactic course and a clinical course.
- A student who fails or withdraws from the didactic/theory or complimentary clinical course, must withdraw from both the theory and complimentary clinical course. Both the theory/didactic and complimentary clinical course will need to be repeated and it will be counted as one failure for the purpose of progression.

GPA:

- Nursing majors are required to maintain a cumulative GPA of 3.0 to matriculate to the next level in the program and at graduation.
 - GPA will be assessed at the end of the Spring semester for those on track (May graduation date).
 - GPA will be assessed at the end of the Fall semester for those off track (Dec. graduation date).
- Students with a GPA < 3.0 are not permitted to progress to the next level until GPA is 3.0 or higher.
 - Freshmen students with a GPA < 2.75, at the completion of the spring semester, will be dismissed from the program.
 - The time limit to improve GPA is 2 semesters (excluding summer). If GPA remains less than 3.0 at the end of 2 semesters, the student is dismissed from the program.
 - Students are limited to one occurrence of GPA < 3.0 throughout the program.

Academic Dismissal

A student will be dismissed from the Bachelor of Science in Nursing (BSN) Program for any of the following reasons:

1. Failure (Grades < C-)/ withdrawal in 2 required science courses.

2. Failure (Grades < C)/ withdrawal in 2 NURS courses (a failure in a complimentary didactic and clinical course is counted as 1 failure for the purpose of dismissal).
3. Failure to maintain a cumulative QPA of 3.0 on a 4.0 scale, within 2 semesters.
4. Freshmen students with a GPA < 2.75, at the completion of the spring semester.
5. Failure to comply with BSN policies and procedures.
6. Failure to comply with policies associated with clinical agencies.
7. Serious misconduct or disciplinary involvement resulting in dismissal from the university.

A student dismissed from the university is also dismissed from the BSN program; however, a student dismissed from the BSN program is not necessarily dismissed from the university. A student who is dismissed from the BSN program will be informed by letter. The student may choose to:

1. Pursue the option of Grade Appeal as noted in University Policy #AC022.
2. Remain at the university and pursue another course of study.

Student(s) who are dismissed from the BSN Program are strongly encouraged to utilize their academic advisor to assist in problem solving and planning to meet their goals.

Requirements for Graduation

To receive a Bachelor of Science in Nursing Degree from Penn West University of Pennsylvania the student must meet the following requirements:

1. Complete the Bachelor of Science in nursing curriculum – 120 credits, the last 30 credits of 45 at Penn West University. The students must take at least 50% of required credits from Penn West University.
2. Complete all nursing course requirements within 10 semesters or 5 years of formal admission to the program.
3. Students must attain at least a C- in all general education courses required by the BSN program curriculum.
4. Attain an overall cumulative quality point average of 3.0 on a 4.00 scale.
5. Students must complete all nursing courses at Penn West University.

Student Conduct

Penn West University students are expected to regulate their conduct according to the laws of society, of which the university is a part, as well as the rules of the educational community. It is an implicit expectation of the educational community that student members will engage in the activities associated with that role. Students in this class are not permitted to disrupt or interfere with the educational opportunity afforded to all students.

If disruptive behavior is observed:

- First offense: The student will be asked to curtail the behavior and meet with the professor.
- Second offense: The student will be asked to leave the class and will be referred to the nursing chair with possible referral to Judicial Affairs.

**Additional details related to the university student conduct policy can be found in University policy# SA003: <https://files.pennwest.edu/policies/sa003-student-conduct.pdf>.

Academic Integrity Policy

In accordance with the Mission of Penn West University of Pennsylvania the Nursing Department promotes excellence in education. The Department of Nursing's position on academic honesty is consistent with the Penn West University's Academic Integrity policy # AC059. This is accomplished by providing a learning environment that prepares professional nurses to assume responsibility and accountability for nursing practice within the legal and ethical parameters established by the American Nurses' Association Code of Ethics (2015) and the National Student Nurses' Association Code of Academic and Clinical Conduct (2001). Actions such as dishonesty, unsafe practice, cheating, and plagiarizing are unacceptable and may be grounds for dismissal from the Nursing Program.

University and Nursing Department policies as outlined in the Penn West University of Pennsylvania Undergraduate Catalog and Nursing Department Undergraduate Student Manual will be followed.

Instructors imposing a lowered or failing grade on an assignment or course as a result of a charge of academic dishonesty must inform the student in writing of the charge. Students have the right to appeal instructor decisions related to academic honesty either through 1). the nursing student professional conduct and grievance committee or 2). the university conduct board (Judicial services). A student may not appeal through both procedures. Should a student appeal through the second option, the board will schedule a hearing at which the faculty member will explain the charge and resultant academic action; the student shall then have an opportunity to address the allegation. The decision of the Conduct Board shall be final.

Rather than imposing a lowered or failing grade on an assignment or for a course, an instructor may choose to report an allegation of academic dishonesty directly to the Office of Judicial & Mediation Services. This process automatically results in a formal hearing before the university Conduct Board. Should the board find the student in violation of the academic honesty policy, the student may appeal the decision and/or penalty to the university president. The decision of the president shall be final.

American Nurses' Association (ANA) Code of Ethics

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

American Nurses' Association. (2015). *Code of ethics*. Retrieved from <https://www.nursingworld.org/coe-view-only>

Also refer to Appendix B for the ANA Scope and Standards of Practice for additional expectations of nurses.

**** Please refer to Appendix E and F for the full Code for Nursing Students Policy and Academic Integrity and Code of Conduct Policy.**

****Please refer to Appendix G for the full Social Media Policy.**

Course Requirements/Procedures

Computer/Internet and Printing Capabilities

BSN students are required to have computer access, printing capabilities and Internet access. The BSN student is referred to Computing Services web page: to learn about the computer services resources. BSN students are responsible for maintaining computer access and contacting support as needed to resolve any issues interfering with Internet access. Important information about technology at Penn West University is found at the website: <https://itservices.pennwest.edu/>.

Use of Electronic Devices

Use of all electronic devices for note taking and other documentation (i.e. iPad, laptops) in the classroom and clinical setting MUST receive approval of the faculty. The use of communication devices (i.e. cell phones, beepers, pagers, blackberries) are strictly forbidden during classroom and clinical experiences. Students must obtain permission of faculty to tape record any class. Tape recordings are for personal use only. The clinical faculty may approve specific electronic devices. Please advise those who may need to contact you in an emergency to call either the nursing faculty or the clinical agency and ask for your instructor. Each faculty will provide specific information at the start of each course as to emergency notification. Any messages will be promptly delivered to the student. Violation of this policy will result in disciplinary action and/or unsatisfactory clinical evaluation.

Smoking and Smokeless Tobacco

Smoking is strictly prohibited within 25 feet of campus buildings. Students are also required to comply with institutional policies while attending clinical rotations. The use of e-cigarettes and smokeless tobacco are also prohibited in classrooms and clinical settings.

Exam Behavior Expectation Policy

Refer to **Appendix H** for full Exam Behavior Expectation Policy. Examinations and/or quizzes are scheduled to be given during the regularly scheduled class time, unless otherwise identified by the instructor. This includes exams on ATI, D2L, and any NCLEX prep products. It is expected that the student will complete the exam/quiz during the scheduled class time. Unless the student has an identified and documented learning disability *prior* to the exam/quiz, there will be no extra time allotted for the completion of the exam/quiz. Students are expected to take the examination on the scheduled day.

Only excused absences will be accepted. The makeup of an examination will be scheduled at the **convenience of the instructor for excused absences. The instructor is not required to give make- up examinations and/or quizzes.**

Competency Based Testing Program

The Department of Nursing utilizes standardized competency testing for evaluation of students' nursing knowledge throughout the program. Students are required to purchase testing packages as part of their book bundles. Requirements for progression within the program, remediation within a course, and demonstration of course content competencies are provided in each course syllabi.

Clinical Requirements

The health care organizations where students attend clinical require all caregivers to obtain background clearances and meet certain health requirements to participate in clinical activities in their facilities. A clinical packet will be provided to be completed by July 31st, failure to meet the deadline may result in NURS courses being dropped until compliance with the required documents in met. Additional details for each requirement listed below can be found in Appendix P.

- Felony Statement
 - Child Abuse History Clearance (Act 33)
 - Request for Criminal Record Check (Act 34)
 - FBI background clearance which includes fingerprinting
 - CPR certification (BLS healthcare professionals/ healthcare provider)
 - Immunization records including yearly influenza vaccination
 - Two-step TB unless the student is a current healthcare worker ○ T-dap- no older than 10 years
 - MMR
 - Hepatitis B ○ Varicella
 - COVID-19
- *Proof of immunization or titers are required

- Individuals without required immunizations will need to submit a waiver related to medical or religious exemptions per university and clinical agency policies.
- Liability insurance
- Physical (Core) performance completed and signed by the healthcare practitioner and student
- Drug screening

The processing of the applications can take several weeks, so it is advisable to begin application as soon as possible after receipt. These clearances will be valid for the time a student is enrolled in the BSN program. If a student takes a leave of absence or is otherwise separated from the BSN program, new clearances must be submitted.

It is the student's responsibility to validate required documents and maintain compliance. The following information provides additional information about the specific requirements and why they are required.

Felony Statement

Under Pennsylvania law, the State Board of Nursing may not issue a license to an applicant who has been convicted of certain felonious acts. Students in the BSN program, who have been convicted of a felony, may not be eligible to take the State Board Licensing Examination (NCLEX). Beginning in the fall of 2018, students will be required to sign a felony statement upon entering the BSN program. This statement verifies that the student has read the State Board's Felony Policy and understands the ramifications of this policy to obtaining a license as a registered nurse in the state of Pennsylvania. Some felony and/or misdemeanor convictions are considered prohibitive offenses and prevent the student from participating in certain clinical experiences and/or agencies. For more information contact the campus-based nursing department. For a listing of the felonious acts that may prohibit an individual from working in a healthcare facility in Pennsylvania, please refer to this link:

<https://www.pacode.com/secure/data/006/chapter15/s15.143.html>

CPR Certification

All nursing students are required to maintain certification in **healthcare provider (BLS)** cardiopulmonary resuscitation (CPR) **prior to beginning the Sophomore year**, as part of Health packet. Students are responsible for maintaining a current CPR certification throughout length of program. Students must be certified in adult, infant, and child CPR, as well as the use of the AED. CPR classes must be obtained by participating within an **in-person class setting**, not an online certification course. Students will not be permitted to engage in clinical practice/lab experiences without proof of current CPR certification. Please refer to Appendix P for additional CPR certification requirements.

Health Requirements

Record of immunity to **tetanus (within the last 10 years)**, **rubeola** (red measles), **mumps**, **rubella** (German or three-day measles), **varicella** (chicken pox), and COVID-19. It also includes proof of freedom from **active tuberculosis**. Additionally, students must either show proof of immunity of **Hepatitis B** or sign a statement acknowledging the risks of contracting this disease. **The Department of Nursing highly recommends that students receive the Hepatitis B vaccine.** Testing for tuberculosis is required prior to the beginning of the sophomore year and must be updated annually. Additional immunizations may be required by individual clinical agencies.

*Students have an ethical duty to report any health condition that would pose a risk to their patients or interfere with the performance of their duties. Both the student and the examining health care provider must initial a set of Program Performance Standards, indicating that there is no apparent reason why the student would be unable to perform the duties of a nursing student.

Influenza Vaccination Policy

In accordance with policies of clinical agencies, nursing students are required to have an annual Influenza vaccine prior to October 31 of each academic year. Written verification must be provided that the vaccine was received. This proof is to be given to the nursing secretary. Any student NOT receiving the vaccine may be required to wear a mask when in clinical or follow the policy of that clinical agency.

Liability Insurance

The terms accountability and liability reflect the expanded responsibilities of today's practicing nurse. Nurses are being required to assume complete responsibility for their own judgments, decisions, and actions.

Nurse Practice Acts places the burden of liability upon the individual nurse. In addition to moral and ethical accountability nurses must assume full legal responsibility for their nursing practice. For this reason, the Department of Nursing of Penn West University requires that each Bachelor of Science in Nursing student have liability insurance during their nursing education. It is the responsibility of the nursing student to obtain appropriate insurance coverage prior to their senior year, clinical rotations for the Bachelor of Science in Nursing Program. Information regarding liability insurance for nursing students is obtained through the Department of Nursing.

Clinical Attire

The Department of Nursing requires that each nursing student purchase at least two complete uniforms and one white warm-up jacket to be worn during the clinical rotations in the Bachelor of Science in Nursing Program at Penn West University of Pennsylvania. When the student purchases the uniform, they must include the approved Penn West University Logo which is stitched onto the uniform.

Students must wear a Nursing Student Photo Identification Badge provided by the campus-based nursing department (different from the Penn West University Student Identification). The badge replaces the name pin and **must** be worn at all clinical sites. The badge is nontransferable to any other student and will have validity markings added at the start of each semester. The badge **must** be returned to the nursing department at the end of each semester and upon leaving the BSN program.

Students are expected to wear their uniform and name badge to all clinical and on campus clinical lab experiences. Uniforms are **NOT** to be worn to other classes or in the community.

****Please refer to Appendix I for the Uniform and Appearance Policy with additional details.**

Clinical Rotations

Clinical rotation activities are made by the faculty. Throughout the BSN program, students will rotate between several agencies; Students must be available for variations in length (12 hour) and times (morning, afternoon, evening) and days (Mondays-Fridays; possibly weekends) of clinical experiences. On occasion, weekend clinical rotations must be scheduled.

Transportation

Students must assume all responsibility for transportation to and from the assigned clinical agency. Reliable transportation is necessary as car-pooling is not always an option. Most clinical agencies are within a 50-mile radius of Penn West campus.

Student Clinical Performance Evaluation

Clinical evaluation is a process for determining that nursing students are achieving the established goals identified in the clinical learning objectives which include professional practice standards.

Clinical evaluation within the BSN program at Penn West University of Pennsylvania measures the student's ability in relation to established standards and objectives, **not** in comparison to the performance of other students.

The Clinical Evaluation Tool is a means by which students will have ongoing evaluation of their clinical progress during clinical rotations. Anecdotal notes are written, by nursing faculty and a graded (pass/fail) clinical evaluation is given at mid-term (if performance indicates) and final at end of the semester. The grade considers both the anecdotal record, issues of clinical concern, and evidence of progress over time.

Students must receive a "pass" grade at the conclusion of each clinical rotation to progress/graduate.

- The clinical evaluation tool includes "unsatisfactory", "needs improvement", and "satisfactory."
- Students with "unsatisfactory" performance in an area on the clinical evaluation tool and/or have received "issue of clinical concern" will receive a midterm evaluation with a plan of action.
- At the time of final evaluation student must receive all "satisfactory" ratings to receive a passing score regardless of the course grade based on assignments.

****NOTE:** During all clinical rotations, students are expected to evaluate themselves. This self-perception of progress is reviewed with the faculty considering the faculty's evaluation and differences are discussed. Students are encouraged to comment in writing on their evaluation.

Clinical Agency

- Students and faculty are required to meet clinical agency requirements such as health requirements, training, etc.
- As part of contractual agreements with clinical agencies, the institution may request a student not be assigned if their health, behavior, or performance is found unacceptable to the standard of the institution.
- Clinical agencies may, at any time, request additional requirements be met prior to participation in a clinical experience at that agency. This may include, but is not limited to, substance abuse testing.

Administration of Medications

1. In the curriculum of NURS 2240/2241 students are required to pass a medication calculation exam (have 3 attempts to pass with a 100% score). Specific details are provided at the beginning of the semester. The ATI product dosage calculation is utilized to provide students the skills to pass the medication calculation exam. Specific courses may require medication calculation quizzes or exams at the faculty discretion.
2. All students must seek direct supervision of the clinical instructor, or their designee, when administering:

- a. intravenous solutions
- b. parenteral medications
- c. narcotics
- d. heparin
- e. insulin
- f. administering all medications
- g. calculating drug dosages

Clinical Safety Procedures

- **Blood Borne Pathogen, Standard, and Transmission-Based Precautions:**

- Students will follow the guidelines distributed by the Centers for Disease Control and Prevention, Public Health Service, and U.S. Department of Health and Human Services related to transmission-based precautions.
- Students will also be apprised of the availability of current information via the CDC Hotline (1800-342- AIDS) or via the web at <https://www.cdc.gov/>
- Refer to CDC standards and clinical agency requirements for care of clients.

- **Disaster and Safety Protocols at Clinical Facilities**

All students are expected to follow the Emergency ‘CODE’ protocols established at each clinical facility. Facility specific protocols will be reviewed during clinical orientation. In the case of an actual bomb threat, active shooter, or actual fire, the students are to gather as a group with their instructor, destination prearranged, and will follow agency protocol.

Class Cancellation Notification

Information concerning University Closings at Penn West Campus will be broadcast over local television, radio stations, and by text. Emergency Closings Policy cancellation procedures will be communicated by the individual instructors.

Advisement

It is the purpose of the academic advisement program at Penn West University to:

- assist students in their growth and development.

- promote advisor-advisee relationships characterized by trust, mutual respect, and openness.
- establish a climate of purposeful learning which maximizes student growth and minimizes student withdrawal.

In the advisor-advisee relationship, the student is primarily responsible for seeking academic advisement from the advisor. The central roles and responsibilities of the advisor are to:

1. Assist students in developing sound academic programs by:
 - a. exploring with students their individual interests, abilities, and goals.
 - b. assisting students in developing an academic plan that satisfies graduation requirements.
 - c. offering advice in the selection and sequencing of courses which meet requirements for general education, major, and electives.
 - d. monitoring student progress and helping students make desired adaptations in their programs.
2. Make known to students the programs, resources, and services available in the university.
3. Be a responsive listener to students and to assist them by referral to specialized sources of help when needed.
4. Discuss matters of general university adjustment with students.
5. Keep informed about university policies, regulations, programs, and procedures in order to accurately answer student questions and concerns.

In the advisor-advisee relationship, the student's responsibilities are:

1. Meet with their advisor as frequently as necessary to keep the advisor informed about changes in progress, course selection and career goals.
2. Seek sources of information which will assist them in making life/career decisions.
3. Contact the advisor when confronted with major academic problems and to keep the advisor aware of other problems which may affect their academic performance.
4. Meet all graduation requirements, following the academic plan established in consultation with their advisor.
5. Maintain personal records of academic progress and to resolve any discrepancies on the official grade reports; and

6. Become knowledgeable about university regulations, program requirements, and procedures.

Student Services/ Student Life Resources

To provide activities and services designed to promote students' academic and personal development, the Student Affairs Division at Penn West University has professional staff assigned to a variety of areas. Students are referred to Penn West University's Undergraduate Catalog for a brief description of the available services. For more detailed information, students should call the Student Affairs Office at Penn West University. Available services include, but are not limited to career, personal counseling, health, learning support, and financial aid.

Student Involvement in Governance

There are many opportunities for students to become actively involved in governance while attending Penn West University, including the Nursing Club, Student Senate and various committees. Appropriate student representation at nursing faculty meetings is welcomed. Interested students should contact nursing faculty and/or the Student Affairs Office.

Student Handbook/Rights

The Student and University Affairs Office promotes responsible citizenship by protecting student rights and maintaining the principles outlined in the Student Rights Handbook. The office administers campus disciplinary procedures, seeks to maintain a positive living and learning environment and encourages the building of a respectful and inclusive community.

The office also serves as a resource to the University community regarding conflict management and resolution by providing services that promote the development of critical life skills. A mediation service was recently added to assist students in resolving interpersonal conflicts. Trained mediators guide the process, and the parties voluntarily participate in a structured setting to reach a workable solution. Refer to the student handbook link for additional details:

<https://files.pennwest.edu/policies/handbook.pdf>

Student Resources

Please refer to student resources link for information on the following items:

<https://www.pennwest.edu/student-resources>

Academics

- Transcripts
- Class Registration Information
- Class Withdrawal

Student Outreach and success

- Library Services
- Peer mentoring
- Starfish

Billing

- Financial related assistance

Student Support Services

- Tutoring
- Writing Center
- Refer to link: <https://www.pennwest.edu/news/pennwest-guide-for-student-support-services>.

Student Affairs/ Student Life

- Student ID cards
- Recreational facilities
- Housing
- Meal information
- Health services
- Counseling ○ The Department of Counseling Services offers professional and confidential counseling for developmental, educational and career goals. Counseling creates an opportunity to address concerns about personal, social and emotional growth to enhance a successful university experience.
- Refer to link: <https://www.pennwest.edu/campus-life>.

Student Scholarship Opportunities ○ Several scholarships are available to Penn West University students and prospective students attending classes for The College of Health Sciences. Scholarships are made available by businesses, service organizations, and the Penn West University Foundation. Each of the sponsoring agencies set certain criteria for their scholarship(s). The committee will decide from all the scholarships for which the applicant is eligible and consider him/her for each one of them.

- Refer to link: <https://www.pennwest.edu/tuition-and-aid>.

Computer Access and Technology

**Refer to the university's information technology support services in my.pennwest.edu for additional assistance.

Student Parking Permit/ Parking Regulations ○ Parking Regulations: ○

<https://www.clarion.edu/student-life/public-safety/parking-services/parking-regulations.pdf>

- Student Parking Permit:
- To apply for a student parking permit, please use the [myPennWest](#) system. The instructions for submitting a parking permit are as follows: Go to [myPennWest](#) and click "Sign In". Find the "Clarion Parking Permit Request" Card Click "Apply Now"

COVID-19

- All students are expected to follow the COVID-19 policies and guidelines set forth by the university. Information related to COVID-19 is present on the University Web Site. <https://www.pennwest.edu/>

University Academic Policies Link <https://www.pennwest.edu/academics/policies>

Handbook Acknowledgment/ Policy Change Procedures

Acknowledgement of Handbook Policies

Upon entrance (and readmission) into the BSN program and each fall semester thereafter, students are required to read the BSN Handbook. All students are expected to follow the policies and procedures within the handbook. The BSN Student Handbook is reviewed annually and updated as needed. The student handbook can be found in a designated area in D2L. Students should seek clarification, if needed, before signing the acknowledgment. The signed document will be placed in the student's file (See **Appendix J**).

Communicating Policy Changes

Any changes in policy which are made during the academic year, either by the University or by the Department of Nursing will be communicated to the students in the following manner:

- Announcements will be made by the instructor in all appropriate classes.
- Two written copies of the policy will be distributed to all students. The student will keep one copy of the policy and sign and submit the second copy to the instructor.
- The signed new or revised policy will then be kept in the student's folder located in the nursing office.
- All policy changes will then be included in the appropriate handbook or catalog at the next review and revision which usually occurs during the summer prior to the start of the fall semester.

Penn West University
Traditional (4-year) Nursing Track
Baccalaureate of Science in Nursing (BSN)
Curriculum Sequence/Progression Plan

Freshman Fall	Freshman Spring
ENGL 1200 College Composition <small>(Foundations: Written Comm.)</small> OR Oral Communication 3 Cr. <small>(Foundations: OC)</small> BIOL 2810 Human A&P I 3 Cr. <small>(Discoveries: NS&T)</small> BIOL 2811 Human A&P I Lab 1 Cr. <small>(Comp: App. Method)</small> CHEM 1140 Foundations Chemistry I 4 Cr. NURS 1101 Intro to Professional Nursing 2 Cr. PSYC 1000 Intro to Psychology 3 Cr. <small>(Discovery: SS)</small> Total Semester Credits: 16 Cr.	ENGL 1200 College Composition <small>(Foundations: Written Comm.)</small> OR Oral Communication 3 Cr. <small>(Foundations: OC)</small> BIOL 3810 Human A&P I 3 Cr. <small>(Discoveries: NS&T)</small> BIOL 3811 Human A&P II Lab 1 1 Cr. <small>(Comp: App. Method)</small> BIOL 1104 Intro to Genetics 3 Cr. NURS 2230 Health Assessment Theory 3 Cr. NURS 2231 Health Assessment Clinical 2 Cr. Total Semester Credits: 15 Cr.
Sophomore Fall	Sophomore Spring
SOC 1000 Intro to Sociology 3 Cr. <small>(Discovery: SS)</small> NURS 2240 Nursing Interventions Theory 2 Cr. <small>(Comp: Quant Analytics)</small> NURS 2241 Nursing Interventions Clinical 1 Cr. NURS 3100 Medical Nutrition 3 Cr. NURS 4435 Pathophysiology 4 Cr. ENGL 2210 Writing for the health prof. 3 Cr. <small>(Comp. Write Inten.)</small> Total Semester Credits: 16 Cr.	NURS 2245 Basic Nursing Care—Clinical 2 Cr. NURS 2250 Health Promotion/ Lifespan 3 Cr. BIOL 2226 Basic Microbiology 3 Cr. <small>(Discovery: NS&T)</small> NURS 3320 Pharmacology 3 Cr. Technology Literacy 3 Cr. <small>(Foundations)</small> PSY 2200 Lifespan Developmental Psych 3 Cr. <small>(Discovery: SS)</small> Total Semester Credits: 17 Cr.
Junior Fall **	Junior Spring**
NURS 3330 Adult Health I Theory 3 Cr. NURS 3331 Adult Health I Clinical 4 Cr. STAT 2020 Elements of Statistics 3 Cr. <small>(Foundations: QR)</small> Discovery: Arts and Humanities Elective 3 Cr. Elective Student Choice 3 Cr. Total Semester Credits: 16 Cr.	NURS 3340 Maternal Child Health Nursing Theory 3 Cr. NURS 3350 Pediatric Nursing Theory 3 Cr. NURS 3342 Maternity/Pediatric Nursing Clinical 2 Cr. Discovery: Arts and Humanities Elective 3 Cr. Elective Student Choice 3 Cr. Total Semester Credits: 14 Cr.

Senior Fall**		Senior Spring**	
*NURS 4400 Nursing Leadership (Comp: Ethical Reasoning)	3 Cr.	NURS 4433 Adult Health II Theory	2 Cr.
*NURS 4415 Research & EBP (Comp: Info Lit & Write Intens.)	3 Cr.	NURS 4431 Adult Health II Clinical	2 Cr.
NURS 4440 Community Health Nursing Theory (Comp. Inter. Infl.)	2 Cr.	NURS 4498 Nursing Capstone	3 Cr.
NURS 4453 Psychiatric/ Behavioral Health Theory (Comp. Keystone)	3 Cr.	Nursing Elective	3 Cr. Elective
NURS 4442 Comm, Psych, Behavior Clinical	2 Cr.	(Found, Discovery, or Wellness/Pers health)	3 Cr.
Total Semester Credits: 13 Cr.		Total Semester Credits: 13 Cr.	
		120 Total Program Credits	

*These courses may be offered only once per year.

**NURS courses in these semesters are interchangeable

Registration for NURS 4498 requires completed theory/clinical courses in the area intended for Capstone focus.

General Education Curriculum Requirements

Foundations (Total 12 Credits)	Courses	Credits
Written Communication	ENGL 1200 College Composition	3
Oral Communication	COMJ 1010 or 1210, POLS 1210, SOC 1210, SOWK 1500	3
Technology Literacy	Student choice from approved list	3
Quantitative Reasoning	Elements of Statistics	3

Discovery (Total 27 Credits)	Courses	
Arts & Humanities (9 credits)	ENGL 2210 Writing for Health Professionals	3
	A&H elective from approved list	3
	A&H elective from approved list	3
Natural Science & Tech. (9 credits)	BIOL 2810 Human Anatomy & Physiology I	3
	BIOL 3810 Human Anatomy & Physiology II	3
	BIOL 2226 Basic Microbiology	3

Social Sciences (9 credits)	PSYC 1000 Introduction to Psychology	3
	SOC 1000 Introduction to Sociology	3
	PSYC 2200 Lifespan Developmental Psych	3

Electives (3 credits)	Student choice from approved list	3
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Competencies- 8 courses	
Quantitative Application	NURS 2240- Nursing interventions
Applied Methodologies	BIOL 2811- Human A&P I- Lab
Intercultural Influence	NURS 4440- Community Nursing
Ethical Reasoning	NURS 4400- Nursing Leadership
Informational Literacy	NURS 4415- Research/ EBP
Intensive Writing	ENGL 2210 Writing for Health Care Professional
Intensive Writing	NURS 4415- Research/EBP
Keystone Experience	NURS 4453- Behavior/Psych Nursing- Theory

APPENDIX A

SIGMA INTERNATIONAL HONOR SOCIETY OF NURSING

Sigma Theta Tau International is the honor society of nursing and it exists to promote the development, dissemination and utilization of nursing knowledge. Sigma Theta Tau International is committed to improving the health of people worldwide through increasing the scientific base of nursing practice. In support of this mission, the Society advances nursing leadership and scholarship, and furthers the use of nursing research in health care delivery as well as public policy.

Sigma Theta Tau International serves as a link between professional nurses and others with participation in scholarly endeavors of interest to the health care profession and the public. Its founders believed that love, courage and honor were critical values for leadership in nursing; these values continue to be inherent in all of the association's interactions. Research and scholarly development through Sigma Theta Tau programs and services respond to the ethical, moral, and humanistic issues of society, while also enhancing scientific discovery to shape nursing's responses to societal needs.

Based on a commitment to strengthening nursing and nursing scholarship, Sigma Theta Tau International provides member services through chapter, regional, national and international forums. Programs and services encompass education, leadership, recognition, networking and career development. Respect for scholarly discipline, research and strength through group interaction are fostered in all of Sigma Theta Tau International's activities. Members form a worldwide community of scholars recognizable within the profession and by the public, who act to sustain, support, and interpret nursing's development and to provide vision for the future both of the discipline and of health care.

Membership is by invitation conferred on students in baccalaureate and graduate nursing programs demonstrating leadership in nursing and excellence in scholarship, and to qualified college graduates demonstrating exceptional achievement in nursing.

Sigma International Honor Society of Nursing
550 West North
Street Indianapolis, IN
46202
317-634-8171
Fax 317-634-8188

APPENDIX B

AMERICAN NURSES ASSOCIATION SCOPE AND STANDARDS OF PRACTICE (2021)

The Standards of Professional Nursing Practice consists of Standards of Practice and Standards of Professional Performance, which include the following:

Standards of Practice for the Registered Nurse

1. Assessment – Collects comprehensive data pertinent to the healthcare consumer’s health or the situation
2. Diagnosis – Analyzes the assessment of data to determine the diagnoses or issues
3. Outcomes Identification – Identifies expected outcomes for a plan individualized to the healthcare consumer or the situation
4. Planning – Develops a plan that prescribes strategies and alternatives to attain expected outcomes
5. Implementation – Implements the identified plan
 - a. Coordination of Care: Coordinates care delivery
 - b. Health Teaching and Health Promotion: Employs strategies to promote health and a safe environment
 - c. Consultation: (Advanced Practice)
 - d. Prescriptive Authority and Treatment (Advanced Practice)
6. Evaluation – Evaluates progress towards attainment of outcomes
7. Ethics- Practices ethically
8. Advocacy- Support client needs through advocacy.
9. Respectful and Equitable Practice: Demonstrate respectful and fair care of all clients in need.
10. Communication- Communicates effectively in all areas of practice
11. Collaboration – Collaborates with healthcare consumer, family and others in the conduct of nursing practice
12. Leadership – Demonstrates leadership in the professional practice setting and the profession

13. Education – Attains knowledge and competence that reflects current nursing practice
14. Scholarly Inquiry- Contribute scholarly inquiry and research to the nursing field as continuous learners.
15. Quality of Practice- – Contributes to the quality of nursing practice
16. Professional Practice Evaluation- Evaluates one's own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules and regulations
17. Resource Stewardship- Utilizes appropriate resources to plan, provide, and sustain nursing services that are safe, effective and financially responsible
18. Environmental Health- Practice in an environmentally healthy and safe manner.

APPENDIX C

Department of Nursing Attendance Policy

In keeping with University Policy, students are expected to attend each class meeting in its entirety. This expectation also applies to attendance in the clinical setting. Should class or clinical absence occur for any reason, the following guidelines will apply specific to the nursing department attendance policy:

- Punctuality/Tardiness: Students showing patterns tardiness or early departure from class will be counseled by the faculty member. Continued behaviors may result in failure of the course.
- In the clinical setting, students will receive an unsatisfactory evaluation for accountability and responsibility, for the clinical day which will impact the clinical grade.
 - Excused class or clinical absence may be approved by the faculty member in the event of a personal or medical emergency, which may include, but is not limited to: medical illness, maternity leave, auto accident, death in the immediate family, and military leave. In addition, class or clinical absence may be considered an excused absence in the event of a scheduled University activity in which the student is a participant. Students must notify faculty prior to missing class/clinical unless circumstances prohibit the student from doing so. Final decisions for excused class/clinical absence are at the discretion of the faculty member.
 - The maximum number of excused class absences shall not exceed 20% of the scheduled class meetings in a given semester, regardless of the reason. Failure to meet minimum class requirement for attendance will result in an “Incomplete” or an “F” grade, at the professor’s discretion, depending on the student’s academic performance.
 - The maximum number of excused clinical absences shall not exceed 10% of the scheduled clinical days in a given semester, regardless of the reason. Failure to meet minimum clinical requirements for attendance will result in an “Incomplete” or an “F” grade at the professor’s discretion, depending on the student’s clinical performance.
 - An unexcused class absence shall not exceed the number of classes held in a week, or no more than the number of classes per week and will result in lowering of the course grade by ½ letter grade for each additional unexcused class absence. Failure to meet minimum class requirement for attendance will result in an “Incomplete” or an “F” grade, at the professor’s discretion, depending on the student’s academic performance.
 - Unexcused clinical absence is not permitted under any circumstance, and provides grounds for clinical and course failure.
 - Refer to the University Class Attendance Policy as a supplement to this Nursing Department Policy. *Policy AC013*

Student Signature

Date

Print Name

APPENDIX D
Code for Nursing Students

National Student Nurses' Association Inc. (NSNA)

Code of Academic and Clinical Conduct

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of healthcare environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person. As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments, we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self and others.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.

17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001

I have read and understood the information presented above.

I understand that faculty members have the authority to remove a student from a clinical or classroom setting based upon violation of the Academic Integrity Statement, the NSNA Student Code of Academic and Clinical Conduct or the ANA Code of Ethics.

Student Name (Printed)

Date

Student Signature

Date

APPENDIX E

Academic Integrity and Code of Conduct Policy

Nursing students are held to the same standards as professional nurses and are responsible to society to learn the academic theory and the clinical skills required to provide safe and quality nursing care. The clinical learning environment presents unique challenges not present in the classroom environment requiring maintenance of a level of conduct that respects the patients, healthcare providers, faculty and peers. (NSNA Code of Academic and Clinical Conduct, 2001)

After graduation and successful completion of the NCLEX-RN, nursing students are licensed to practice nursing. In this role, they assume responsibility for the life and welfare of other human beings. To meet these requirements, all nursing students must demonstrate knowledge and behaviors consistent with these professional responsibilities.

All nursing students are expected to maintain the highest standards of professional honesty and integrity in compliance with this Nursing Student Code of Academic and Professional Conduct (henceforth referred to as the Code) as well as the American Nurses' Association Code of Ethics.

Good physical and mental health are essential for the study and practice of professional nursing. The faculty of the Department of Nursing maintains the responsibility of retaining only those students who demonstrate the qualities of physical and mental health generally considered to be imperative for professional nursing practice.

The provisions of this code apply to all students designated as a nursing major and are in addition to the Penn West University Disciplinary Procedures and Student Code of Conduct (Policy SA003).

Within the clinical and academic environment, the Penn West University Nursing Student is expected to demonstrate the following level of professional conduct.

Behaviors consistent with the nursing profession and the Professional Code of Conduct include Altruism, Integrity, Respect, Responsibility, Excellence. Following are examples of such behaviors.

- Openness and honesty in sharing information with the patient and healthcare team.
- Willingness to admit errors and openness to corrective measures.
- Recognition and responsibility of one's own limitations, biases, and educational needs.
- Acute awareness of personal representation of the Penn West Department of Nursing at all times, whether in or out of academic or clinical settings,
- Maintenance of an optimal level of physical and mental health.
- Reports any conflicts with this Code to the Penn West Nursing Committee on Grade Appeals and Professional Code of Conduct in a timely manner.

Administration and faculty reserve the right to dismiss students from a course or clinical setting for academic or professional conduct violations without previous warning. Dependent upon the severity of the issue the student may be brought to the nursing department's Student Professional Conduct and Grievance Committee and dismissal from the nursing program may occur.

Nursing majors are required to adhere to behaviors consistent with the nursing profession. The University reserves the right to dismiss any student who does not maintain the required professional conduct/behaviors, whose continuance in the Department of Nursing would be detrimental to the student's health or the health of others, or whose conduct or clinical performance demonstrates a lack of fitness for nursing. Failure to meet expectations can result in course failure or program dismissal depending upon the infraction. A non-exhaustive list includes:

1. Students not in compliance with annual health requirements can be denied access to or be pulled from a course or a clinical site.
2. Students breaching the University's Academic Integrity policy.
3. Students experiencing physical, mental, or emotional issues are required to provide documentation from a medical physician. In addition, the student must follow-up with the Office for Student with Disabilities for validation of approved accommodations if appropriate.
4. Students are required to adhere to the Nursing Department Attendance policy for all NURS courses.
5. Students breaching standards, policies, and practices of clinical agencies including but not limited to patient confidentiality, use of social media, or actions that jeopardize a patient's safety.
6. Students conducting themselves in a manner that breaches the ANA Student Code of Conduct or the ANA Code of Ethics.
7. Students under the influence of non-prescribed substances and/or refusal to complete requested drug testing when suspicious behaviors are identified by faculty members or the clinical agency.
8. Students who failure to comply with polices related to conduct/professionalism, attendance, uniform, and electronic devices statement.

Additional Examples of Unacceptable Professional Behavior

Dishonesty, Plagiarism, and Cheating

- Noncompliance with the Penn West policies on plagiarism and cheating which can be found in the Undergraduate Student Handbook and **statement** of Academic Integrity found in the Penn West Student Code of Conduct (Policy SA003). Any evidence of plagiarism, cheating, or dishonesty will result in disciplinary actions per Penn West policies.
- Dishonesty in reporting results ranging from fabrication of data, improper adjustment of results, and gross negligence in collecting and analyzing data, to selective reporting or omission of conflicting data for deceptive purposes.

- Dishonesty in reporting personal health records and/or proof of current malpractice insurance coverage, criminal history and child abuse clearances and CPR certification as required.
- Altering clinical records without proper authorization or documentation.
- Taking credit for someone else's work or ideas in any media.
- Copying the writing of others without proper acknowledgement.
- False reporting or fabrication of assignments or course work.
- Using unauthorized notes, study aids, and/or information from another person on an examination, report, paper, or other evaluative document.
- Allowing another individual to do all or part of one's work and to submit the work under one's own name.
- Reasonable expectation that unauthorized use of material, information, or assistance will be used to commit an act that would be prohibited by this Code or that is prohibited by law or another applicable code of conduct.
- Failing to report violations of dishonesty, cheating or plagiarism to faculty in a timely manner.

Use of computers/technology

- Violation of the Information Technology Policies of healthcare institutions in which clinical learning occurs.
- Uploading class or assignment materials to social media websites whether for profit or not, is considered a breach of student integrity. Assignment materials, classroom handouts, power point presentations, or any other course materials are considered the intellectual property of the faculty member and may not be posted to any social media website including Facebook, Chegg, Course Hero, Instagram, Snap Chat, Wiki, etc. Course materials may not to be shared without prior written consent by the faculty member.
- Audio or video recording of classroom activities or anything in the clinical setting by the use of electronic devices, without prior approval from the nursing faculty is prohibited.

Nurse-Patient Relationships

Students are advocates for the rights of all patients by providing care in a timely and compassionate manner appropriate to the profession of nursing. They must assume personal responsibility for being in physical and mental condition to provide safe nursing care. Additionally, they must assume responsibility for the knowledge and skills needed to provide this care. Unacceptable behavior includes, but is not limited to, the following:

- Providing nursing care in a predictably unsafe or harmful manner
- Carrying out a procedure without competence or without the guidance of a qualified person.
- Willfully or intentionally doing physical and/or mental harm to a client
- Exhibiting careless or negligent behavior in connection with the care of a client.
- Refusing to assume the assigned and necessary care of a client and failing to inform the instructor with immediacy so that an alternative measure for that care can be found.
- Disrespecting the privacy of a client
- Using the full name or position of a client in written assignments and/or patient data of any sort (i.e. computer generated forms that should not be removed from the clinical area).
- Discussing confidential information in inappropriate areas, such as elevators.
- Discussing confidential information about a patient with third parties who do not have a clear and legitimate need to know.
- Violating professional boundaries with a patient and/or family (examples include but are not limited to verbal, physical or sexual abuse).
- Inappropriate relationships with patients beyond the limits of the ANA Code of Ethics.
- Engaging or condoning discrimination on the basis of race, sex/gender, color, age, religion, national origin, disability, organizational affiliation, marital status or any other protected class status as defined by applicable federal or state law.
- Falsifying patient records or fabricating patient experiences
- Failing to report omission of or error in treatment or medications
- Failing to report observed unethical or prohibited behavior

See also Violation of the Rights of Others found in the Penn West Student Code of Conduct Disciplinary Procedures and Student Code of Conduct (Policy SA003).

Drugs and Alcohol

- Noncompliance with the Penn West and clinical agencies policies regarding drugs and alcohol
- Using, possessing, selling or distributing illegal drugs; illegally using, selling, possessing or distributing drugs or alcohol.
- Using prescribed, over the counter, or illicit substances in such a manner as to impair one's judgment or performance as a nursing student.
- It is the student's responsibility to be aware of the clinical agency policies related to prescription medications including medical marijuana.
- See also Penn West Student Code of Conduct Policy SA003.

Commission of a Crime

- Engaging in illegal activity that would impact the student's ability to obtain or maintain a professional license or employment in the nursing profession.

Other Professional/Ethical/Moral Misconduct

- Nursing students are expected to "maintain compassionate and caring relationships with colleagues and others with a commitment to the fair treatment of individuals, to integrity-preserving compromise, and to resolving conflict... This standard of conduct precludes any and all prejudicial actions, any form of harassment or threatening behavior, or disregard for the effect of one's actions on others" (ANA Code, 2015)

Consequences for Breach

The consequences of failure to meet the expectations of the Professional Code of Conduct can result in student discipline. If a student fails to adhere to the Professional Code of Conduct and the unacceptable behavior or misconduct has been documented; disciplinary action may apply depending upon the severity and circumstances of the misconduct. The following may be documented on the student's record:

- Failure to submit assignments
- Failure of a course
- Notation of misconduct on the student's personal record
- Dismissal from the nursing program
- Dismissal from the university

In the case of a nursing student demonstrating any violation of the Professional Code of Conduct, the faculty can refer the student's misconduct in writing to the Professional Conduct Committee which is comprised of a chairperson, two faculty and two students. This committee will determine whether or not there has been a failure to comply with the Professional Code of Conduct by the student. This committee will make recommendations as to the disciplinary action of the student to the department Chairperson.

The Penn West Department of Nursing is not required to place a student on probation prior to being dismissed if a breach in progression or dismissal standards occur.

Student Name (Print) _____ **Date:** _____

Student Signature _____

APPENDIX F

Uniform and Appearance Policy

Rationale: *The Uniform and Appearance Policy is established for (1) Professional appearance and image of students, the university, and the nursing profession, and (2) the safety of students, instructors, and patients. Students are expected to wear their uniforms according to this policy with laboratory activities and clinical. Each student must read, sign, and return a copy to the instructor to be placed in the student file.*

I. Uniforms

At the beginning of the first semester nursing students must purchase the following
(a minimum of two (2) complete uniforms is required):

A. Penn West University Nursing Scrub tops (Red- Edinboro Campus and Navy- Clarion Campus)

- i. Students will be notified related to method for purchasing.
- ii. Black (Edinboro Campus), White or navy (Clarion Campus) long or short sleeve T-shirts may be worn under the scrub tops.
- iii. If a t-shirt/undershirt is worn, it must be tucked into the pants.

B. Scrub Pants (black-Edinboro Campus, navy- Clarion Campus)

- i. Students will be notified related to method for purchasing.
- ii. If students' culture prohibits slacks/pants, may wear skirt with above noted colors.
- iii. Should not have gathered legs or cropped length.

C. White Scrub Jacket- one (1) is required (dependent on clinical site)

- i. White with Penn West University patch on the left sleeve.
- ii. Students will be notified related to method for purchasing.
- iii. Attire may change related to course/clinical agency.

D. Student Identification badge

- i. Must wear Penn West ID and as required by clinical agency

E. Shoes, socks, hosiery

- i. Shoes: White only (Clarion campus), Black or white shoes (Edinboro Campus)
- ii. Rubber soles, no open toes
- iii. White, black (Edinboro) or navy, white (Clarion) socks with pants, flesh tone hosiery with skirt

F. Watch with second hand/capability

G. Stethoscope

- i. Must have both bell and diaphragm in order to switch to infant/pediatric
- ii. Alternatively, may purchase separate adult and infant/pediatric stethoscopes if desired

H. Optional Items

- i. Optional items to be purchased (recommended): Penlight, bandage scissors

II. Appearance Guidelines

A. Jewelry

- i. No rings *except* wedding/engagement band are permitted
- ii. One single pair of small post earrings – no hoops
- iii. No other jewelry is permitted (i.e. bracelets, rings, necklaces).
- iv. All alternative piercings (i.e. cartilage, nasal, facial, tongue, etc. are not permitted in the clinical setting and must be removed during clinical hours).
- v. Ear gauges are not permitted in the clinical setting and must be removed during clinical hours.

B. Hair and nails

- i. Hair must be worn so that it is off of the uniform collar.
- ii. For the safety of the patients, students' fingernails must not extend beyond the fingertips.
- iii. No artificial or acrylic fingernails are permitted.
- iv. Nail polish, if worn, must be a natural color.
- v. Hair color should be of naturally occurring color.

C. Tattoos

- i. All tattoos are to be covered/hidden during clinical rotations

D. Miscellaneous

- i. Uniforms and clothing should fit appropriately
- ii. No sweatshirts, hoodies, sweaters, etc. are permitted
- iii. Minimal make-up is to be worn during clinical rotations.

- III. Deviations from the uniform will be at the discretion of clinical agency and instructor(s) only.

By signing below, I acknowledge that I have read the Uniform and Appearance Policy of the Penn West University Department of Nursing and agree to adhere to the guidelines set forth the Nursing Department while remaining a student enrolled in the program and participating in required clinical activities and visits to approved clinical sites. I understand that deviances from this policy are at the discretion of the clinical agency and/or instructor only. I understand that any deviances from the policy on my part will result in immediate dismissal from the day's clinical rotation and an unexcused absence from clinical.

Student Name (Print) _____ Date: _____

Student Signature _____

APPENDIX G

Simulation Lab Policies and Procedures

Simulation Lab Mission Statement

The Simulation Lab helps demonstrate the core values of the BSN program by providing a state of-the-art simulation-based research and training center that will assist students in the advancement of quality patient care and safety. This aim will be accomplished through enhancement of multidisciplinary health care research and education, thus fulfilling these goals:

1. To work in cooperation with Penn West University School of Health and Human Sciences in creating a safe environment for patients by using simulation and other state of the art educational technology in the training and assessment of the healthcare system professionals.
2. To provide a well-equipped, state-of-the-art teaching, ideal learning, and research environment and area for independent and supervised practice, throughout the students' academic career.
3. To provide resources and to promote the acquisition of basic as well as advanced skills and / or behaviors that are considered essential for undergraduate nursing students and advanced practice roles to master.
4. Evaluation of the learner outcomes such as knowledge gained, self-efficacy, behavioral changes, technology competency, and procedural accuracy that change or occur as a result of simulation-based education.

Simulation Lab Environment

The Simulation Lab is considered a professional environment. All lab users shall respect the privacy, rights, privileges, health, and safety of others.

Expected Behavior

The Penn West University Simulation Lab environment is non-threatening and professional, thus enhancing learning. Users are expected to always remain respectful.

Because the scenarios can appear life-like, anxiety levels can escalate. During simulation, especially the debriefing segment, individuals are asked to refrain from negative comments that are meant to demoralize. This is an open learning environment. Positive feedback and suggestions for improvement are encouraged. The staff encourages the learners to think out loud and work as a team.

Treatment Rooms

If a real individual (actor/actress) is used as a standardized patient, then shoes must be removed prior to bed access. No other individuals are allowed in bed while a simulation mannequin is in the bed.

Food or Drink

No food or drink is permitted in the Simulation Lab, including the control rooms.

Writing utensils

The use of pens can damage the simulation mannequins. Please use pencils in the appropriate areas within the simulation area.

Simulation Control Room/Audio-Visual Equipment

The control room is only to be accessed by faculty or individuals that are granted permission specifically by the Simulation Lab Coordinator and/or designees (faculty members). The audio/visual equipment, including the laptops, is for simulation purposes only. Only individuals that are trained on the KBPort system may access and manipulate the audio/visual equipment.

Communication Devices: The Department of Nursing recognizes the extensive use and benefit of cellular phones and other communication devices, beepers, pagers, iPhones, texting, etc. However, use of these devices creates disruption and distraction. The use of these devices is strictly forbidden during a simulation. Please advise those who may need to contact you in an emergency to call the campus-based Nursing Department. Any messages will be promptly delivered to you. Violation of this policy will result in disciplinary action and/or an unsatisfactory evaluation.

Universal Precautions

Proper cleaning of hands using hand sanitizer will be evaluated prior to using simulation. Hand sanitizer is to be used in the simulation environment in the same manner as the clinical environment. If health care institutional protocol would indicate, then don masks, gloves, and gowns in accordance with the scenario when practicing in the simulation center.

Tobacco: Use of cigarettes, cigars, pipes, chewing tobacco or smokeless and/or electronic cigarettes, is not allowed in the Simulation Lab at any time.

Pre Scenario Activities

As directed by your faculty/instructor, institution or association, all assigned pre-scenario activities should be completed prior to the simulation experience. Lack of preparation may result in an inability to participate in the scenario. Arrive 15 minutes prior to your simulation time dressed appropriately.

Adapted from the Robert Morris University RISE Center. Retrieved June 3, 2012, from RMU website: <http://risecenter.rmu.edu/sites/RISE/policies/environment.asp>

Access to Sim Lab

The faculty, Administration, and Campus Police are the only personnel allocated unlimited access. All other faculty and students must contact the appropriate personnel as listed above for access.

Faculty members/instructors must schedule instructional time via email prior to utilizing simulation rooms. The Simulation Lab Coordinator and/or designee will grant approval.

All users in the simulation center are required to maintain a clean environment. The simulation course instructor is responsible for ensuring that the lab is ready for the next clinical group.

Students must be always supervised while in the simulation center. The scheduled faculty member/instructor must be available throughout the instructional session. The scheduled faculty member/instructor or Sim Lab Coordinator and/or designee (faculty) must exit last to ensure the doors are locked.

Students and/or faculty members/instructors are accountable for any damages incurred to the models or equipment while using the lab.

Adapted from the Robert Morris University RISE Center. Retrieved June 3, 2012, from website: <http://risecenter.rmu.edu/sites/RISE/policies/access.asp>

Simulation Laboratory Dress Code

Students of Penn West University Nursing Program are to follow the Guidelines for Professional Appearance Policy when practicing in the Simulation Lab. Students should dress in clinical attire in accordance with their policy and procedures per clinical instructors. Students are to bring necessary equipment (stethoscope, watch, pencil) for simulation experiences. No flip-flops or sandals are to be worn in the simulation area due to possible injury to feet due to heavy equipment or sharp objects. Closed toe shoes are required. Hair should be off face and collar, appearance should be neat and organized, and appropriate closed toe shoes should be worn. Stethoscopes and reference material can be used to help reference during simulation if permitted by the clinical instructor. Simulation experiences should be treated as realistic clinical experiences.

The dress code is a part of being prepared for clinical. Failure to dress appropriately will result in an unsatisfactory for accountability and responsibility for the assigned clinical experience.

Adapted from the Robert Morris University RISE Center. Retrieved June 3, 2012, from RMU website: <http://risecenter.rmu.edu/sites/RISE/policies/dressCode.asp>

Care of Simulation Laboratory Supplies

All users have a vested interest in the maintenance of the lab and the equipment that is used within this environment. Failure to properly maintain and clean the environment and supplies is considered neglectful and may result in the loss of simulation center privileges as determined by the Simulation Lab Coordinator and/or faculty.

The mannequins are very heavy. Use good judgment and proper body mechanics when manipulating the mannequins. Avoid using sharp instruments as much as possible around the mannequins.

Leave the area as you would leave your clinical area. The simulation center must remain neat, uncluttered, safe, and prepared for the next users of the simulation center. This includes, but is not limited to the following:

- All beds must be remade.
- Clean all supplies after use in the simulation experience. For example, urinals and bedpans should be drained, cleaned, and dried. Equipment is wiped clean.
- Clean the desk area.
- Chairs should be pushed in and organized.
- Organize materials on tables and in cabinets.
- Return all supplies to the appropriate areas. Dispose of all used supplies (i.e. wet gauze).
- Properly dispose of any sharps in the appropriate sharps containers.
- Return equipment to the appropriate storage area.
- Placed soiled linen in the hamper. Please re-fold clean linens that can be re-used.
- Staff/instructors are to remain in the area until all others have exited.

Adapted from the Robert Morris University RISE Center. Retrieved June 3, 2012, from RMU website: <http://risecenter.rmu.edu/sites/RISE/policies/careOfSupplies.asp>

Penn West University Student Hospital Simulation Advisory

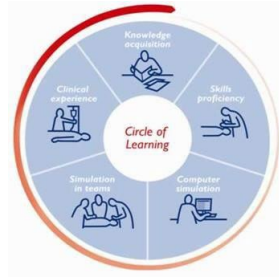
Simulation is meant to create an environment that present nursing students with problem-solving experiences that require real time assessment and interventions in a nonthreatening, supportive learning environment. As a setting for the provision of learning experiences, Penn West University Student Hospital is striving to provide learning experiences nursing students may or may not encounter in the clinical environment.

A Simulator's Bill of Rights

These rights can be exercised on the simulator / “patient’s” behalf by the nursing instructors at Penn West University.

1. Students have the right to be able to “suspend disbelief” during the simulation. This means being able to act (pretend!) as if the mannequin is a real person and the simulation a real event!
2. The simulator / patient has the right to respectful and considerate care.
3. Simulator / patient has the right to know the identity of physicians, student nurses, and others involved in their care.
4. The simulator / patient has the right to and is encouraged to obtain from nursing students relevant, current, and understandable information concerning diagnosis, treatment, and prognosis related to their “care.”
5. The simulator / patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action.
6. The simulator / patient has the right to have an advance directive (such as a living will, health care proxy, or durable power of attorney for health care) concerning with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.
7. The simulator / patient has the right to every consideration of privacy. Case discussion, consultation, examination, and treatment should be conducted in order to protect each simulator / patient's privacy.
8. The simulator / patient has the right to expect that all communication and records pertaining to their care will be treated as confidential by the student (**review HIPPA practices**). The simulator/ patient has the right to expect that Penn West University Student Hospital will emphasize the confidentiality of this information when it releases it to any other parties entitled to review information in these records.
9. Penn West University Student Hospital is mandated to advise simulator “patient” of their rights under state law and hospital policy to make informed medical choices, ask if the simulator “patient” has an advance directive, and include that information in patient records.

Conclusion: The purpose of the simulation is meant to help bridge the gap between what is learned in nursing theory/lab and practice in the clinical setting. This is a time to put together all of the things you are learning in theory (how & why), assessment skills, nursing lab skills and clinical skills. One of the major benefits of using simulation is that it provides the opportunity for active / interactive learning without any risks to patient safety and leads to improvements in patient care. The nursing instructors at Venango College of Penn West University work together to help provide this learning experience, and as explained in the introductory letter, this is not a graded experience, but one meant to help students learn.



References

American Patient Rights Association. (2023). *AHA patient's bill of rights*.

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Jefferies, P. (2007). Getting in S.T.E.P.with Simulations. Retrieved from

<http://www.thefreelibrary.com/Getting+in+S.T.E.P.+with+simulations%3a+simulations+take+educator...-a0177991434>

Penn West University
Department of Nursing

Simulation Confidentiality and Video/Photo Consent

As a nursing student at Penn West University of Pennsylvania I will participate in clinical laboratory simulations and understand that simulation experiences allow students a safe environment in which to perfect clinical skills as well as develop vital critical thinking skills needed in practice. An absolutely essential part of any simulation is the debriefing in which team members discuss candidly their own actions and those of their teammates. Members of the team should feel totally safe in this environment knowing that what each person says will remain confidential and known only by the members of that specific team. By signing this form I agree to respect my fellow students and protect their privacy knowing that it would be unethical for me to discuss any aspect of the simulation experience outside of the simulation laboratory. Failure to adhere to this agreement is considered unprofessional behavior. In addition, a violation constitutes breach of academic integrity, the consequences of which are outlined in the Academic Integrity Policy.

As a nursing student at Penn West University of Pennsylvania I give Penn West University of Pennsylvania permission to video/photograph my performance in simulation laboratory scenarios. These videoed/photographed sessions will be used to provide debriefing opportunities with the appropriate faculty, staff, and students. I understand that the videos/photographs will be used for educational purposes and that on occasion the faculty/university may use the videotape for research, a presentation, the Penn West University website, or for some other reason.

Please read each statement and sign:

- 1. I agree to respect my fellow students by not discussing individual or group performance outside of a simulation experience. I also agree never to discuss any portion of the simulation debriefing outside of a simulation experience.***

Signature: _____ **Date:** _____

- 2. I agree to follow all lab policies and procedures while performing activities in the lab.***

Signature: _____ *Date:* _____

3. *I understand that I may be videoed/photographed during educational activities.*

Signature: _____ *Date:* _____

Name (Print): _____

APPENDIX H

Pennsylvania Western University School of Nursing *Exam Behavior Expectations Policy*

As a Nurse I am proud of our profession. It is founded in knowledge, caring and integrity. The public has voted Registered Nurses as the most trusted profession for many years. During the program your knowledge will grow but the *integrity is required on day one*. Students are reminded that they signed an integrity policy, and must follow the ANA Code of Ethics, and that breaching that policy will result in a zero for the exam, an "F" in the course, likely dismissal from the Nursing Program as well as a report to the University Judicial Board.

I appreciate exam day is fraught with anxiety. The best anxiety reducer is adequate content preparation and familiarity with NCLEX style testing. As part of your preparation, please know I require students to adhere to these Exam Behavior Expectations to uphold integrity. These expectations are consistent with NCLEX testing with the exception of length of time and breaks.

On exam day, students will:

- Come to class with no hoodies, hats/ headbands, smart watches or electronic ear buds (noise blocking ear plugs are permitted). Long pants preferred, however shorts are permitted in warm weather.
- Come to class at least 10 minutes prior to exam to allow time to get prepared. If the student is more than 5 minutes late they will not be permitted to take the exam unless other arrangements have been made with the professor.
- Void/empty bladder prior to exam. Most exams are 60-90 minutes and it is reasonable for all students to hold their urine for the exam period. ***Please inform professor of special circumstance prior to the exam.***
- Students may not leave exams in progress for any reason.
- **Turn off** all cell phones and electronic devices and place in back pack.
- Place backpack and all materials in the front of the room or designated location.
- Select a seat (unless assigned) with only a pencil, eraser and highlighter. Water/drinks are not permitted at the desk ***(See professor prior to exam for special circumstances).***
- Maintain a clear walkway for the aisles – instructor will circulate the room during exam.
- Sit in assigned seat with feet firmly on the ground. Shoes are to remain on during testing. Hands above the desk at all times.
- Only have the window with the exam open if the test is computerized. If other windows are found to be open during the exam the student will automatically get a zero on the exam. Faculty will be monitoring the students' laptops during the entirety of the exam.
- Not talk or communicate with peers once the exam is distributed.

- Put name, on the test booklet and the bubble sheet immediately upon receipt (if paper exam is used).
- Not direct your eyes or head toward another student's exam.
- Only nursing issued calculators, scratch paper, and pencils are permitted.
- Utilize scratch paper for computation or thinking out loud and to cover answer key at all times - only exposing current row of answers. Put name on scratch sheet.
- Understand he/she is permitted - encouraged to write on the exam booklet as they read each questions/response (if paper exam is used).
- Not get out of my seat to ask questions during an exam on a question/response interpretation. In the event an issue arises that a grave error is discovered (miss numbering, etc. a student may raise their hand and the instructor will address.)
- Upon completion of the exam students will approach the professor and submit answer key, test packet and scratch paper - all with name affixed (if paper exam is used). If test is computerized then simply close your laptop and place your scratch paper upside down on top.
- Not congregate outside the classroom doors upon completion of the exam as it is a distraction to those who are still testing.
- Not share any aspect of the exam with others in verbal or written/electronic form.

On exam day, the professor/proctor(s) will:

- Take attendance and validate all students meet attire and assess hands/ arms and legs (if shorts) for writing/notes/symbols.
- **Provide multiple versions of the exam if inadequate student spacing.**
- Mark the test time on the board, if paper exam (Start, 1/2 way, 10 mins and end times). An announcement will be made 10 mins and at 5 minutes of exam time. If test is computerized, a clock is available on the screen.
- Walk around the room, through the aisles during the exam.
- Count all exam booklets, answer keys and scratch paper validating one is submitted by each student. Missing materials will be considered a breach in integrity.
- Provide time for full test review one-on-one with faculty - by appointment only.

I have reviewed the Exam Behavior Requirements and agree to adhere as outlined above.

Printed Name (Student)

Signature of Student

Date

APPENDIX I
Pennsylvania Western University
Department of Nursing
Social Media Policy

Purpose: The Department of Nursing supports the use of social media to reach audiences important to the University such as students, prospective students, faculty and staff. The Department of Nursing's presence or participation on social media sites is guided by university policy. This policy applies to Department of Nursing students who engage in Internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. According to the American Nurses Association (ANA) (2012), distribution of sensitive and confidential information is protected under Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) whether discussed through traditional communication channels or through social media.

General Information: Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include *but are not limited to* LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, Twitter, Facebook, YouTube, Snap Chat, Tik Tok, InstaGram, and MySpace, etc.

Reference resources should be used to clarify the nurse's role and responsibilities. Please review the National Council State Boards of Nursing's (NCSBN) White Paper: A Nurse's Guide to Use of Social Media and the American Nurses Association's (ANA) Principles for Social Networking and 6 Tips for Nurses Using Social Media (2012). See website for the ANA used as a reference:

https://www.nursingworld.org/~4af5ec/globalassets/docs/ana/ethics/6_tips_for_nurses_using_social_media_card_web.pdf

The intent of this policy is for the protection of sensitive and confidential information. As new technologies and social networking tools emerge this policy may/will need to be updated. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and university reputations. As a nursing student you will want to represent the University and the School in a fair, accurate and legal manner while protecting the brand and reputation of the institution.

Penn West Social Media Statement link: <https://files.pennwest.edu/policies/ad002social-media.pdf>

Policy: In your role as a nursing student, it is your responsibility to protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a nursing student.

- It is expected that during clinical and classes use of electronic devices employed for social media will be used only as authorized by faculty.

No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. The Department of Nursing recognizes the extensive use and benefit of cellular phones and other communication devices, beepers, pagers, blackberries, etc. However, use of these devices creates disruption and distraction. The use of these devices is strictly forbidden during class. Please advise those who may need to contact you in an emergency to call the Department of Nursing. Any messages will be promptly delivered to you. Violation of this policy will result in disciplinary action and/or an unsatisfactory evaluation.

- Use of electronic devices, e.g., computers, notebooks, etc. during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student.
- Be aware of your association with Penn West University of Pennsylvania in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on Penn West University's behalf, unless you are authorized to do so in writing.
- HIPAA and FERPA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Additionally, it is understood that students must adhere to the academic honesty policy of Penn West University. Students are not allowed to post any lecture material, or material related to exam questions or quizzes on social media.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

Procedure/Considerations

- There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something

that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.

- Future employers hold you to a high standard of behavior. By identifying yourself as a Penn West University nursing student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
- Nursing is one of the most trusted professions in the United States. Therefore, nursing students are preparing for a profession, which provides services to a public that also expects high standards of behavior.
- Respect your audience; please do not assume that everyone agrees with you.
- Adhere to all applicable university privacy and confidentiality policies.
- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, slanderous, libelous or obscene (as defined by the courts).
- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this policy.

Consequences

- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

By signing this Social Media Policy, I understand and agree to abide by the contents of this policy. I also understand the consequences of potential dismissal from the nursing program for violating this policy.

Name (printed): _____ Date: _____

Signature: _____

References

The Social Media Policy for Penn West University School of Health Sciences is adopted

/ adapted from Social Media Policy, the Student Handbook of Penn West

University, and the Student Handbook of Purdue University of Nursing retrieved

from: http://hilo.hawaii.edu/depts/nursing/social_media_policy.php

American Nurses Association. (2011). Fact sheet: Navigating the world of social media.

Retrieved from:

[http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/SocialMedia/
Social-Networking-Principles-Toolkit/Fact-Sheet-Navigating-the-Worldof-
Social- Media.pdf](http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/SocialMedia/Social-Networking-Principles-Toolkit/Fact-Sheet-Navigating-the-Worldof-Social-Media.pdf)

Department of Education. (2015). Family Educational Rights and Privacy Act (FERPA).

Retrieved from: <http://www2.ed.gov/policy/gen/guie/fpco/ferpa/index.html>

National Council State Board of Nursing. (2011). NCSBN White Paper: A nurse's guide to

use of social media. Retrieved from: https://www.ncsbn.org/Social_Media.pdf

Appendix J

BSN Student Handbook Acknowledgement Form

I have read the contents of the Bachelor of Science in Nursing Student Handbook and had the opportunity to ask questions. I agree to abide by all program and clinical policies as outlined in this handbook and Penn West University Undergraduate Catalog.

I understand that violation of these policies may result in disciplinary action, including dismissal from the BSN program.

A signed copy of this form will be placed in my nursing student file.

Student Name (print): _____

Student Signature (sign) _____

Date: _____

APPENDIX K

Exam Review/ Plan for Success
(Version I)

****Please use Version I or II for exam reviews**

Student Name: _____ **Date:** _____

Comments: (e.g.test scores/attendance/clinical issues)

Recommendations:

- _____ Student Success Center
- _____ Peer led study session
- _____ Read textbook and other required materials
- _____ Review notes within 24 hours of class & review all notes each week
- _____ Practice relaxation techniques / thinking about thinking
- _____ Use flashcards, care maps, concept maps, or other visual helps
- _____ Practice NCLEX questions
- _____ Complete case studies RT:
- _____ Limit extracurricular activities / implement time management strategies
- _____ Meet with instructor weekly to review course content / concepts
- _____ Contact Office of Student Affairs regarding potential disability related accommodations
- _____ Other: _____

Signature of Faculty Member:

Signature of Student:

***Give student a copy and keep a copy for the student's record.**

Exam Review/Plan for Success – using KAT
(Version II)

Student Name: _____

Date: _____

COURSE: _____

Exam /Assignment title and score:

Overall class grade:

Assessment of Exam Performance:

Review each missed item and ascertain if item was missed due to issues related to: Lack of Knowledge, Inability to Apply Content/Knowledge, or Test Taking Error (KAT). By identifying the area with the largest opportunity, faculty can provide more targeted suggestions for improvement.

Below are the 3 main areas of student struggle with recommended student actions to employ to improve.

Knowledge: Student did not know content or understand the depth of the question/responses.

Recommendations:

- Explore study habits. Reading material before class, taking notes, when start studying for exam (days ahead), use of study groups/individual, methods of studying rewrite material, create flashcards, review ppts, complete questions related to exam topics, draw on write board, etc.
- Compare study habits with type of learner: visual, auditory, tactile, or read/write.
- Set up a meeting with Student Success Center to explore tips/hints re: studying.
- Join/create a led study group.
- Read textbook and other required materials prior to class.
- Take notes in class and review notes within 24 hours of class.
- Use flashcards, care maps, concept maps, picmonics, or other visual aids
- Practice NCLEX questions – text materials, ATI dynamic quizzing.
- Complete/repeat ATI – Nurse Logics – Module Knowledge and Clinical Judgement, Nursing Concepts, Priority Setting & Testing and Remediation.

Application: Student knew content but could not apply to the item/question. i.e. “I can see the ppt/page.” or the student is able to repeat memorized content but could not apply to item.

Recommendations:

- Explore study habits. Reading material before class, taking notes, when start studying for exam (days ahead), use of study groups/individual, methods of studying rewrite material, create flashcards, review ppts, complete questions related to exam topics, draw on write board, etc.
- Compare study habits with type of learner: visual, auditory, tactile, or read/write
- Apply content by preparing to answer the following. (Great technique for individual studying and groups.):
 - What is happening? ○ Why is happening? ○ What is the worst consequence to the patient? (Short term and long term)
 - How will I recognize the consequences – i.e. What S &S/manifestations will occur?
 - What are the consequences that require immediate action? And what would I do?
 - What do I need to teach my patient about the disease/issue, to recognize complications and when to contact provider?
- Complete practice NCLEX questions – text materials, ATI dynamic quizzing
- ATI video Case Studies, other virtual case studies or learning tools.
- Complete/repeat ATI – Nurse Logics – Module Knowledge and Clinical Judgement, Nursing Concepts, Priority Setting & Testing and Remediation.

Test-Taking: Student missed key word/phrase, confused negative vs. positive focus, down to 2 responses and selected the wrong one, did not read all options before selecting response, changed answer, ignored gut.

Recommendations for General Test Taking Issues:

- Ask yourself what type of question is it? Concept, clinical judgement, priority, etc.....
- Identify the most frequent type of test taking issue
 - Missing key words/phrases – if paper/pencil – highlight key words; if computer based – use blank paper provide and write it down.
 - Read stem and cover up the responses. Ask yourself – What is it asking? What do I know about this topic, what do I think is the answer? THEN look at each response – note key words in responses. Eliminate what you know to be incorrect.
 - If item is negative vs positive – add “+” or “-“ to each response and compare to stem.
 - Stuck between 2 responses:
 - Reread stem – then reread one of the 2 responses – ask why it is correct or wrong. Repeat with the second of the 2 remaining responses.
 - As yourself, what is alike about the two remaining responses? And what is different about the two response options.
 - If still unsure – go with your gut and do not change your answers.
 - Do not change answers/responses once you make decision UNLESS you recall information that disproves the response you selected.
 - Do not select a response because you do not know what it means. (It is likely a distractor/wrong answer.)

- Complete/repeat ATI – Nurse Logics – Module Knowledge and Clinical Judgement, Nursing Concepts, Priority Setting & Testing and Remediation.

Recommendations for Test Taking Anxiety:

- Practice relaxation techniques / thinking about thinking.
- Before looking at exam – take deep breaths, visualize your happy place, and Smile (release of endorphins).
- Meditation
- Avoid peers who are stressing about exam or life – especially before walking into exam.
- Keep up with self-care – exercise, medication, eating healthy foods and the most important ... SLEEP.
- Schedule routine counseling sessions.
- Perform pre-exam NCLEX questions and focus on what you do know vs. the areas you do not.

GENERAL Recommendations:

- Plan to begin studying for an exam approx. 2 weeks before exam. Make appointments in your planner/calendar to review/study 1-2 hours at a time.
 - When resuming studying, start with a new area, avoid starting with the same content each session, because by the time you get to new content you may have lost focus.
- Create/join study groups. Review your notes/content prior to study group. sessions to avoid feeling inadequate.
- Meet with instructor – tutors. Go with specific questions or content to review. Best if completed routinely vs just before an exam.
- Study content you do not know vs. content you do know – too often students avoid focusing on the content with which they are struggling. Ask yourself. “What topic/content am I most concerned about? Then look for NCLEX questions on that topic. Based on your results of the questions you found – you will either confirm your opportunity with that topic or receive reassurance that you actually do know that content. Then move on to another area you are not feeling confident about.
- Contact Office Accessibility and Services (OAS) regarding accommodation.

If using this document as an action plan vs FYI, Highlight the actions the student commits to begin and acquire signatures of student and faculty.

Signature of Faculty Member: _____

Signature of Student: _____

Date: _____

***Give student a copy and keep a copy for the student's record.**

APPENDIX L
Student Success Tutoring Session Agreement

(Print student's name)_____

(Student's signature here)_____ agrees to complete
tutoring in preparation for the student's future exams/ course work per the recommendation of
the course instructor.

Student's tutor please fill out your recommendations for student's success below:

How many tutoring sessions do you recommend per week with this student? _____

How long for each tutoring session is recommended? _____

Did the student follow your recommendations and attend all tutoring sessions? (yes or no) If no please
add comments and suggestions on how to assist this student to be successful:

Please sign and date with each tutoring session the student attends below:

Date:_____	Time (start to finish):_____	Tutor Signature:_____
Date:_____	Time (start to finish):_____	Tutor Signature:_____
Date:_____	Time (start to finish):_____	Tutor Signature:_____
Date:_____	Time (start to finish):_____	Tutor Signature:_____
Date:_____	Time (start to finish):_____	Tutor Signature:_____
Date:_____	Time (start to finish):_____	Tutor Signature:_____
Date:_____	Time (start to finish):_____	Tutor Signature:_____
Date:_____	Time (start to finish):_____	Tutor Signature:_____

***Student must turn in this completed form to the instructor recommending tutoring services.**

APPENDIX M

Penn West University
DEPARTMENT OF NURSING
EVENT REPORT

An event is any happening related to student performance, which is not consistent with the educational practices of the Nursing Program, or one in which the safety of the individual is jeopardized.

Date of Event:

Student:

Level of Student:

Educator:

DESCRIPTION OF EVENT-By the student

--

Student Signature _____

Date _____

DESCRIPTION OF EVENT-By the educator

Signature _____ Date _____

OUTCOME OF EVENT

REPORT OF STUDENT CONFERENCE:

Date:

RECOMMENDATION:

Date:

--

Reviewed by (signature): _____ Date: _____

APPENDIX N
Penn West University
Department of Nursing

Issues of Clinical Concern

Date _____

Student Name: _____

Faculty Name: _____

Describe Clinical Concern: *(Provide detail of incident/issue that places the student in jeopardy of passing clinical course. Attach evidence/documents as appropriate.)*

Related to:

☐ Patient Safety ☐ Professionalism ☐ Communication ☐ Clinical Knowledge/Performance

Corrective Action Plan/Student Remediation:

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

APPENDIX O

Penn West University

Department of Nursing

JUDICIAL AFFAIRS RECORDS RELEASE

I authorize the Student Judicial Affairs Office to release information from my disciplinary record to the Penn West Nursing Department. I understand that the purpose for the disclosure of this information is for partial determination of my eligibility/progression as an applicant for the nursing program, and that the information will be used only for this purpose.

(Student Signature)

(Print Name)

(Date)

Appendix P
Student Clinical Packet Forms

***Clinical Packet Documents are Subject to Change based on Clinical Agency Requirements*

HEALTH PACKET SUBMISSION CHECKLIST

In order to meet the Health Requirements of affiliating agencies and the Pennsylvania State Board of Nursing, all nursing students **MUST**:

SUBMIT DIRECTLY TO Respective Campus (see details below):

(Penn West University- Edinboro Campus)
Nursing Department
219 Scotland Road
105 Jeremy D. Brown Human Service Building
Edinboro, PA 16444

(Penn West University- Clarion Campus)
Nursing Department
840 Wood Street
132 Ralston Hall
Clarion, PA 16214

NO LATER THAN JULY 31

Sophomore Year

- | | |
|---|----------------|
| 1. Health Packet Submission Checklist (this form) | Enclosed _____ |
| 2. Report of Health/ CORE Performance Evaluation (must attach drug screen lab report) | |
| Enclosed _____ | |
| 3. Immunizations (attach reports) | Enclosed _____ |
| 4. BLS CPR Certification (must be current for duration of program) | Enclosed _____ |
| 7. Clearances (Good through graduation) | |
| a. Child Abuse Clearance | Enclosed _____ |
| b. Criminal Record Check | Enclosed _____ |
| 5. Malpractice Insurance (must be current for duration of program) | Enclosed _____ |
| 6. Felony Statement (Signed) | Enclosed _____ |

A. FBI Clearance

Enclosed _____

8. COVID Vaccination Card

Enclosed _____

9. Flu Vaccination (email will be sent fall semester with deadline)

Enclosed _____

Course of Action for Noncompliance

- Students who have not submitted their COMPLETE health requirement packet by July 31, will be dropped from nursing clinicals resulting in a lost semester. Students will not be rescheduled for the classes dropped.

HEALTH PACKET SUBMISSION CHECKLIST

In order to meet the Health Requirements of affiliating agencies and the Pennsylvania State Board of Nursing, all nursing students MUST:

**SUBMIT DIRECTLY TO THE NURSING DEPARTMENT, -
NO LATER THAN July 31.**

Junior Year

1. DRUG SCREEN

- LAB REPORT FOR URINE DRUG SCREEN (see details on specific substances on pg. 91) **Enclosed** _____

2. B L S CPR CERTIFICATION (MUST ALWAYS BE CURRENT)

Enclosed _____

3. MALPRACTICE INSURANCE **Enclosed** _____

1. FLU VACCINATION (DUE DATE WILL BE EMAILED IN THE FALL) **Enclosed** _____

USE THIS AS A CHECKLIST BEFORE MAILING TO THE NURSING
DEPARTMENT
PLEASE SEND EVERYTHING TOGETHER

course of action for noncompliance

- Complete documentation must be submitted in **one packet** to the Nursing Department by **July 31.**

- Students who have not submitted their **COMPLETE** health requirement packet by **July 31**, will be dropped from nursing clinicals resulting in a lost semester. Students will not be rescheduled for the classes dropped.

HEALTH PACKET SUBMISSION CHECKLIST

In order to meet the Health Requirements of affiliating agencies and the Pennsylvania State Board of Nursing, all nursing students **MUST**:

SUBMIT DIRECTLY TO Respective Campus (see details below):

(Penn West University- Edinboro Campus)
Nursing Department
219 Scotland Road
105 Jeremy D. Brown Human Service Building
Edinboro, PA 16444

(Penn West University- Clarion Campus)
Nursing Department
840 Wood Street
132 Ralston Hall
Clarion, PA 16214

NO LATER THAN JULY 31

Senior Year

1. Health Packet Submission Checklist (this form)	Enclosed _____
2. Drug Screen (must attach drug screen lab report) (See pg. 91 for details on substances)	Enclosed _____
3. CPR Certification	Enclosed _____
4. Malpractice Insurance	Enclosed _____
5. COVID Vaccination Card	Enclosed _____
6. Flu Vaccination (email will be sent fall semester with deadline)	Enclosed _____

Course of Action for Noncompliance

- Students who have not submitted their **COMPLETE** health requirement packet by July 31, will be **dropped from nursing clinicals** resulting in a lost semester. Students will not be rescheduled for the classes dropped.

Penn West University

Department of Nursing

Awareness of Consequences for Late Submission of Health Packet

The forms in the Nursing Department Health Requirement Packet are to be completed and returned, (all together), to Heather Whitney, 105 Human Services Building (Edinboro Campus), Christina Simpson, 132 Ralston Hall (Clarion) no later than July 31st. I understand if my health requirements are not complete and in the Nursing Department on July 31st, my nursing classes will be dropped from my schedule.

Print Name

Date

Signature

**PENN WEST
DEPARTMENT OF NURSING
BSN PROGRAM**

Felony Policy

APPLICANTS WITH FELONY CONVICTIONS

(Reprinted from the State Board of Nursing, Staff Notes, January
1992)

“Under Pennsylvania law the Board may not issue a license to an applicant who has been convicted of a felonious act prohibited by the Controlled Substance, Drug, Device and Cosmetic Act, or convicted of a felony relating to a controlled substance in a court of law of the United States or any other States, territory or country unless 10 years have elapsed since the date of conviction and the applicant can demonstrate that he/she has made significant progress in personal rehabilitation.

Felony convictions which do not fall into the provision listed above, and certain misdemeanor offenses, may be a finding of impaired moral character. The determination of whether such conduct constitutes poor moral character is a discretionary matter for the Board of Nursing. Under these circumstances the Board office cannot determine licensure eligibility.

An application for licensure with all supporting documents must be submitted. The application is reviewed in the office for completeness and forwarded to one of the Board’s attorneys for review. The attorney will present the application case to the Board who will make the determination for licensure. The Board will consider the length of time that has passed since the date of conviction as well as what the applicant has done to rehabilitate herself/himself from past criminal behavior.”

Questions regarding criminal convictions can be addressed to Board Counsel, (717-783-7200.)

I have read the above statement regarding felonious convictions reprinted from the State Board of Nursing, Staff Notes, January 1992 issue, and my signature verifies that I understand the ramifications of this policy to obtaining my license as a registered nurse in the state of Pennsylvania.

Student Signature

Print Name

Date

- ALL STUDENTS **MUST** SIGN THIS FORM WHETHER YOU HAVE A FELONY CONVICTION OR NOT. YOUR SIGNATURE INDICATES THAT YOU UNDERSTAND THAT IF YOU ENCOUNTER LEGAL DIFFICULTIES WHILE IN THE BSN PROGRAM, YOU MAY NOT QUALIFY TO SIT FOR YOUR STATE NURSING BOARDS UPON COMPLETION.

Penn West University

Department of Nursing

Emergency Notification

Please fill out the following information and return it with your packet. Please fill form out completely.

Your Name _____

Local Address _____

Phone: Home

Cell

Email Address _____

— — — — — — — — — — — — — — —

Also, in case of emergency please contact:

Name _____

Relationship _____

Phone: Home: _____

Cell: _____

Print Name (student) _____

Signature (student) _____

Penn West University Department of Nursing

Drug Testing Form

I understand that as a health requirement for progression in the Penn West University Department of Nursing, I must submit to a urine drug test at a designated laboratory, which will then provide the results of the test to the Chairperson of the Department of Nursing. I understand that if test results are positive, I will be dismissed from the nursing program. An exception to this policy is if the drug is prescribed by a licensed practitioner. In that case, written documentation by that practitioner must be provided **prior** to urine drug testing.

Signature

Print Name

Date

**PENN WEST
COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF NURSING - BSN**

Release of Information for All Clinical Paperwork

_____ I attest that I am fully vaccinated and have produced proof of vaccination for review to the Department of Nursing at Penn West.

_____ I attest that I have been approved for a medical exemption from the COVID-19 Vaccination and have supplied the Department of Nursing at Penn West with all supporting documentation as required by CMS.

_____ I attest that I have been approved for a religious exemption from the COVID-19 Vaccination and have supplied the Department of Nursing at Penn West with all supporting documentation as required by CMS

I give permission for this information regarding my COVID vaccination status to be shared with ALL my clinical sites while I am enrolled in the BSN4Y program.

I also give permission for information related to my name, CPR certification, date of birth, student liability insurance, PPD, TDAP, Varicella, MMR, Hep B, COVID immunization dates and manufacturer or exemption status, Fingerprinting report, Child Abuse Certification and State Police Clearance for the state in which I reside, Drug Screening and any related materials to the screening and any other required vaccination to be shared with ALL my clinical sites should it become a requirement.

Print Name: _____

Signature: _____

Date: _____

CORE PERFORMANCE STANDARDS (HEALTHCARE PROVIDER)

Students must be able to meet the core performance standards with or without reasonable accommodations or modifications in order to be admitted to and graduate from the nursing program and successfully complete its related clinical assignments. Students who are absent from the program due to injuries, certain illnesses (generally illnesses lasting more than one day), surgery, and childbirth will be required to have this form signed by their health care provider and submitted to the Chair of the nursing program before they are able to attend clinical and/or class.

The student and health care provider are asked to acknowledge that the student meets the following requirements. If restrictions are required, they must be specific and provided in writing (i.e. John Smith may not lift more than 10 pounds for the next two weeks).

The student must satisfactorily:

Possess the necessary sensory abilities required for performing physical assessment and maintaining client safety. *Example: Obtain and read vital signs, perform palpation functions of physical examination, hear heart sounds, auscultate breath sounds, visualize accurate medication dosages, read syringe markings, administer injectable and intravenous medications, detect odors indicating unsafe or changing clinical environmental conditions.

Communicate and interact with others. *Example: Explain treatment procedures, teach clients about health care, observe client responses to interventions, document in writing nursing assessments, interventions and client responses. Read and comprehend technical textbooks, periodicals, policy and procedure manuals, student handbook, etc. with an ongoing capacity to learn new information and skills.

Possess and use intellectual/critical thinking skills satisfactorily for clinical judgment. *Example: Identify cause- effect relationships in clinical situations, develop nursing care plans, interpret verbal and written orders accurately, make decisions in synthesizing client data, prioritize and deliver appropriate client care. Derive accurate mathematical answers for the administration of correct dosages of medications; count pulse and respiratory rates.

Demonstrate required motor skills. *Example: Perform cardio-pulmonary resuscitation and other clinical procedures necessary for nursing care, provide routine bedside care, assist with moving and ambulating clients, **lift and/or support at least 50 pounds**, calibrate and use equipment and monitors. Be capable of **full manual dexterity** of upper extremities, unrestricted movement of lower extremities, as well as neck, shoulders, back, and hips. Be able to bend and squat to touch the floor.

Demonstrate interpersonal abilities required to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds. *Example: Establish rapport with clients, family, peers, and other health team members.

Demonstrate appropriate behavioral/social skills. *Example: Demonstrate flexibility, calmness, and clear thinking in stressful environments and in unexpected situations; interact with sensitivity and caring with clients of diverse backgrounds.

In my clinical judgment, there are no known physical or mental reasons why this applicant cannot perform satisfactorily as a student in the BSN4Y nursing program.

Signature of Healthcare Provider (Sign/print name)

Student's Name (print)

Date: _____

**PENN WEST
COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF NURSING - BSN4Y PROGRAM**

CORE PERFORMANCE STANDARDS AGREEMENT

Student Statement

My signature indicates that I have read the above document, discussed it with my health care provider, and believe that I am able to perform the core performance standards as listed, with or without reasonable accommodations, as outlined by my health care provider. I understand that if I am unable to meet the qualifications and conditions for application into the BSN4Y program, it is my obligation to contact the Nurse Administration/Department Chair, Campus-Based Nursing Department (**Clarion-** 814-393-1851 [Room 132 Ralston Hall]) (**Edinboro-** 814-732-2900 [105 Jeremy D. Brown Human Services Building]). I also agree that the Chair of the Department of Nursing may contact my health care provider to verify or clarify the information contained on this form.

If at any time prior to, during, or after admission to the Bachelor of Science in Nursing Program I believe that I need to be accommodated due to a disability, prolonged illness, injury, childbirth, etc., it is my responsibility to notify by telephone and in writing the Chair of the Department of Nursing (see above). If accommodations are needed for learning disabilities, please contact:

Clarion Campus	Edinboro Campus
Coordinator: Mr. Ron Radaker	Office for Students with Disabilities
Email: rradaker@pennwest.edu	Email: osd-edn@pennwest.edu
109 Becht Hall Clarion, PA	Crawford Center 200 Glasgow Road Edinboro, PA
Phone: 814 393 2095 Text Telephone (TTY/TDD): 814 393 2095	Phone: 814-732-2462
Fax: 814 393 2368	Fax: 814-732-2866

***Please note: Students must be able to perform all duties outlined in the Core Performance Standards with or without reasonable accommodations in order to attend clinical and/or class.**

Signature of Student

Date

Printed Name of Student

**Penn West UNIVERSITY OF PENNSYLVANIA
STATE SYSTEM OF HIGHER EDUCATION
DEPARTMENT OF NURSING**

Report of Health Evaluation

TO THE EXAMINING PHYSICIAN OR NURSE: Please review the student's health history and answer the questions on this **ORIGINAL** form. This information is strictly for the use of the Department of Nursing. It will not be release without the student's consent.

ALL QUESTIONS MUST BE ANSWERED.

STUDENT-

FILL THIS PORTION OUT ENTIRELY

Last 4 digits of Social Security Number		Student ID @			
Sex	M				
	F				
LAST NAME		FIRST NAME	MI	e-mail address	
ADDRESS		CITY	STATE	ZIP	PHONE NO.

General Information

Date of Exam

Height _____ Weight _____ Blood Pressure _____

Are there any abnormalities of the following? If you check yes, describe fully under comments.

		NO	YES		NO	YES
	1. HEENT			6. Musculoskeletal		
	2. Respiratory			7. Metabolic/Endocrine		
	3. Cardiovascular			8. Neurological		
	4. Gastrointestinal			9. Integumentary		
	5. Genitourinary			10. Psychiatric Disorder		

Comments: _____

[illegible]

Signature of Physician or Certified Registered Nurse Practitioner

X _____

Printed Name _____ Date _____

Address _____

Penn West UNIVERSITY OF PENNSYLVANIA
PA STATE SYSTEM OF HIGHER EDUCATION
DEPARTMENT OF NURSING

IMMUNIZATIONS

Name _____

Phone# _____

MANDATORY TITERS

Titer is mandatory, even if there is a history of disease or immunization.

If titer is negative, vaccine is required.

MMR	Date and Result of Titer	Vaccine Dates if Titer is negative
Rubella	Immune _____ Not Immune _____	Dose 1 _____ Dose2 _____
Rubeola	Immune ---- Not Immune _____	
Mumps	Immune _____ Not Immune ----	
Varicella - chicken pox	Immune _____ Not Immune _____	Dose 1 _____ Dose2 _____

ATTACH A COPY OF TITER LAB REPORTS

MANDATORY VACCINES

Date of last Tdap: _____

Tdap booster is required every 10 years. If 10 years expires prior to completion of the Nursing program, student is required to acquire a Tdap booster to continue in clinical sites.

Hepatitis B

Dose 1

Dose2

Dose 3

**NOTE: ALL DATA MUST BE RECORDED ON THIS SHEET
AND
A COPY OF LAB REPORTS MUST BE ATTACHED**

PHYSICIAN, CRNP SIGNATURE _____

Printed Name _____

Date _____

Address _____

IMMUNIZATIONS • (This needs done first year only)



TITERS ARE REQUIRED FOR MMR AND VARICELLA.



You will need physician's or CRNP's signature attesting to dates of actual immunizations - Hep and Tdap or immunizations resulting from negative titer.
(See below for the number of immunizations needed after a negative titer.)



You must at least start your Hepatitis series before school starts. Then, it is your responsibility to get the 2nd and 3rd inoculations in proper time and provide us with proof of this immediately.

	AREA	REQUIREMENT
	Chickenpox Required	Blood work to determine varicella titer must be done. The test is Varicella Igg. Attach results to this table. If not immune, 2 doses of Varicella Vaccine are required. Hnot immune, attach documentation of vaccine administration.
	Rubella Required	Blood work should be done to assure immunity <u>regardless</u> of verbal history or immunizations. Attach blood work results for Rubella Igg. Hnot <u>immune</u>, 1 dose of Mv1R vaccine is required. Attach documentation of vaccine administration.
	Rubeola Required	Blood work should be done to assure immunity <u>regardless</u> of verbal history or immunizations. Attach blood work results for Rubeola Igg. Hnot immune, 1 dose of MMR vaccine are <u>required</u>. Attach documentation of vaccine administration.

	Mumps Required	Blood work should be done to assure immunity <u>regardless</u> of verbal history or immunizations. Attach blood work results for Mumps IgG. Hnot <u>immune</u>, 2 doses of <u>JvIMR</u> vaccine are <u>required</u>. Attach documentation of vaccine administration.
	Tetanus Pertussis Tdap Vaccine Required	With the newest addition of pertussis (whooping cough) to the tetanus vaccine, anyone working with patients is required to have the Adacel Tdap vaccine. Attach documentation of vaccine administration. This vaccine was just introduced in 2005 and Adult Tetanus Diphtheria vaccines administered before that date are not acceptable.

CPR Certification

Your certification must be current during all semesters you are in clinical. Acceptable courses are:

- American Heart Association – BLS Provider
 - American Safety & Health Institute – BLS for Healthcare Providers and Professional Rescuers
 - Emergency Care and Safety – Healthcare Provider
-
- American Red Cross- BLS for healthcare

- Other certifications will be considered on an individual basis. The course **must be** geared to the **healthcare provider**.
- **IF YOU TOOK A CPR CLASS AT WORK (prior to the July 31 deadline) AND ARE UNABLE TO PRODUCE A COPY OF YOUR CARD BY THE DEADLINE, WE MUST HAVE A STATEMENT ON LETTERHEAD SIGNED BY YOUR SUPERVISOR, THAT SAYS:**
 - **YOU TOOK THE COURSE AND PASSED**
 - **THE EXACT NAME OF THE COURSE (American Heart Assoc – HealthCare Provider etc.)**
 - **THE DATE OF THE COURSE COMPLETION**
 - **A COPY OF YOUR CARD MUST BE SUBMITTED BEFORE YOU START CLASSES.**

Malpractice Insurance

The policy can become effective any time during the summer, as long as it doesn't expire before the end of next spring semester.

It needs to be in effect every year.

\$1,000,000 per incident/\$3,000,000 aggregate

If you are unable to get malpractice insurance through your local carrier, insurance for students is available from the following sources:

The effective date of your policy should be sometime between June 1 and August 23

Nurses Service Organization

With a credit card you can get your insurance verification within a day.

Go online to: www.nso.com

OR

Marsh Seabury & Smith

With a credit card you can get your insurance verification immediately.

Go online to: www.proliability.com

.....
OR

Marsh - Seabury & Smith
75 Remittance Drive, Suite 1788
Chicago, IL 60675-1788
1-800-621-3008 - #2

- **It takes 4 - 6 weeks to receive this policy if you choose to mail it in, so send your application early enough to get the policy back by mid July.**

**PENN WEST
COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF NURSING - BSN4Y PROGRAM**

Clearances and Fingerprinting

- All clearances: All clearances (child abuse, state police for the state in which you reside and FBI criminal background check/fingerprinting) (see attachments for direct links). You are responsible for paying for and obtaining these clearances and delivering a copy to the Department of Nursing with your clinical paperwork.

If your home state is not Pennsylvania, you will need to find the State Police clearance site for your state. You can still access the child abuse clearance at this site and find your proper state location at identogo for FBI fingerprinting for your state.

- **Pennsylvania Access to Criminal History** - \$20.00--Can download this online. You should choose education or work as the reason for the request. This form will be sent to you and then you provide to us. This is NOT a request for a volunteer clearance.

<https://epatch.pa.gov/home>

- **Child Abuse Clearance** --\$13.00-- Can download this online. You should choose education or work as the reason for the request

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx>

- **FBI Fingerprinting report** - \$ 23.85 – must make appt and go for fingerprinting, report will be mailed to you.

<https://www.identogo.com/services/live-scan-fingerprinting>

WHEN REQUESTING CLEARANCES AND NEED TO PROVIDE A REASON, YOU CAN CHOOSE, EDUCATION, WORK REQUIREMENTS, ETC. IF YOU CHOOSE VOLUNTEER, YOU MAY BE ASKED TO PROVIDE THE NAME OF THE ORGANIZATION YOU ARE VOLUNTEERING. THIS IS NOT TRUTHFUL AND SHOULD NOT BE USED.

CHILD ABUSE CLEARANCE

pennsylvania PA

PA STATE AGENCIES PA ONLINE SERVICES

Clipboard

FAQ Contact Us

Need Help? Contact the CWIS Support Center at 1-877-343-0494

If the child you would like to report on is in immediate danger, please call 911 immediately.

WELCOME TO THE
Child Welfare Portal

Our service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania.

INDIVIDUAL LOGIN CREATE INDIVIDUAL ACCOUNT

Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers

ORGANIZATION LOGIN CREATE ORGANIZATION ACCOUNT

Clearance Applications

<http://www.dhs.state.pa.us/ut Clearances>

Use this link to obtain more information about the PA Child Abuse History Clearance Application Website.

Verify a Certificate
Verify an existing certificate.

Child Abuse Referrals

Learn About Child Abuse Referrals

Use this link to obtain more information about the Child Abuse Referral Website

Office of Children, Youth and Families (OCYF) Regional Offices

Services and Information

Child Protective Services Law

Regional Map

County Children and Youth Directory

Child Abuse Annual Report

pennsylvania
DEPARTMENT OF HUMAN SERVICES

Browser Compatibility
ADA Compliance

Security Policy
Privacy Policy

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PA STATE POLICE CRIMINAL CLEARANCE



Welcome to Pennsylvania Access To Criminal History

The PATCH unit will no longer mail out any PATCH check that is requested on the EPATCH web site. It will be the responsibility of the requestor to print out the No Record or Record response.

PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)

All requests for Notarized copies of a Criminal Record Check MUST BE submitted by mail.

New Record Check (Volunteers only)

Submit a New Record Check

Check the status of a Record Check

Registered PATCH Accounts

(Only used by pre-approved organizations)

Why does PATCH exist?

Its purpose is to better enable the public to obtain criminal history record checks. The repository was created and is maintained in accordance with Pennsylvania's Criminal History Information Act contained in Chapter 91 of Title 18, Crimes Code. This Act also directs the Pennsylvania State Police (PSP) to disseminate criminal history data to criminal justice agencies, non-criminal justice agencies and individuals on request. Criminal justice agencies can access all of an individual's criminal history record information (CHRI). Requests made by noncriminal justice agencies and individuals are subject to edit criteria contained in the law.



Dispositions

Dispositions on most criminal cases can be accessed by reviewing court docket sheets located at the Pennsylvania Judiciary web portal site: <http://ujportal.pacourts.us/DocketSheets.aspx> Clicking the "HELP" link on this page will provide information as to how to access the public docket sheets. However, public docket sheet information should not be used in place of a criminal history background check, which can only be provided by the Pennsylvania State Police.

Browser Requirements

The recommended web browsers for this site are **Microsoft Internet Explorer 9.x-11.x**, **Microsoft Edge**, **Firefox version 60 or newer**, or **Chrome version 66 or newer** using a 32 bit or 64 bit browser. **All other web browsers or versions (such as Safari and Opera) are not supported.** Web browsers need to accept cookies and have scripting enabled. Ensure that pop-up blockers are disabled.

PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)

Pennsylvania State Police
Terrorism/Fugitive Tip Line



[Home](#) | [Record Check](#) | [Help](#) | [Privacy Policy](#) | [PA State Police Home Page](#)

Apply, follow the directions. Then wait 24-48 hours and go back in and choose check the status of your application. Download the actual clearance (this require that you click the blue hyperlink bar which takes you to your clearance.

FBI FINGERPRINTING

  **GO** <https://www.identogo.com/locations/pennsylvania>

IdentoGO
By IDEMIA

[Services](#) [Solutions](#) [Locations](#) [News](#) [Partners](#)

Pennsylvania

Supporting the Commonwealth of Pennsylvania, IdentoGO Centers are operated by IDEMIA the global leader in trusted identities. Today, the company partners with many federal, state and local government agencies as well as businesses covering a variety of industries that count on us for the secure capture and transmission of applicants' fingerprints. We proudly serve millions of customers each year in our nationwide network of locations.

IdentoGO Centers provide convenient, professional environments for live scan (electronic) fingerprinting services, which are delivered by trained Enrollment Agents. IdentoGO is the exclusive live scan fingerprinting provider for the Commonwealth of Pennsylvania and is a certified FBI Channeling Agent.

For answers to FAQs and information about the PA supplier transition, [click here](#).

Enrollment Services

Select an Option Below to Get Started



Digital Fingerprinting

Fingerprinting for state and federal agency or employment requirements: Schedule a New Appointment, Change an Existing Appointment or Check your Status.



TSA Pre✓®

An expedited security screening program connecting travelers departing from the United States with smarter security and a better air travel experience.



TWIC®

A threat assessment for the Transportation Worker Identification Credential (TWIC®) program which includes workers who access secure areas of the nation's maritime facilities and vessels.



Photo Services

Many IdentoGO Centers provide professional photos for official documents such as passports, immigration documents and visas.



Fingerprint Card

Fingerprint Cards are an excellent item to store in your personal records, for you and your family members.

HAZMAT, TSA Pre✓®, TWIC
Questions:
[\(855\) 347-8371](tel:(855)347-8371)

State Agency Enrollment Call
Center:
[\(844\) 521-2101](tel:(844)521-2101)

Fingerprinting code/info you will need:

Please go to <https://www.identogo.com/locations/pennsylvania>

- Select Digital Fingerprinting
- Enter Service Code: 1KG756 (that is the number 1 not a capital I)
- Schedule or Manage an Appointment
- Fill out the personal information
- For employer information: type in PennWest University Clarion, Dept of Nursing, 840 Wood Street, Clarion PA, 16214 or PennWest University Edinboro, Dept of Nursing, 219 Scotland Rd, Edinboro PA, 16444 depending on your campus you are enrolled.
- PLEASE NOTE: THE FINGERPRINTING REPORT WILL STILL BE SENT TO YOU. DEPT OF NURSING WILL JUST RECEIVE A LETTER THAT YOU HAVE BEEN FINGERPRINTED AND THAT THE REPORT IS BEING SENT TO YOU.
You then need to provide the report to the Department of Nursing.
- Select the form of identification you will be bringing with you
- Select your location (if you would like to do your fingerprinting at the HR office on the Clarion campus, please type in: SPClarion and search). If you live in the Venango County area, Jones Notary in Seneca is your nearest facility. If you live in the Edinboro area the nearest facility is the IU5.

Drug Testing Additional Information

- 10 or 12 panel drug testing – Worker's care in Seneca, PA (814-677-1768) if attending Clarion Campus or Occupational Health, 2501 W. 12 Street, Suite C, Erie, PA 16505 (814-452-7879) if attending Edinboro Campus similar outpatient facility. Worker's Care cost is approximately \$35.00. It is an instant test; FBI doesn't get sent to lab unless something shows up. Worker's Care is strictly personal pay/no insurance. Some insurances will cover this if healthcare provider uses proper coding and you go to an appropriate lab. Your healthcare provider can discuss this with you if you are using insurance coverage. You can request this testing yourself at a facility (explain it is for admission to nursing school) or you can ask your healthcare provider for an order to have this completed. **THE DEPARTMENT OF NURSING DOES NOT PROVIDE AN ORDER FOR THIS.**

- URINE DRUG SCREEN for the following substances is needed:
- Amphetamines ○ Cannabis ○ Cocaine ○ Opioids ○ Barbiturates ○ Benzodiazepines ○ Methadone ○ Oxycodone
- Buprenorphine
- PCP