



Student Nurse Handbook 2023-2024

West Virginia Northern Community College

The Nursing Program is accredited by the:

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Next Evaluation Visit: Spring 2031

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West Virginia Board of Examiners for Registered Professional Nurses

Nursing Program Self-Study and Continued Accreditation 2016

Wheeling: Full Approval (2017)

Weirton: Full Approval (2017)

New Martinsville: Full Approval (2017) No Admissions

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WVNCC

Nursing Program Information Page

INTRODUCTION

Congratulations on being accepted into the West Virginia Northern Community College Nursing Program. The nursing faculty extend their welcome to you as you begin your career journey with us.

The field of nursing is an ever changing, exciting, and challenging profession that requires a special dedication. This handbook has been prepared to assist you in your course of study. An orientation program is provided prior to beginning the nursing program to facilitate your success in the program. It is also a time for you to meet the nursing faculty and have your questions related to the Nursing program answered. The nursing faculty are available and willing to assist you any time during your course of study.

You are responsible for being familiar with the content of this handbook and the current catalog for West Virginia Northern Community College. Nursing faculty serve as advisors for you during your enrollment in the nursing program. You are encouraged to meet with your advisors throughout the Nursing program. For your convenience, nursing faculty student hours are posted on faculty office doors and on web sites.

Good luck and continued success in the pursuit of your nursing career!

WVNCC Nursing Faculty

Disclosures

WVNCC is an Equal Opportunity/Affirmative Action institution. The Nursing department does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin in the administration of any of their educational programs, activities, or with respect to admission or employment. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the Equal Opportunity/Affirmative Action Plan.

Admission to, and graduation from the Nursing program does not guarantee that the West Virginia Board of Examiners for Registered Professional Nurses will endorse the graduate as a candidate to sit for the licensure examination.

WVNCC Nursing Program reserves the right to amend this document, upon recommendation of the Accrediting Agency, WV State Board of Nursing, administration or faculty without notice to insure the integrity of the program and safety of the students, college, and community at large.

Handbook reviewed & revised

Revised June 2001 (Nursing Faculty), December 2001 (Nursing Faculty), May 2006 (Nursing Faculty), Reviewed June 2007 (Nursing Faculty)
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Mission

The mission of the WVNCC Nursing Program is to prepare students for professional nursing practice while providing a knowledge base for career mobility and further academic study. The program is committed to providing affordable, accessible, high-quality nursing education to meet the diverse and changing health-care needs of the community and beyond.

Philosophy

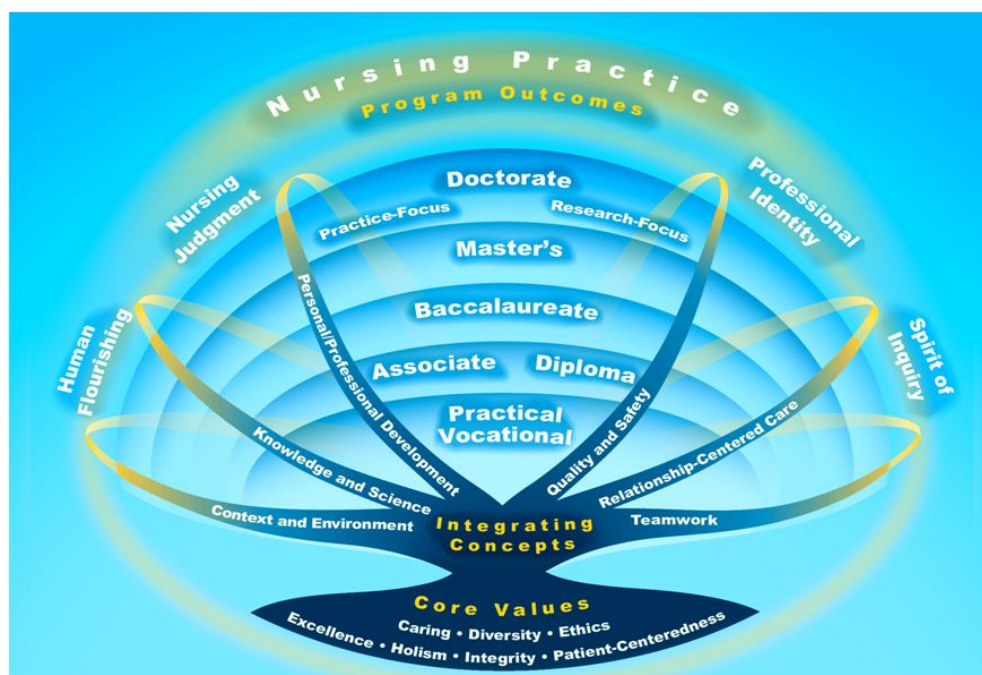
The educational philosophy of the WVNCC Nursing Program incorporates the seven core values of the National League for Nursing Competencies Framework which includes caring, diversity, ethics, excellence, holism, integrity, and patient centeredness (NLN, 2010). We believe that “all nurses should display integrity, respect diversity in all forms, uphold given legal and ethical responsibilities and strive for excellence while promoting caring, holistic, patient centered care” (NLN, 2010).

Vision

The Nursing Program supports education as a life-long process incorporating a spirit of inquiry, supported by evidence based research. The faculty believe that students need to develop nursing judgment in their practice, develop a professional identity as a nurse, and learn to support patients and families in development of their ongoing growth as human beings. Life-long learning consists of acquiring knowledge, demonstrating proficient skills, and developing ethical attitudes and values.

The WVNCC Nursing Program is committed to a quality educational environment.

Conceptual Framework



(National League for Nursing, 2010, p.8.) The WVNCC Nursing Program's conceptual framework is based on the National League for Nursing (NLN) Educational Competencies Model and the components within it. The model consists of the following components (NLN, 2010).

Core Values: Seven core values, implicit in nursing's historic paradigm, are foundational for all nursing practice. These values are **caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness**. They are shown at the root of the model, to indicate that each type of nursing program and each type of competency must be grounded in these fundamental values (NLN, 2010, p. 8).

Integrating Concepts: Emerging from the seven core values are six integrating concepts: **context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork**. These concepts are shown as bands around the program types, illustrating their progressive and multidimensional development in students during their learning experiences. The critical feature of the bands is an enveloping feedback mechanism that acknowledges the ongoing advancement of nursing education, as new graduates return new learning, gleaned from multiple sources, to nursing practice through nursing education. In this way, nursing practice and nursing education remain perpetually relevant and accountable to the public and all those in need of nursing (p. 8). The WVNCC Nursing Program upholds the core values of the National League for Nursing: caring, diversity, ethics, integrity, patient-centeredness, excellence and holism as evidenced by the following program student learning outcomes.

Integrating Concepts

The Integrating Concepts of the WVNCC Nursing Program's curriculum emerge from the seven core values identified by the National League for Nursing (2010). The six integrating concepts include:

- Context and environment
- Knowledge and science
- Personal and professional development
- Quality and safety
- Relationship-centered care
- Teamwork

Within the Conceptual Framework schematic, these concepts are shown as bands around the program types, illustrating their progressive and multidimensional development in students during their learning experiences.

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End of Program Student Learning Outcomes

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

Human Flourishing

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

1. Collaborate with the patient or designee to plan and provide nursing care that respects the patient's individual values and needs.

Nursing Judgment

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

2. Generate safe and effective patient centered care using the nursing process.
3. Incorporate effective communication strategies to reduce risk and injuries in the healthcare environment.

Professional Identity

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

4. Create caring relationships with patients and support systems consistent with the ANA Standards of Nursing Practice and the Code of Ethics.
5. Evaluate the utilization of healthcare system resources to efficiently and effectively manage care.

Spirit of Inquiry

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

6. Integrate current best practices to plan and implement safe and effective patient care.

Definition of Terms

(NLN, 2010 taken from Appendix D p.65-69)

Caring means "promoting health, healing, and hope in response to the human condition." (NLN, 2010b). "A culture of caring, as a fundamental part of the nursing profession, characterizes our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable. All organizational activities are managed in a participative and person-centered way, demonstrating an ability to understand the needs of others and a commitment to act always in the best interests of all stakeholders" (NLN, 2007).

Context and Environment, in relation to organizations, refer to the conditions or social system within which the organization's members act to achieve specific goals. Context and environment are a product of the organization's human resources, and also the policies, procedures, rewards, leadership, supervision, and other attributes that influence interpersonal interactions. In health care, context and environment encompass organizational structure, leadership styles, patient characteristics, safety climate, ethical climate, teamwork, continuous quality improvement, and effectiveness.

Core Competencies are the discrete and measurable skills, essential for the practice of nursing, that are developed by faculty in schools of nursing to meet established program outcomes. These competencies increase in complexity both in content and practice during the program of study. The core competencies are applicable in varying degrees across all didactic and clinical courses and within all programs of study, role performance, and practice settings. They structure and clarify course expectations, content, and strategies, and guide the development of course outcomes. They are the foundation for clinical performance examinations and the validation of practice competence essential for patient safety and quality care.

Diversity: The NLN (2006) defined diversity as "affirming the uniqueness of and differences among persons, ideas, values, and ethnicities." "A culture of diversity embraces acceptance and respect. We understand that each individual is unique and recognize individual differences, which can be along the dimensions of race, ethnicity, gender, sexual orientation, socioeconomic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. A culture of diversity is about understanding ourselves and each other and moving beyond simple tolerance to embracing and celebrating the richness of each individual. While diversity can be about individual differences, it also encompasses institutional and system-wide behavior patterns" (NLN, 2007).

Excellence means "creating and implementing transformative strategies with daring ingenuity." "A culture of excellence reflects a commitment to continuous growth, improvement, and understanding. It is a culture where transformation is embraced, and the status quo and mediocrity are not tolerated" (NLN, 2010b).

Ethics “involves reflective consideration of personal, societal, and professional values, principles and codes that shape nursing practice. Ethical decision making requires applying an inclusive, holistic, systematic process for identifying and synthesizing moral issues in health care and nursing practice, and for acting as moral agents in caring for patients, families, communities, societies, populations, and organizations. Ethics in nursing integrates knowledge with human caring and compassion, while respecting the dignity, self-determination, and worth of all persons,” (NLN, 2010a).

Holism “is the culture of human caring in nursing and health care that affirms the human person as the synergy of unique and complex attributes, values, and behaviors, influenced by that individual's environment, social norms, cultural values, physical characteristics, experiences, religious beliefs and practices, and moral and ethical constructs within the context of a wellness-illness continuum,” (NLN, 2010a).

Human Flourishing: Defined as an effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own such efforts. It encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population. Achieving human flourishing is a life-long existential journey of hopes, achievements, regrets, losses, illnesses, suffering, and coping. The nurse helps the individual to reclaim or develop new pathways toward human flourishing

Integrity means "respecting the dignity and moral wholeness of every person without conditions or limitation," (NLN 2010b). "A culture of integrity is evident when organizational principles of open communication, ethical decision making, and humility are encouraged, expected, and demonstrated consistently. Not only is doing the right thing simply how we do business, but our actions reveal our commitment to truth telling and to how we always were ourselves from the perspective of others in a larger community" (NLN, 2007).

Knowledge and Science refer to the foundations that serve as a basis for nursing practice, which, in turn, deepen, extend, and help generate new knowledge and new theories that continue to build the science and further the practice. Those foundations include (a) understanding and integrating knowledge from a variety of disciplines outside nursing that provide insight into the physical, psychological, social, spiritual, and cultural functioning of human beings; (b) understanding and integrating knowledge from nursing science to design and implement plans of patient-centered care for individuals, families, and communities; (c) understanding how knowledge and science develop; (d) understanding how all members of a discipline have responsibility for contributing to the development of that disciplines' evolving science; and (e) understanding the nature of evidence- based practice.

Nursing Judgment encompasses three processes; namely, critical thinking, clinical judgment, and integration of best evidence into practice. Nurses must employ these processes as they make decisions about clinical care, the development and application of research and the broader dissemination of insights and research findings to the community, and management and resource allocation.

Critical thinking means identifying, evaluating, and using evidence to guide decision making by means of logic and reasoning.

NCSBN's Operational Definition of Nursing Clinical Judgment: "An iterative decision-making process that uses nursing knowledge to observe and assess presenting situations, identify a prioritized client concern, generate the best possible evidence-based solutions in order to deliver safe client care and a final decision".

Patient-Centeredness "is an orientation to care that incorporates and reflects the uniqueness of an individual patient's background, personal preferences, culture, values, traditions, and family. A patient centered approach supports optimal health outcomes by involving patients and those close to them in decisions about their clinical care. Patient centeredness supports the respectful, efficient, safe, and well-coordinated transition of the patient through all levels of care," (NLN, 2010).

Personal and Professional Development is a lifelong process of learning, refining, and integrating values and behaviors that (a) are consistent with the profession's history, goals, and codes of ethics; (b) serve to distinguish the practice of nurses from that of other health care providers; and (c) give nurses the courage needed to continually improve the care of patients, families, and communities and to ensure the profession's ongoing viability.

Professional Identity involves the internalization of core values and perspectives recognized as integral to the art and science of nursing. These core values become self-evident as the nurse learns, gains experience, and grows in the profession. The nurse embraces these fundamental values in every aspect of practice while working to improve patient outcomes and promote the ideals of the nursing profession. Professional identity is evident in the lived experience of the nurse, in his or her ways of "being", "knowing," and "doing."

Quality and Safety is the degree to which health care services 1) are provided in a way consistent with current professional knowledge; 2) minimize the risk of harm to individuals, populations and providers; 3) increase the likelihood of desired health outcomes; and 4) are operationalized from an individual, unit, and systems perspective.

Relationship Centered Care positions (a) caring; (b) therapeutic relationships with patients, families, and communities; and (c) professional relationships with members of the health care team as the core of nursing practice. It integrates and reflects respect for the dignity and uniqueness of others, valuing diversity, integrity, humility, mutual trust, self-determination, empathy, civility, the capacity for grace, and empowerment.

Spirit of Inquiry is a persistent sense of curiosity that informs both learning and practice. A nurse infused by a spirit of inquiry will raise questions, challenge traditional and existing practices, and seek creative approaches to problems. The spirit of inquiry suggests, to some degree, a childlike sense of wonder. A spirit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in ambiguous, uncertain, and unpredictable situations.

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

(National League for Nursing, 2010)

***The End of Program Student Learning Outcomes** are the expected culmination of all learning experiences occurring during the program, including the mastery of essential core nursing practice competencies, built upon the seven core values and six integrating concepts.

***Course Student Learning Outcomes** are expected culmination of all learning experiences for a particular course within the nursing program, including the mastery of essential core competencies relevant to that course. Courses should be designed to promote synergy and consistency across the curriculum and lead to the arraignment of program student learning outcomes.

***Student Learning Outcome** statements of expectations written in measurable terms that express what a student will know, do or think at the end of a learning experience.

*Definition written/modified by the WVCTCS Consortium of Associate Degree Nursing Programs and adopted by WVNCC.

Program of Study

WVNCC Nursing Program of study has been approved by the West Virginia Board of Examiners for Registered Professional Nurses. The Program is accredited by the ACEN. The curriculum requirements are to include the biological, physical, and behavioral sciences consisting of medical-surgical nursing and mental health concepts and psychiatric nursing. The Board requires the graduate to meet all requirements of the college and department granting the diploma or degree.

The WVNCC Nursing Program core curriculum is designed to guide qualified students through structured learning experiences in health care settings to meet eligibility requirements for the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

Courses that include a laboratory experience have a 1 credit hour to 3 contact hour ratio. For example, one laboratory credit hour is equivalent to three contact hours. Pharmacology is a content thread throughout all courses of study.

Course of Study-WVNCC

Prerequisite: General admission to the college and eligibility to take college English and Math.

Pre/co-requisite: ORNT 090. See advisor for exceptions.

Nursing Program of Study

Year One : First Semester					
Term	Courses	Class Credit Hours	Lab Contact Hours	Clinical/Simulation Contact Hours	Total Credit Hours
1	BIO114 Anatomy & Physiology I*	2	2		3
	NURS132 Drug & Dosage Calculations I	1			1
	NURS133 Health Assessment & Diagnostics	1	3		2
	NURS134 Introduction to Nursing Concepts	5	5	4	8
	Psych 105 Introduction to Psychology	3			3
Total					17

Year One: Second Semester					
Term	Courses	Class Credit Hours	Lab Contact Hours	Clinical/Simulation Contact Hours	Total Credit Hours
2	BIO115 Anatomy & Physiology II*	2	2		3
	NUR 142 Drug & Dosage Calculations II	1			1
	NUR 144 Introduction to Nursing Concepts	5	4	8	9
	NUR 112 Clinical Applications in Nursing Practice	3			3
Total					16

Year Two : Third Semester					
Term	Courses	Class Credit Hours	Lab Contact Hours	Clinical/Simulation Lab Contact Hours/Week	Total Credit Hours
3	ENG101 English Composition	3			3
	NUR 234 Nursing Concepts of Health & Illness II	5	0	12	9
	Humanities Elective*	3			3
Total					15

Year Two: Fourth Semester					
Term	Courses	Class Credit Hours	Lab Contact Hours	Clinical/Simulation Contact Hours/Week	Total Credit Hours
4	NUR 245 Professional Nursing & Health Issues Concepts	2	1		3
	NUR 244 Synthesis of Nursing Concepts	4	0	15	9
Total					12

Please refer to the college catalog for approved Humanities Elective Courses and for all graduation requirements

Course Descriptions

ORNT 090: First-Year Semester: Success Strategies

Credits: 1

Success Strategies (ORNT) 090 is a foundational, workshop-based course designed to provide on-going support and resources for students as they transition to post-secondary education and the WVNCC experience. It is intended to connect students to the college and community, programs, faculty, staff and peers. It provides an introduction to college expectations and emphasizes the knowledge, skills and attitude necessary for personal growth, college success and professional attainment. Required of all first-time (freshman) college students. Graded on a credit/no-credit basis. Students receiving a no-credit (N) must retake the course until credit (K) is earned. No quality points. Required for graduation.

Nursing 132: Drug and Dose Calculations I

This course is designed to enhance the nursing student's ability to read, interpret, and solve dosage calculation problems. Critical thinking skills are applied to medication situations to emphasize the importance of accuracy and the avoidance of medication errors.

Prerequisite: Admission to nursing program

Pre/Co-requisites: A&P 1, ORNT 090

Co-requisites: **NUR 134 & NUR 133, Psych 105**

Nursing 133: Health Assessment and Diagnostics

This course is designed to introduce the nursing student to the knowledge and skills required to perform a health assessment across the lifespan and to document appropriate findings. The nursing student will be introduced to normal lab values and basic diagnostic procedures.

Prerequisite: Admission to Nursing Program

Pre/Co-requisites: BIO 114 & Psych 105, ORNT 090

Co-requisites: **NUR 134, & NUR 132**

Course Credit Hours: Two (2) credit hours. One (1) credit hour classroom; one (1) credit hour laboratory (3 contact hours).

Nursing 134: Introduction to Nursing Concepts

This foundational course is designed to introduce concepts to the beginning nursing student that will focus on maintaining health and promoting wellness throughout the lifespan. Concepts and core values basic to the foundation of nursing practice are presented. Classroom and laboratory experiences provide opportunity for understanding of the nursing process, clinical judgment and decision making.

Prerequisite: Admission to Nursing Program

Pre/Co-requisites: BIO 114 & Psych 105, ORNT 090

Co-requisite: **NUR 132 & NUR 133**

Course Credit Hours: Eight (8) credit hours. Five (5) credit hours classroom; three (3) credit hours lab / clinical (9 contact hours).

Nursing 142: Drug and Dose Calculations II

This course expands the nursing student's ability to read, interpret, and solve increasingly complex dosage calculation problems. Critical thinking skills are applied to age and acuity specific variations in select populations.

Prerequisite: BIO 114, NUR 132, NUR 133, NUR 134, Psych 105

Pre/Co-requisites: BIO 115

Co-requisites: **NUR 144**

Course Credit Hours: 1 credit hour

Nursing 144: Nursing Concepts of Health and Illness I

This course builds upon foundational concepts across the lifespan while introducing the concepts of the wellness-illness continuum and the individual and family response. Classroom and laboratory experiences provide opportunity for application of the nursing process and development of clinical judgment and decision making.

Prerequisite: NUR 134, BIO 114, Psych 105, NUR 132, NUR 133

Pre/Co-requisites: BIO 115

Co-requisite: NUR 142 & NUR 112

Course Credit Hours: Nine (9) credit hours; five (5) contact hours classroom; four (4) credit hours lab / clinical (12 contact hours).

Nursing 112: Clinical Applications in Nursing Practice

This is a 3-hour course focusing on clinical applications of concept map construction, medical terminology, and pharmacology in nursing practice. Students will utilize the nursing process by analyzing assessment data, identifying appropriate nursing interventions, and correlating medication effects with patient outcomes. The student will develop patient centered nursing concept maps throughout the course from case studies and clinical assignments, incorporating correct medical terminology and pharmacology.

Prerequisite: Admission to the Nursing Program, and NUR 134, BIO 114, Psych 105, NUR 132, NUR 133 or Registered Nurse or LPN credentials.

Pre/Co-requisites: BIO 115

Co-requisite: NUR 142, & NUR 144

Course Credit Hours: Three (3) credit hours

Nursing 234: Nursing Concepts of Health and Illness II

This course expands the concepts of the wellness-illness continuum, with emphasis on the expanding family and tertiary care within the community. Classroom and laboratory experiences provide opportunity for analysis within the nursing process and application of clinical judgment and decision making.

Prerequisite: First year nursing courses

Pre/Co-requisites: ENG 101, Humanities Core Requirement

Course Credit Hours: Nine (9) credit hours. Five (5) credit hours classroom; four (4) credit hours lab/clinical (12 contact hours).

Nursing 244: Synthesis of Nursing Concepts:

This course, together with the capstone course, focuses on the integration of interrelated concepts across the wellness-illness continuum. Classroom and laboratory experiences provide opportunity for synthesis of the nursing process and integration of clinical judgment and decision making.

Prerequisite: First Level Nursing Courses & NUR 234

Co-requisite: NUR 245

Course Credit Hours: Nine (9) credit hours. Four (4) credit hours classroom; five (5) credit hours lab/clinical (15 contact hours).

Nursing 245: Professional Nursing and Health Systems Concepts

This capstone course will focus on current issues in health care and the nursing profession and is designed to facilitate the transition from student to professional registered nurse. Topics of discussion will include national health policy and politics, ethical and bioethical issues, career development, application for state licensure and preparation for the NCLEX-RN examination.

Prerequisite: First Level Nursing Courses & NUR 234

Co-requisites: NUR 244

Course Credit Hours: Three (3) credit hours Hybrid Course. Two (2) credit hours classroom/online and one (1) credit hour laboratory (45 contact hours) for completion of a NCLEX Review.

FACULTY ADVISING

Nursing faculty are assigned as nursing student advisors during the student's course of study at WVNCC. Upon acceptance into the nursing program, each student will be assigned a faculty advisor on his/her respective campus and will retain that advisor until graduation. The enrolled nursing student should meet regularly with the advisor to review the student's program of study and to discuss strategies for success in the nursing program. Faculty are available during office hours and by appointment to advise students.

New students must meet with their advisor as soon as possible during the first semester in the program. Students should also keep their advisor informed of their progress throughout the semester. Students are required to meet each semester with their advisor to receive an alternate pin number for registration.

Students should also meet with their advisors prior to withdrawing from any course required for the Nursing Program to discuss the effect this withdrawal could have on their placement in the Nursing Program. The Nursing Reinstatement Procedure is included in this Nursing Student Handbook for review and reference.

Standards of Progress

Nursing courses are sequential and have prerequisite and/or co-requisite requirements which include nursing and general education courses. Students must meet all course requirements to progress to the next course. All nursing and co-requisite course requirements must be successfully completed with a grade of C or better in the prescribed order according to the program of study. Students enrolling in the Nursing Program who have previously completed the required science courses may count those courses for progression within the Nursing Program so long as the science courses have been completed **within the three (3) years previous to enrollment in the nursing courses**. Students who successfully complete nursing courses but do not successfully complete co-requisite course(s) in any semester are considered to be out of compliance with the nursing program of study and cannot continue in the next nursing course or receive the nursing degree until the co-requisite course requirement(s) are met. Students must enter into the next nursing course within 12 months of completion of the last nursing course, at which time all co-requisite requirements must be completed successfully.

Once admitted to the WVNCC Nursing Program, students are expected to complete the Program in two (2) calendar years. If a student is unsuccessful in a nursing course, unsuccessful in a required course to progress, or a student must withdraw (for any reason) from a nursing course or required core education courses to progress, the student is considered temporarily suspended from the Nursing Program. If the student wishes to return to the program, they must provide, in writing, a request for reinstatement. The student should refer to the Reinstatement Policy in the Student Nurse Handbook for notification timelines. A student may only be reinstated into the Nursing Program **once**, pending available space.

Students re-enrolled in the Nursing Program are required to complete the program in three (3) calendar years (6 semesters). Students who withdraw for the second time, or are unsuccessful in their second attempt in any required course, will be permanently suspended from progression in the Nursing Program.

A student who is permanently suspended from the program has the right to an Academic Appeal. See Academic Appeals & Administrative Procedure at https://www.wvncc.edu/docs/54_FinalAcademicAppealsProcedure4_21_2021.pdf.

Students must demonstrate behavior consistent with the Nursing Program's *Professional Standards and Safe Clinical Practice Standards*. Failure to adhere to the Standards may result in permanent suspension from the Nursing Program. A comprehensive exam will be given at the conclusion of the Nursing Program as a means of predicting success on the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The comprehensive exam will be administered during the final semester of the Nursing Program. The student must earn a score of 90% likelihood of passing the NCLEX within 3 attempts in order to progress to the completion of their degree.

Professional Standards & Safe Clinical Practice Standards

Students enrolled in the WVNCC Nursing Program are held accountable to uphold the **Professional Standards** and **Safe Clinical Practice Standards**. Any student who engages in unethical, illegal, or dishonest behavior, or poses imminent danger to the safety of a patient, health care member or a visitor, faculty or peer may face immediate dismissal/permanent suspension from the Nursing Program by Director or designee.

Overview of Nursing Student Requirements and Actions

Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management.

TASKS

- Monitor, record, and report symptoms or changes in patients' conditions.
- Maintain accurate, detailed reports and records.
- Record patients' medical information and vital signs.
- Order, interpret, and evaluate diagnostic tests to identify and assess patient's condition.
- Modify patient treatment plans as indicated by patients' responses and conditions.
- Direct or supervise less-skilled nursing or healthcare personnel or supervise a particular unit.
- Consult and coordinate with healthcare team members to assess, plan, implement, or evaluate patient care plans.
- Monitor all aspects of patient care, including diet and physical activity.
- Instruct individuals, families, or other groups on topics such as health education, disease prevention, or childbirth and develop health improvement programs.
- Prepare patients for and assist with examinations or treatments.

SKILLS

- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Speaking** — Talking to others to convey information effectively.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Service Orientation** — Actively looking for ways to help people.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Science** — Using scientific rules and methods to solve problems.

ABILITIES

- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.

- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Information ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Written Comprehension** — The ability to read and understand information and ideas presented in writing.
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **Speech Recognition** — The ability to identify and understand the speech of another person.
- **Written Expression** — The ability to communicate information and ideas in writing so others will understand.

WORK ACTIVITIES

- **Assisting and Caring for Others** — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Documenting/Recording Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.

- **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.

WORK STYLES

- **Concern for Others** — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- **Integrity** — Job requires being honest and ethical.
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Self Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

*Information retrieved from: <http://www.onetonline.org/link/summary/29-1141.00>.

Technical Standards

Personal Attributes and Capabilities Essential for Admission, Progression, and Graduation from the Community and Technical College System of West Virginia Associate Degree Nursing Programs:

The curricula leading to a degree in Nursing from WVNCC Nursing Program requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical and social abilities are required to perform these functions satisfactorily. In addition to being essential to the successful completion of the requirements of a nursing degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers.

The following technical standards describe the non-academic qualifications required in addition to academic qualifications that the college considers essential for entrance to, continuation in, and graduation from its nursing degree program. Candidates for a nursing degree must be able to meet these minimum standards with or without reasonable accommodation for successful completion of degree requirements.

Standards

A. Visual, Auditory, and Tactile Abilities

- Sufficient abilities to allow him/her to gather data from written reference materials, oral presentations, demonstrations and observations of a patient and his/her environment.
- Sufficient ability to perform health assessments and interventions; observe diagnostic specimens; and obtain information from digital, analog and waveform representations of physiologic phenomena to determine a client's condition.

Examples of relevant activities:

- Visual acuity sufficient to draw up the correct quantity of medication in a syringe or detect changes in skin color or condition.
- Auditory ability sufficient to detect sounds related to bodily functions using a stethoscope or to detect audible alarms generated by mechanical systems used to monitor patient physiological status.
- Tactile abilities sufficient to detect unsafe temperature levels in heat-producing devices used in patient care or detect anatomical abnormalities, such as edema or small nodules.

B. Communication Abilities

- Ability to communicate with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communications, such as interpretation of facial expressions, affect and body language).
- Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy.

Examples of relevant activities:

- Abilities sufficient to give verbal directions to or follow verbal directions from other members of the health care team and to participate in health care team discussions of patient care.
- Ability sufficient to elicit and record information about health history, current health state, or responses to treatment from patients or family members.
- Ability sufficient to convey information to clients and others as necessary to teach, direct, and counsel individuals.

C. Motor Abilities

- Sufficient motor function to execute movements required to provide general care and treatment to patients in all health care settings.
- Required motor functions include gross and fine motor skills, physical endurance, physical strength and mobility to carry out nursing procedures, perform basic laboratory tests and provide routine and emergency care and treatment to patients.
- Student nurses cannot need assistive devices to function in the clinical setting (canes, walkers, or splints are not allowed by student nurses in the health care facilities while providing direct patient care).

Examples of relevant activities:

- Fine motor skills sufficient to obtain assessment information by palpation, auscultation, percussion, and other diagnostic maneuvers.
- Physical endurance sufficient to complete assigned periods of clinical practice. Must be able to **run** to codes or to get supplies in an emergency situation and use steps without assistance.
- Mobility sufficient to carry out patient care procedures, such as tracheostomy care or performing emergency airway suctioning.
- Strength sufficient to carry out patient care procedures, such as assisting in the turning and lifting of patients.

D. Behavioral, Interpersonal, and Emotional Abilities

- Ability to relate to colleagues, staff and patients with honesty, integrity and non-discrimination.
- Capacity for the development of a mature, sensitive and effective therapeutic relationship with clients.
- Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.
- Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.

Examples of relevant activities:

- Emotional skills sufficient to remain calm in an emergency situation.
- Interpersonal skills sufficient to communicate effectively with patients and families of diverse religious, cultural, and social backgrounds.
- Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients.

E. Cognitive, Conceptual, and Quantitative Abilities

- Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis.
- Ability to gather data, develop a plan of action, establish priorities, and monitor treatment plans and modalities.
- Ability to comprehend three-dimensional and spatial relationships.

Examples of relevant activities:

- Cognitive skills sufficient to calculate appropriate medication dosage given specific patient parameters.
- Conceptual ability sufficient to analyze and synthesize data and develop an appropriate plan of care.
- Quantitative ability sufficient to collect data, prioritize needs and anticipate reactions.
- Ability to comprehend spatial relationships adequate to properly administer IM injections or assess wounds of varying depths.

*Adapted from the Technical Standards for Admission, Progression, and Graduation from The University of North Carolina at Chapel Hill with permission.

Ethics

Ethics refers to the expected standards and behavior related to your professional conduct as a nursing student. The **Code of Ethics** for Nurses requires that nurses gain the patient and public trust by embodying the reputation of the profession of being open and honest and acting with integrity. Those who receive care from student and/or professional RN's must be able to trust them to provide honest and open caring. Violation of this trust undermines the nursing profession.

The American Nurses Association has published a code for Nurses (ANA, 1985) which delineates the conduct and responsibilities nurses are expected to maintain in their practice. Nurses' ethical obligations are acting in the best interest of their clients, not only as individual practitioners, but also as members of the nursing profession, the health care team, and the community. A nurse is responsible to know and comply with the standards of ethical practice and to ensure that all nurses also comply. Interpretive statements have been developed that explain how each item in the code is manifested in nursing practice.

Professional Behavior is defined as consistent behaviors reflecting the role of the professional nurse. These professional behaviors include maintaining personal appearance according to dress code, promptness in the clinical area and for lecture class, accepting responsibility for assignments, maintaining confidentiality, and incorporating knowledge and skills into the practicum. Actions that are expected of the professional student nurse are taken directly from the West Virginia Nursing standards of Practice and Code of Ethics.

Professional behavior is expected with all interactions with clients, families, health care agencies, peers, and instructors.

A CODE FOR NURSING STUDENTS

As students who 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 understanding 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 there is full disclosure and that proper authorizations are 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 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.

Series 9 & 10

Professional Conduct of Nursing Students

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

TITLE 19 PROCEDURAL RULE WEST VIRGINIA BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES SERIES 9 DISCIPLINARY ACTION

§19-9-1. General.

- 1.1. Scope. -- This rule defines the role and authority of the board in investigation and resolution of disciplinary matters.
- 1.2. Authority. -- W. Va. Code §§30-1-4 and 30-7-4.
- 1.3. Filing Date. -- August 17, 2004.
- 1.4. Effective Date.- September 18, 2004.

§19-9-2. Definitions.

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

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

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

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

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

§19-9-3. Complaint Procedures.

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

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

3.2.a. name and address of the licensee against whom the complaint is being filed;

3.2.b. the alleged violation which prompted the complaint;

3.2.c. the date or dates of the incident prompting the complaint;

3.2.d. any supporting documents related to the alleged violation; and

3.2.e. the name, address and telephone numbers of any and all witnesses to the incident.

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

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

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

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

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

3.7.a. The allegations are being reviewed by the Board; or

3.7.b. The allegations are beyond the jurisdiction of the Board; or

3.7.c. More information is required in order to fully investigate the complaint.

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

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

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

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

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

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

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

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

§19-9-4. Investigation.

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

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

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

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

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

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

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

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

§19-9-5. Disciplinary Action.

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

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

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

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

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

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

<https://apps.sos.wv.gov/adlaw/csr/ruleview.aspx?document=7264>

**TITLE 19
LEGISLATIVE RULE
BOARD OF EXAMINERS FOR REGISTERED
PROFESSIONAL NURSES
SERIES 10
STANDARDS FOR PROFESSIONAL NURSING PRACTICE**

§19-10-1. General.

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

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

1.3. Filing Date. -- April 10, 2019.

1.4. Effective Date. – April 10, 2019.

1.5. Sunset Date. B This rule will terminate and have no further force or effect upon April 10, 2029.

19-10-2. Standards Related to the Registered Professional Nurse's Scope of Practice.

2.1. Standards related to Professional Accountability:

2.1.1. Practices within the legal boundaries for nursing through the scope of practice in W. Va. Code ' 30-7-1 et seq. and rules governing nursing.

2.1.2. Demonstrates honesty and integrity in nursing practice.

2.1.3. Bases nursing decision on nursing knowledge and skills, the needs of patients and registered professional nursing standards.

2.1.4. Accepts responsibility for judgements, individual nursing actions, competence, decisions and behavior in the course of nursing practice.

2.1.5. Maintains competence through ongoing learning and application of knowledge in registered professional nursing practice.

2.1.6. Reports violations of the acts or rules by self or other licensees.

2.2. Standards related to Scope of Practice.

2.2.1. Conducts a comprehensive nursing assessment.

2.2.2. Applies nursing knowledge based upon the biological, psychological and social aspects of the patient's condition.

2.2.3. Detects faulty or missing patient information.

2.2.4. Plans nursing care and nursing interventions consistent with the patient's overall health care plan.

2.2.5. Utilizes decision-making, critical thinking and clinical judgement to make independent decision and nursing diagnoses.

2.2.6. Seeks clarification of orders when needed.

2.2.7. Implements treatment and therapy, including medication administration and delegated medical and independent nursing functions.

2.2.8. Obtains orientation/training for competence when encountering new equipment and technology or unfamiliar care situations.

2.2.9. Demonstrates attentiveness and provides patient surveillance and monitoring.

2.2.10. Identifies changes in patient's health status and comprehends clinical implications of patient's signs, symptoms and changes as part of expected and unexpected patient course or emergent situation.

2.2.11. Evaluates the patient's response to nursing care and other therapy, including patient's response to interventions, need for alternative interventions, need to communicate and consult with other health team members and need to revise the plan of care.

2.2.1. Communicates and consults with other health team members including patient concerns and special needs, patient status and progress, patient response or lack of response to interventions and significant changes in patient condition.

2.2.13. Documents nursing care.

2.2.14. Revises care plan as needed.

2.2.15. Takes preventive measures to protect patient, others and self.

2.2.16. Provides comprehensive nursing and health care education in which the RPN assesses and analyzes educational needs of the learners, plans educational programs based on learning needs and teaching-learning principles, ensures implementation of an educational plan either directly or by delegating selected aspects of the education to other qualified persons and evaluates the education to meet the identified goals.

2.3. Standards for Patient Advocacy.

2.3.1. Respects the patient=s rights, concerns, decisions and dignity.

2.3.2. Identifies patient needs.

2.3.3. Attends to patient concerns or requests.

2.3.4. Promotes safe patient environment.

2.3.5. Communicates patient choices, concerns and special needs with other health team members regarding patient status and progress, response or lack of response to therapies, significant changes in patient condition.

2.3.6. Maintains appropriate professional boundaries.

2.3.7. Assumes responsibility for nurse=s own decision and actions.

2.4. Standards to Organize, Manage and Supervise the Practice of Nursing.

2.4.1. Assigns to another only those nursing measures that fall within that nurse=s scope of practice, education, experience and competence or unlicensed person=s role description including assigning care within the RN scope of practice to other RNs, LPN within the LPN scope of practice based on the RN=s assessment of the patient and LPN=s ability and supervising , monitoring and evaluating the care assigned to an LPN.

2.4.2. Delegates to another only those nursing measures for which that person has the necessary skills and competence to accomplish safely. In maintaining accountability for the delegation, an RN shall ensure the:

2.4.2.1. Unlicensed assistive personnel (UAP) has the education, legal authority, and demonstrated competency to perform the delegated task.

2.4.2.2. Tasks delegated are consistent with the UAP=s job description and can be safely performed according to clear, exact and unchanging directions.

2.4.2.3. Results of the task are reasonably predictable.

2.4.2.4. Task does not require assessment, interpretation or independent decision making during its performance or at completion.

2.4.2.5. Selected patient and circumstances of the delegation are such that delegation of the task poses minimal risk to the patient and the consequences of performing the task improperly are not life-threatening.

2.4.2.6. Provides clear directions and guidelines regarding the delegated task or, for routine tasks on stable patients, verifies that the UAP follow each written facility policy or procedure when performing the delegated task.

2.4.2.7. Provides supervision and feedback to the UAP.

2.4.2.8. Observes and communicates the outcome of the delegated task.

2.4.3. Matches patient needs with personnel qualification, available resources and appropriate supervision.

2.4.4. Communicates directions and expectation for completion of the delegated task.

2.4.5. Supervises others to whom nursing activities are delegated or assigned by monitoring performance, progress and outcomes; assures documentation of the activity.

2.4.6. Provides follow-up on problems and intervenes when needed.

2.4.7. Evaluates the effectiveness of the delegation or assignment.

2.4.8. Intervenes when problems are identified, and revises plan of care as needed.

2.4.9. Retains professional accountability for nursing care provided.

2.4.10. Promotes a safe and therapeutic environment by providing appropriate monitoring and surveillance of the care environment, identifying unsafe care situation and correcting problems or referring problems to appropriate management level when needed.

2.4.11. Teaches and counsels patient and families regarding their health care regimen, which may include, but not limited to, general information about health and medical condition, specific procedures and wellness and prevention.

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

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

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

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

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

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

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

- 2.5.1.d. Delegating and supervising nursing care activities;
 - 2.5.2. Providing an environment conducive to safety and health;
 - 2.5.3. Documenting nursing interventions and responses to care; and
 - 2.5.4. Communicating nursing interventions and responses to care to other members of the health care team.
- 2.6. The registered professional nurse shall evaluate patient outcomes and the responses of individuals or groups to nursing interventions. Evaluation shall involve the client, the client's family and significant others, and health team members.
- 2.6.1. Evaluation data shall be documented and communicated to other members of the health care team.
 - 2.6.2. Evaluation data shall be used as a basis for reassessing the client's health status, modifying nursing diagnoses and/or patient care needs, revising plans of care, and prescribing changes in nursing interventions.

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

- 3.1. The registered professional nurse shall know the statutes and rules governing nursing and function within the legal boundaries of nursing practice.
- 3.2. The registered professional nurse shall accept responsibility for his or her individual nursing actions and competence.
- 3.3. The registered professional nurse shall obtain instruction and supervision as necessary when implementing nursing techniques or practices.
- 3.4. The registered professional nurse shall function as a member of the health team.
- 3.5. The registered professional nurse shall collaborate with other members of the health team to provide optimum patient care.
- 3.6. The registered professional nurse shall consult with nurses and other health team members and make referrals as necessary.
- 3.7. The registered professional nurse shall contribute to the formulation, interpretation, implementation and evaluation of the objectives and policies related to nursing practice within the employment setting.
- 3.8. The registered professional nurse shall participate in the systematic evaluation of the quality and effectiveness of nursing practice.

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

<https://apps.sos.wv.gov/adlaw/csr/ruleview.aspx?document=16873>

Reinstatement Policy

This document will supersede all previous Nursing Program Reinstatement and/or Re-Admission procedures and will be effective for all current nursing students.

Students who have interrupted their Nursing Program Course of Study **for any reason** may request to be reinstated to the nursing program if the following criteria is met.

A second Admission is only available once for an unsuccessful completion of the first semester.

For a second admission to the Nursing Program, the student must:

1. Complete a new application to the Nursing Program and pay the application fee.
2. Have successfully passed the TEAS 7 Test within 2 years.
3. Have successfully completed a Castle Branch Background check and drug screen.
4. Have a cumulative GPA of 2.75.

The selection for second-admission is based on the criteria of the currently applied for admission year requirements for the Nursing Program. Admission will begin in the fall semester and all second admission students will start at the first semester of the Nursing Program.

Any student who is unsuccessful in the 2nd or 3rd or 4th semester of the Nursing Program must do the following to be reinstated:

1. Submit a letter of request to the Nursing Program Director by the end of September OR by the end of February prior to the start of the academic semester requesting reinstatement.
2. Meet with the Nursing Director for a reinstatement interview.
3. Have a cumulative GPA of 2.75.
4. Complete certified Background Check and drug screen through Castle Branch.

<i>Reinstatement Policy (continued)</i>
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5. Pass a cumulative Theory/Pharmacology/Dosage Calculation exam with a score of 80% or better. The exam will be given in October and April at the convenience of the Program Director or designee of the academic semester requesting reinstatement.
6. The semester prior to reinstatement, students must practice previously learned skills in the nursing lab. The skills competency to demonstrate the mastery of learned technical skills will be done the same day as the reinstatement exam. The student must perform the selected skills at a satisfactory level as determined by the Nursing Director or designee.
7. A review of academic records, exam scores, and skills competency performance will be done by the Nursing Selection Committee in May and/or December of the academic semester requesting reinstatement. The student will receive a letter with the committee's decision. Reinstatement will be based on the satisfactory completion of the above criteria as well as availability for clinical experience in the nursing program.
8. Upon reinstatement, the student will repeat all required nursing courses for the unsuccessful semester regardless of the previously earned grade or financial aid availability.
 - Reinstatement is only available once per admission.
 - Reinstatement is **only available** within the next academic year for the student to repeat the entire semester that the student was unsuccessful.
 - Reinstatement to the Nursing Program is based on availability of space, a review of past records, and evidence that the student's difficulty has been resolved. A student who is reinstated to the Nursing Program will be held to the current college catalog and Student Nurse Handbook in effect at the time of reinstatement.

Ineligibility for Readmission/Reinstatement

A student is not eligible for readmission/reinstatement to the Nursing Program for any of the following reasons:

1. The student earned a final grade of unsatisfactory in the clinical component of any nursing course, or has been dismissed or suspended by Nursing Program Disciplinary Action.
2. The student has been readmitted/ reinstated once.
3. The student was in violation of the WVNCC Institutional Code of Conduct at the time of withdrawal, failure or dismissal from the nursing program.
4. Positive drug screen (initial, random, or suspected).
5. Refusal to complete drug screen (initial, random or suspected).
6. Prior history in the WVNCC Nursing Program that shows inability to demonstrate Professional Behaviors (also see CPET) such as failure to effectively communicate, follow the chain of command, neglecting to complete required remediation activities and/or tutoring, chronic absenteeism, or failing to appear for reinstatement exam without prior notification.

Dismissal/Permanent Suspension from Program

Reasons for permanent suspension from the WVNCC Associate Degree Nursing Program include but are not limited to the following:

1. Clinical or behavioral dishonesty.
2. Infractions of professional rules, and regulations (e.g. behavioral expectations as stated in Student Nurse Handbook).
3. Failure to meet clinical objectives by conducting oneself in a manner considered harmful and/or unsafe in regard to patient, staff, faculty, and peer safety.
4. Failure to uphold the standards for professional nursing practice as identified in Series 9 and 10 of the Legislative Rules for the West Virginia Board of Examiners for Registered Professional Nurses.
5. Violation of the “Professional Standards and Safe Clinical Practice Standards.”
6. Positive drug test or refusal for random or suspected drug screen.

Recommendation to dismiss/permanently suspend a student from the WVNCC Nursing Program or a request of conduct review by the Nursing Disciplinary Committee may be made by a faculty member or members. This committee recommendation should be forwarded to the Nursing Program Director or designee. Final decision for program dismissal/permanent suspension shall be made by the Program Director or designee. Email and written notice shall be sent to the student. Dismissal/permanent suspension from the Nursing Program renders the student ineligible for readmission.

When the decision to dismiss/permanently suspend a student from the Nursing Program has been made, the student may choose to institute an appeal. The appeal process is provided in the college catalog and should be followed.

WVNCC STUDENT NURSES ASSOCIATION BYLAWS

- 1. Definition of the organization.** The WVNCC Student Nurse Association (SNA) is a nonprofit service organization existing on the collegiate level. The SNA aligns itself and promotes membership with the West Virginia SNA and the National SNA.
- 2. Membership.** All students admitted to the nursing program automatically become members of the WVNCC SNA. There will be no other membership rules or fees.
- 3. Purpose.** The purpose of the WVNCC SNA is to promote the meaning of nursing as it appears in the WVNCC Department of Nursing Philosophy. It is a community service organization as well as an organization designed to enhance student involvement and interaction with one another.
- 4. Officers.** Officers will be elected every year. The term of office will run until graduation of that class.
- 5. Responsibility of officers.**

Faculty Advisor: The Advisor will serve as a role model and leader for the students. The advisor will meet with all students and/or officers monthly and periodically with the president. The Faculty Advisor will be responsible for overseeing all expenditures and projects undertaken by the SNA.

President: The President will serve as a role model and leader of the organization. The President will meet periodically with the SNA faculty advisor and with the other officers. The President assumes responsibility with the guidance of the faculty advisor for overseeing the activities of the organization.

Vice President: The Vice President will also serve as a role model and assist the President in leading the organization. If for some reason the President leaves the office of President, the Vice President will assume the responsibility of that office.

Secretary: The Secretary will be responsible for all correspondence associated with the organization. This includes minute taking, as well as letter writing.

Treasurer: The Treasurer will be responsible for overseeing the finances of the organization. The treasurer will be responsible for monitoring expenses and fund raising. Funds will be kept by Rana Spurlock, WVNCC Foundation.

Reporter: The Reporter will be responsible for taking photographs of events sponsored by the SNA and any other activities associated with the SNA. The Reporter will also be responsible for working with the WVNCC PR department with the faculty advisor for media coverage of activities associated with the organization.

6. **Fund-raising:** Fund-raising by the organization will be done for the purpose of promoting the meaning of nursing, assist with student nursing activities and expenses, and/or to increase the interaction and involvement of nursing students within the college, between colleges, and in the community.

7. **Meetings:** The officers of the SNA will meet on an as needed basis to accomplish the business of the organization. The entire SNA will meet at least once during each semester. Meeting times will be set when it is the most convenient for the majority of students.

8. **Decisions:** Each member of the organization will have one vote. On issues that require a group vote, the majority of those present at the meeting will rule. Students not present at the meeting forfeit their vote. All decisions must meet with approval by the Faculty Advisor.

9. **Chapters:** Each campus will have their own chapter of the WVNCC SNA. Each chapter will have a faculty advisor. Each chapter will function independently and will abide by the bylaws of the organization. Each chapter, while functioning independently, shall represent the entire organization, which is the West Virginia Northern Student Nurses Association.

Student Procedures

The current nursing handbook will be available on the WVNCC nursing web page. The Nursing program reserves the right to change, update, or delete procedures included in this handbook. Students will receive written notification of any changes to the Student Nursing Handbook.

West Virginia Northern Community College

Nursing Program

Chain of Command

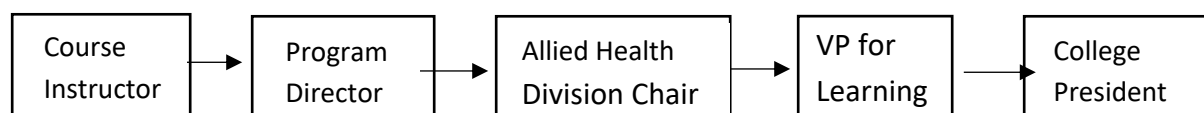
Procedure: Chain of Command	
Department: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Last Reviewed/Revised: 05/21, 04/22, 04/2023

Description: Students are EXPECTED to follow the established chain of command while in the Nursing program.

Procedure:

1. Students who have a concern in the classroom, clinical site, simulation, precepting or campus lab settings are to first express their concerns to the class instructor.
2. Students are expected to make an appointment with the classroom, clinical, precepting, simulation, or campus lab instructor to express their concerns in private.
3. If concerns cannot be mutually agreed upon, the student can then request an appointment to meet with the Director of Nursing.
4. Student issues should first remain within the Nursing department. Immediately going to the College president or other members of administration will not result in resolving the issue.
5. **Anonymous** letters, emails, calls, voicemails are considered unprofessional ways to report Nursing Program issues.
6. Students are expected to report concerns utilizing the chain of command and maintaining a professional mannerism while addressing concerns. Failure to do this can result in immediate **dismissal from the program**.

WVNCC CHAIN OF COMMAND



West Virginia Northern Community College

Nursing Program

Student Code of Conduct

Procedure: <i>Student Code of Conduct</i>	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Last reviewed/Revised: 05/21, 04/22, 04/2023

Description: WVNCC Nursing Program seeks to provide educational programming and rules that encourage independence and maturity. Within this context, WVNCC Nursing Program has adopted a Student Code of Conduct Procedure. This procedure expresses the sanctions for certain inappropriate behaviors for students and establishes due process procedures consistent with regulations governing the College. Behavior that interferes with the educational mission of WVNCC Nursing Program is unacceptable. Such behavior will result in disciplinary action, including but not limited to disciplinary warning/probation, interim suspension, permanent suspension, or other appropriate action as determined by the Nursing Disciplinary Committee. The procedure is intended to be enforced and is not subject to interpretation or personal discretion.

The Disciplinary Committee will consist of a faculty from each campus. The committee will investigate the charge and decide an appropriate sanction to resolve the violation. The affected parties are entitled to an appeal process. This policy includes the use of WVNCC owned or leased grounds, buildings, equipment and other facilities and includes the conduct of the students while utilizing these facilities in the student nurse role. The procedure is also in effect at all WVNCC and nursing sponsored events, including class field trips. Any conduct outside the role of student nurse will be addressed at the discretion of the program director.

Examples of violations in WVNCC Student Code of Conduct:

- Knowingly producing false evidence or false statements, making charges in bad faith against any other person, or making false statements about one's own behavior related to education or professional matters.
- Any posting of clinical, educational or professional activities, or postings that would be considered non-professional on any form of social media.

<p><i>Student Code of Conduct (continued)</i></p>
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- Falsification or misrepresentation of facts pertaining to client records/EHR while at clinical or any other nursing activity.
- Violation of confidentiality, privacy, or security standards as discussed in the Health Insurance Portability and Accountability Act (HIPPA).
- Unauthorized use of computers for the purposes of engaging in any activity aimed at compromising computer systems or network security.
- Violations of Copyright policies.
- Cheating/plagiarism and/or unauthorized use of Artificial Intelligence (AI).
- Drinking alcohol or using illegal substances at college events.
- Bullying in the classroom , lab, or clinical setting
- Demonstrating uncivil behavior towards patients, family, staff, classmates, or faculty.

The above listed behaviors are not intended to be a complete listing of all possible sanctions for improper behavioral conduct. The Disciplinary Committee and the Nursing Program Director has the authority to issue discipline to any behavior not listed which is deemed to be severe enough to require discipline.

Any violation of conduct will be addressed according to the policies outlined in their Nursing Student Handbook, the College Student Handbook, and the WV State Board of Registered Nursing.

I. Disciplinary Sanctions: The following sanctions may be imposed for violations of the Student Code of Conduct:

1. Disciplinary Warning/Probation

Written notification of a violation of a specified regulation and warning that further misconduct shall result in more severe disciplinary action. Continued classroom attendance is permitted subject to appropriate and specific restrictions. Probation will be for the remainder of the time the student is in the Nursing Program.

2. Interim Suspension

When involved in a serious violation of the Student Code of Conduct, the Nursing Instructor may immediately exclude the accused student from the Nursing Program. The Nursing Director will determine if the exclusion of the student should continue pending final disposition of the matter. The determination by the Nursing Director is usually made within two (2) work days after the interim suspension is ordered.

3. Permanent Suspension

Permanent Suspension is synonymous with dismissal from the Nursing Program with no opportunity for reinstatement or readmission.

Student Code of Conduct (continued)

II. Disciplinary Procedure for Behavioral Misconduct:

1. Report the Charges: Any Nursing faculty may report improper conduct within two (2) working days to the Disciplinary Committee. In the event a member of the disciplinary committee is involved in the original report, an alternate will be named to the committee.
2. The Disciplinary Committee will hold a hearing at which time the student will explain their behavior
3. Review the Charges: Upon review of the charge(s) at the completion of the hearing the Disciplinary Committee will forward their decision:
 - Dismiss the charges
 - Impose sanctions as prescribed above
 - Impose alternative sanctions to the Program Director or designee*
 - The Disciplinary Committee reserves the right to recommend permanent suspension of a student from the Nursing Program for any disciplinary violations.
 - *In the event the Program Director is involved in the original report, an alternate will be identified prior to the disciplinary hearing.
4. The committee's decision will be communicated by the Program Director or designee verbally reported to the student in (2) work days and in writing to student within seven (7) work days of sanctions.

III. Appeal Procedure

Student appeals may be submitted to the Nursing Program Director or designee. This appeal is final with no further appeals permitted.

The Nursing Program Director or designee will decide whether the student may be permitted to attend classes or other College functions during the appeal process.

In the appeal, the student may present evidence or information on his or her behalf and may be accompanied by a College employee (advocate) of his or her choice. The advocate may consult with but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given permission to do so.

The Committee shall keep a written or recorded summary of the proceedings. The written summary and other materials pertinent to the review shall then be forwarded by the chairperson to the Disciplinary Committee to the Nursing Program Director and kept on file.

West Virginia Northern Community College

Nursing Program

Grading Policy

Procedure: Grading Policy	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Last reviewed/Revised: 04/21, 04/22, 04/2023

Description:

Grades in nursing courses will be determined by student performance on exams, assignments, class participation, lab and clinical performance. Refer to individual course syllabi and CPET.

Procedure:

Theory

- Theory quizzes or exams may or may not be made up at the faculty discretion. Refer to course grading policy.
- Students enrolled in the WVNCC Nursing Program must earn a “C” grade in nursing and required core education courses in order to complete the program.
- Failure to achieve this grade will result in temporary or permanent program suspension.
- Theory grade will be affected by clinical performance.
- Nursing Department audio/video taping of classroom facilitation of learning will be permitted by ADA guidelines/request only. Signed agreement must be completed prior to recording.

Lab/Clinical

- The lab/clinical component of any nursing course is evaluated weekly by the faculty and must be satisfactorily completed prior to progression in the nursing program. Lab/clinical performance is graded as satisfactory (S), needs improvement (NI), or unsatisfactory (U) on the clinical performance evaluation tool (CPET).
- By the end of the semester, students must meet each Course Student Learning Outcomes (CSLO) with an “S” or satisfactory grade to pass the clinical component of the course and to progress in the nursing program or graduate.

Grading Policy (continued)

- If a student receives an unsatisfactory grade during a lab/clinical experience, the student will receive a 1 percentage point deduction from the overall course grade.
- Each clinical experience will be evaluated on the CPET.

Instructors will review lab/clinical evaluations with the student during mid-term and final clinical conferences at the end of the semester.

- Students are expected to complete a reflection of each clinical experience focusing on strengths, weaknesses, and goals for the next experience.
- Refer to Unsatisfactorily Clinical Performance Policy for additional information.

Nursing Grading Scale:

Students enrolled in the WVNCC Nursing Program must earn a “C” grade in nursing and required core education courses in order to complete the program. Failure to achieve this grade will result in temporary or permanent program suspension.

The Nursing Program course grading scale is as follows and there will be **no rounding of any scores**: As an example, a final calculation of 79.99 will NOT be rounded to an 80%.

Grade	Scale
A	92-100
B	85-91.99
C	80-84.99
D	73-79.99
F	0-72.99

Artificial Intelligence: The Use-With-Permission Statement

Nursing students are not authorized to use artificial intelligence (AI) engines, software, or artwork generating programs (or similar) to complete assignments for the nursing program EXCEPT on assignments that faculty have identified. Faculty will provide significant guidance on appropriate use of such technologies for assignments. When AI is used, it must be APA referenced. Faculty may scan student work by TURNITIN AI detector upon submission. The acceptable TURNITIN AI similarity score is between 10-30%. At the beginning of the nursing program, students are encouraged to review the TURNITIN Ethical AI Checklist for Students. (Statement adapted from Colorado State University 2023)

West Virginia Northern Community College

Nursing Program

Testing Procedure

Procedure: Testing Policy	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Last reviewed/Revised: 04/21, 04/22, 04/2023

Description: It is expected that students will be present for all examinations. If a student misses an exam due to illness or emergency, it is the student's responsibility to contact the course instructor prior to the administration of the exam. Failure to do so could result in a zero grade for that scheduled examination.

Procedure: Tests must be taken at the date and time as scheduled. For every day the test is not taken, there will be a course identified deduction of 1% per day from the test grade. Testing room standards and practices for the Nursing Program are:

- No study aids (i.e. textbooks, notebooks, classroom notes) are allowed in the testing environment.
- No cell phones, photographic equipment or any other electronic devices are allowed in the testing area.
- **No hats, drinks, or smart watches** are allowed to be in the testing environment.
- Student may use disposable sponge ear plugs (supplied by student) during an exam.
- Scratch paper will be given to students by the instructor. Unauthorized scratch paper may not be used during testing and may result in a zero grade. All authorized scratch paper must be returned to faculty before leaving testing room or action could result in zero grade.
- Test proctors will approve student calculators, as necessary. Either computer drop down calculators or basic calculators will be allowed to be used during examinations.

<i>Grading Procedure (continued)</i>

- Students may not leave the testing rooms during an examination. In an emergency or health situation –faculty will identify consequences based on the situation.
- Students will not be permitted to ask questions during the administration of an exam.
- Test proctors may provide the pencils allowed for use during testing.
- Students are required to leave personal belongings in designated areas.
- Cell phones must be turned off and placed with personal belongings in the designated area. If your cell phone rings/vibrates during an exam, you may be asked to leave the testing environment without the opportunity to finish the exam.
- Students who go outside the “browser” are subject to ejection from the testing room and will receive a zero grade on that exam.
- **Tardiness policy:** Once the computer lab door is closed and the exam has BEGUN, the student will be counted as absent. The student will arrange with the instructor to make up the exam. 1% test deduction applies.
- Technical difficulties occurring during a proctored exam will be evaluated by the instructor on an individual basis.
- A Lockdown Browser will be utilized for testing at the discretion of the instructor.
- Remote testing may be required for some exams. The student must have a computer that meets the minimum requirements of the remote testing program and dependable internet access.

It is the student’s responsibility to keep track of their own academic progress in the course and schedule a conference for evaluation prior to “Last Date to Drop Course” if passing the course with an 80% is not likely.

STUDENT APPEAL PROCESS

If the student is not satisfied with the final grade earned in a Nursing course, the student can initiate the grade appeal process as outline in the following document: Academic Appeals Administrative Procedure.

https://www.wvnc.edu/docs/54_FinalAcademicAppealsProcedure4_21_2021.pdf

West Virginia Northern Community College

Nursing Program

Class/Clinical/Campus Lab Attendance

Procedure: Class/Clinical/Campus Lab Attendance	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Last reviewed/Revised by faculty: 05/21, 04/22, 04/2023

Description: Attendance in nursing class, clinical and laboratory experiences is necessary in order to master the body of knowledge needed for safe clinical practice and adequate preparation for licensure. Therefore, attendance is expected/strongly encouraged. It is expected that students be punctual and stay for the duration of the class, clinical and laboratory experiences.

Procedure:

- Punctual Attendance for class, clinical and all lab experiences is required. Punctual attendance is defined as arriving at the instructional site at least 10 minutes prior to the scheduled start, with all materials in hand that are needed to complete the planned instructional activities. Individuals who are late for class, clinical or lab experiences cause a disruption in the classroom setting and may interfere with the learning of other students in the course.
- Nursing faculty monitor attendance. For an absence, tardiness or the need to leave early students must:
 - Notify the instructor via email, phone, voice message, or in person prior to the beginning of the class, clinical or lab.
 - Follow any other notification procedure and requirements established by the instructor and/or clinical agency.
 - Provide acceptable, written medical or legal documentation immediately upon return to the class, clinical or lab, verifying the absence, tardiness or the need to leave early.
- Excessive absences, more than 2, are adequate reasons for being administratively withdrawn from the course/program. Extenuating circumstances will be reviewed by the Nursing Program Director and Course instructor. Appropriate documentation will be required.
- A student who becomes ill while in the clinical setting must report to his or her clinical nursing instructor and will be referred for medical treatment or sent home as indicated. The return to the clinical unit after an illness requires a full release from the attending Health Care Provider and will follow the policy and procedure of the clinical agency.
- Being absent for Class, lab and clinicals for 2 consecutive weeks will result in the student needing to repeat the course.

Attendance (continued)

Class Attendance:

Class attendance is expected/strongly encouraged to gain mastery of course content. Students will lose participation points for class absences per course syllabus. Nursing students are responsible for all content covered during the missed class time. The completion of additional assignments may be given to demonstrate mastery of missed content.

Lab Attendance:

Attendance in scheduled lab classes is required. Any absences will be required to be made-up within one week. Consequences of lab absences is as follows:

- 1st absence:
 - Make up lab time at the convenience of the instructor.
- 2nd absence:
 - Make up lab time at the convenience of the instructor.
 - Complete a two-page paper on the skills covered on that day, citing in APA format and focused on evidenced based practice.
 - **Lose 1% of theory grade**
- 3rd absence:
 - Make up lab time at the convenience of the instructor.
 - Complete a two-page paper on the skills covered on that day, citing in APA format and focused on evidenced based practice.
 - **Lose 3% of theory grade**

Clinical Absence:

Attendance at all scheduled clinical days is mandatory. Students are expected to be punctual and stay for the duration of the clinical experiences. If the student is absent, arrangements to make-up the clinical day must be made by the student within one week and completed within 3 weeks of the absence. Failure to follow the procedure will result in an unsatisfactory grade for that clinical week.

Consequences for clinical absences is as follows:

- 1st absence:
 - Make up clinical time at the convenience of the instructor.
- 2nd absence:
 - Make up clinical time at the convenience of the instructor.
 - Completion of an unfolding case study and make up clinical time at the convenience of the instructor.
 - **Lose 1% of theory grade.**
- 3rd absence:
 - Make up clinical time at the convenience of the instructor.
 - Must complete a three-page research paper completed in APA format with proper citations.
 - **Lose 3% of theory grade**

A student who becomes ill while in the clinical setting must report to his or her clinical nursing instructor and will be referred for medical treatment or sent home as indicated. The return to the clinical unit after an illness requires a full release from the attending Health Care Provider and will follow the policy and procedure of the clinical agency

An absence occurring the last clinical week of the semester may result in an incomplete for the semester.

West Virginia Northern Community College

Nursing Program

Academic Dishonesty

Procedure: Academic Dishonesty	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Last Reviewed/Revised by Faculty: 05/21, 04/22, 04/2023

Description:

In nursing, student academic dishonesty can harm the integrity of the academic nursing community and impair the quality of the health care system. It can also result in incompetent nursing practice which jeopardizes patient safety. Integrity, quality of practice, and personal lifelong commitment are expected values of the professional nurse. These values are reflected in the American Nurse Associations Code of Ethics.

Definition:

Academic dishonesty usually refers to forms of cheating and plagiarism which result in students giving or receiving unauthorized assistance in an academic exercise (all forms of work submitted for credit or hours) or receiving credit for work which is not their own. (WVNCC College Catalog)

Plagiarism- WVNCC defines plagiarism as but is not limited to using someone else's ideas without giving credit to that person in an appropriate citation in required assignments or using someone else's words without placing them in quotation marks and/or without identifying that person in an appropriate citation. (WVNCC College Catalog).

Cheating- WVNCC defines cheating as but is not limited to, such practices as receiving test answers from or giving answers to another students verbally, written, online, text or any other method of transmission; submitting another student's work as one's own work (unless permitted to do so as a result of a joint agreement), stealing tests or test items, buying faculty test banks online etc...", or using notes when not permitted. (WVNCC College Catalog)

<i>Academic Dishonesty (continued)</i>

Procedure:

1. Nursing Students will maintain academic honesty when completing all learning activities.
2. Students will refrain from purchasing educational assignments/papers online or from another student and submit as their own.
3. Students will not resubmit a paper/assignment from another course without disclosing it to the faculty.
4. Students will not provide false references of sources.
5. Students will not use any unauthorized assistance in taking quizzes or examinations including test banks.
6. Students will not share test or simulation content with other students who are to take the same test/simulation.
7. Students will report patient-care errors to the instructor in the clinical setting.
8. Students will not photocopy, print or remove client records from the clinical setting.
9. Students will not use Artificial Intelligence (AI) software to complete assignments EXCEPT on assignments that faculty have identified.
10. Student will report known or suspected academic dishonesty to the course instructor or Program Director.

This list of offenses is not intended to be fully exhaustive of all potential instances of academic dishonesty. Faculty may identify additional cases of academic dishonesty.

(Procedure adapted from the WVUP School of Nursing Handbook 2021)

The nursing faculty will not tolerate academic dishonesty in any form. Potential consequences for plagiarism and/or cheating are outlined in the Academic Integrity and Student Responsibilities Rule on the WVNCC Website. It is the student's responsibility to read and be aware of these policies. Any student engaged in academic dishonesty is at risk for immediate permanent suspension from the nursing program and places himself /herself at risk for being denied the opportunity to become licensed as a Registered Nurse in the State of West Virginia.

West Virginia Northern Community College

Nursing Program

Resource Utilization/Course Preparation

Procedure: Resource Utilization /Course preparation	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Approved: 05/21 Date Last reviewed/Revised by Faculty: 04/22, 04/2023

Description: Prep-U and ATI Adaptive Quizzing/Learning is for use throughout the curriculum to prepare students for course exams, programs incorporating concepts, ATI Content Mastery exams, and as the ultimate NCLEX-RN. Prep-U and ATI Adaptive Quizzing allows students to advance at their own pace — based on their performance — through multiple mastery levels for each content area. A comprehensive dashboard lets students view their progress and stay motivated. The educator dashboard, grade book, and reporting capabilities enable faculty to monitor the activity of individual students, assess overall class performance, and identify areas of strength and weakness, helping to achieve improved learning outcomes.

Procedure:

1. The course instructor will ensure that all students enrolled in their class will have the access codes to the adaptive quizzing/learning for text books/ATI resources used in that course.
2. The course syllabus will include the expectations for utilizing resources available to them, including but not limited to, adaptive quizzing, adaptive learning, textbook and ATI resources.
3. The course instructors will establish how they will utilize adaptive quizzing/learning and resources. Examples; practice tests, remediation, ticket to class, ticket to test.
4. Students will come to class prepared with pre-class assignments completed. Failure to complete pre-class assignment may result in the loss of class participation points.

West Virginia Northern Community College

Nursing Program

Remediation Guidelines

Procedure: Remediation Guidelines	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Last Reviewed/Revised: 04/21, 04/22, 04/2023

Description: Remediation is intended to improve one's skills in a specific field and master material from a specific unit before proceeding to next unit.

Procedure:

1. Students will review their completed exams at the time designated by the course instructor.
2. Exams will be reviewed on electronic devices that belong to WVNCC. Personal devices may not be used.
 - a. The instructor may provide an Exam Reflection tool for the student to record areas of weakness.
 - b. No other items or materials may be brought to the exam review.
 - c. Students who receive a grade below an 80% on any nursing exams will be required to attend a mandatory meeting with the corresponding faculty member. It is the student's responsibility to contact the faculty member for an appointment within 24 hours of receiving the exam grade.
3. Students may receive a remediation plan and/or a remediation assignment.
4. Complete remediation assigned by the instructor, which may include but is not limited to: Tutoring sessions (individual or group), test-taking strategies workshop, self-paced modules/study guides/ case studies/practice questions, referrals to the Academic Support Center, and/or recommend a meeting with a Success Coach.

West Virginia Northern Community College

Nursing Program

Standardized Testing Progression

Procedure: Standardized Testing Progression	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Approved: 4/21 Date Last reviewed/Revised: 05/21, 04/22, 04/2023

Description: Standardized and customized ATI exams are used throughout the nursing program, and at the conclusion of the program, as an assessment of the student’s mastery of content, as well as, a component for progression and graduation. These exams will be part of the course grade. This procedure has been developed to facilitate the assessment of at-risk students and establish a review and remediation process to enhance their success in the program and on NCLEX-RN after graduation. Student participation in this academic testing program is a requirement of the nursing program.

Procedure: ATI standardized or customized exam will be given as an exam in each of the following nursing courses:

Nursing 134	ATI Critical Thinking entrance
Nursing 144	ATI Fundamentals Exam, ATI A & P Exam
Nursing 234	ATI Maternal/Newborn, Peds, Mental Health,
Nursing 244	ATI Med-Surgical Exam, ATI Pharmacology, ATI Critical thinking Exit
Nursing 245	NCLEX Capstone, ATI RN Comprehensive Predictor, ATI Virtual review activities/exams.

Additional Exams may be assigned as available.

Standardized Testing Progression (continued)

Standardized Testing Progression

1. ATI Proctored Specialty Exams provides percentage results in a 0-3 level conversion score. A **level 2** is the WVNCC benchmark. Course points for these exams are determined by the individual instructor and are located in the course syllabus.
2. A student who scores below a Level 2 on the proctored exam is required to complete the ATI Focused review on the specialty exam. The goal of the ATI Focused Review is to direct the student to the content areas that were not mastered by the student.
3. The student will report to the faculty as necessary to review the remediation plan progress. Upon completion of the focused review, the faculty will review the remediation activities to ensure completion and may recommending the student to take the second proctored exam within one week.
4. A student who does not achieve the benchmark of a level 2 on the 2nd exam will continue to utilize all resources and take responsibility of learning by meeting with the instructor and ensuring continuing practice in the weak area.
5. ATI RN Comprehensive Predictor exam will be given in NUR 245 as a means of evaluating mastery of the student learning outcomes and predicting success on the National Council Licensure Examination for Registered Nurses (NCLEX-RN). **Comprehensive exam A** is given at the beginning of N245 and defines the students' strengths and areas of weakness. The student then participates in ATI capstone and at the end of ATI capstone the student takes **Comprehensive B to determine strengths and those areas needing remediation after completing the ATI Capstone Course**.
6. After the Capstone Course, students are required to participate in a three-day NCLEX review provided by ATI.
7. The nursing program uses the ATI RN Comprehensive Predictor as the Exit Exam. This exam is a computerized, 180-item comprehensive exam that is designed to evaluate student strengths and weaknesses and program outcomes. Student results provide an evidence-based rationale for curriculum revision.
8. Students are allowed 3 attempts to pass this exit exam at a 90% probability of passing the NCLEX. Failure to pass this exam by the 3rd attempt will result in failure of the course.
9. Virtual ATI resource is also utilized to promote student success on the RN Comprehensive Exam and on the NCLEX-RN exam. Completion of at least 75% of the resource is required prior to graduation.

West Virginia Northern Community College

Nursing Program

Dosage Calculation Campus Lab Exams

Procedure: <i>Dosage Calculation Campus Lab Exams</i>	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Approved: 05/21 Date Last reviewed/Revised: 04/22, 4/2023

Description: The Dosage Calculation Exam is designed to assess the student’s knowledge related to general principles of medication administration as well as to evaluate the student’s ability to calculate safe drug dosages in the clinical setting and simulation lab. Students must earn a minimum score of a 92% on the dosage computation exam to be eligible to safely pass medications in the clinical unit.

Procedure:

1. The Dosage computation exam will be administered during semesters 2-4 during the first week of the semester in campus lab.
2. The student will have a total of 3 attempts to earn a 92% on the drug computation dosage exam.
3. Blue print for the exam:

Semester 2 Campus Lab:

Abbreviations, Basic Conversions, Basic Calculations,
 IV calculations: cc/hr and gtts/min

Semester 3

Will include the above plus the addition of weight based pediatric calculations

Semester 4

Will include the above plus the addition of critical care calculations.

Dosage Calculation Campus Lab Exams (continued)
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4. The exam will be proctored according to the guidelines of the nursing program testing policy.
5. The exam may be given electronically or via paper and pencil.
6. Students will write their names on their scratch paper used during the exam and all paper will be collected and discarded at the end of the exam.
7. The student will have one hour to take the exam.
8. Three versions of the exam will be generated to ensure a different exam is given for each attempt.
9. The drug computation dosage test must be successfully passed with a 92% prior to the second clinical experience in order to administer medications safely in the clinical or simulation lab setting. Failure to earn a 92% on the exam will consequently result in a grade of “U” in that objective on the CPET for that week.
10. The student who does not earn a minimum score of 92% on the first attempt will be required to self-remediate and retake the exam at the convenience of their clinical instructor.
11. The exam can be taken once a day to allow students time to review their drug computation skills.

Students that are unsuccessful earning the score of at least 92% on the Dosage Computation Exam on the second attempt will be required to complete remedial work in their deficient areas before a third attempt is granted.

If a student is unsuccessful after 3 attempts OR If the student is unsuccessful by the 2nd clinical experience: The student will be administratively withdrawn from the Course, which will interrupt progression in the Nursing Program. Please review the Nursing Program Standards of Progress in the this handbook.

The assigned clinical instructor is responsible for administering all retests. Results must be recorded on CPET at the time of testing.

The test grade earned on the Dosage Calculation Exam **is not counted** in the total points for any nursing courses.

West Virginia Northern Community College

Nursing Program

Clinical Readiness Requirements

Procedure: <i>Clinical Readiness Requirements</i>	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Last reviewed/Revised: 05/21, 04/22, 4/2023

Description:

Each student admitted and/or progressing in the nursing program must meet clinical agency requirements for participation in clinical experiences. It is the responsibility of the student to ensure that all established clinical practice requirements are met to protect the health and safety of both the student and the community. All established requirements must be completed with documentation submitted to the Lisa Baker, lbaker@wvnc.edu, Senior Administrative Secretary for Allied Health Science by the published deadline. Agency requirements must remain current throughout the program to attend clinical experiences.

Procedure:

The Allied Health Science Division's Administrative Secretary will be responsible for collecting the required clinical readiness documentation and entering it into an excel spreadsheet. He/she will check monthly for due to expired requirements and communicate with students via email a deadline date for submission. The Program Director and clinical instructors will be notified of missing clinical readiness information.

Clinical Readiness Requirements (continued)
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On Admission to the Program:**1. Physical Examination**

- a. After formal acceptance into the nursing program, the student must have a physical examination completed with immunizations and/or titers performed by a health care provider. Hard copies of the lab results must be submitted to The **Senior Administrative Secretary, Allied Health Division's** Office by the first Monday in August. **NO EXCEPTIONS.** If a student fails to submit these documents by the deadline, the student's admission may be rescinded.

2. Required immunizations and/or titers include:

- A. Initiation of the Hepatitis B vaccination series or Hepatitis B titer verifying immunity.
 - The Hepatitis B series with titer must be completed prior to the start of the second year. Documentation verifying completion of the series must be in the student's file.
 - If the student has received 2 complete series of the Hepatitis B vaccine and continues to not demonstrate immunity, the nursing program will need a letter from the student's physician stating his/her recommendations. In addition, the student will need to sign the risk acceptance form.
- B. Varicella titer
- C. MMR titer
- D. DTdap vaccination within the last ten years.
- E. Two step Mantoux tuberculosis upon admission unless yearly testing done. Then a one step is required.
- F. COVID Vaccine & Boosters as required by clinical facilities
- G. A seasonal influenza vaccine is required by November 1st. The vaccine cannot be obtained prior to September 1st.

The Program Director will review all health forms and immunization records prior to the start of the academic year.

Failure to comply with the immunization requirements will **prevent** the student from attending the clinical experiences until the documentation is on file. The student will earn a clinical **unsatisfactory grade** for all missed clinical days due to noncompliance.

Clinical Readiness Requirements (continued)

Second Year Requirements

Students are responsible for submitting the second year health record form by the published date. The following health requirements include:

- Physical by a practitioner that identifies acute or chronic conditions, and any prescribed medications or routine OTC.
- Titers if any vaccines were needed upon entry into the nursing program.
- 1-Step (PPD) as required by WVNCC Nursing Program and or Clinical Host Sites
- **Annual influenza vaccines are due each year by November 1st. Students must provide documentation of the vaccine.**

ONGOING WHILE IN PROGRAM: Change in Health Status

- Any changes in the student's health status (i.e. pregnancy, surgery, accident) that would affect safe patient care during the course of the program must be self-disclosed and be submitted via email to the Nursing Program Director.
- If the student is absent from clinical for one week or more due to health problems, the student must notify the course instructor and/or the Nursing Director, and the need for additional clearance will be determined.
- In the event the student is hospitalized or seen in an emergency room or an urgent care for any health reason, the student must notify the clinical instructor and/or Nursing Director and provide clearance to return to theory and clinical nursing courses **WITHOUT restrictions.**
- Falsification or withholding of information that may affect patient safety is cause for permanent suspension in the Nursing program.
- Additional requirements may be deemed necessary due to environmental and or clinical exposures.

HEALTH INSURANCE

Students are responsible for any expenses incurred if injured in any instructional setting, i.e., the classroom, campus lab, and/or clinical setting. Students are encouraged to carry health insurance.

Clinical Readiness Requirements (continued)

Criminal Background check

- A criminal background check is required for all students entering the WVNCC Nursing Program. Costs associated with the state and federal criminal history checks will be the responsibility of the student. Criminal Background checks will be processed through Castle Branch. Directions and school code for completing the process are included in the admission packet.
- The results of the criminal background check will be reviewed by the Program Director no later than the first day of classes. A clinical facility has the right to refuse a student access to clinical experiences based on results of the criminal background check, which may prevent progression in the Nursing Program. The WVNCC Nursing Program reserves the right to nullify a student's provisional admission based on the results of his or her background check. Background checks for the WVNCC Nursing Program do not constitute the right to sit for NCLEX.
- Providing false information and/or failure to disclose background information on the application to the Nursing Program is grounds for immediate dismissal/permanent suspension.
- Refer to the Letter from the WV Board of Examiners for Registered Professional Nurses in the appendix regarding having a criminal background and being eligible to sit for the licensure exam.

Initial Drug Screen

- A 10- panel drug screen with expanded opioids will be required to be done on each nursing student through a Lab Corp location as part of the Castle Branch package. It is to be completed during the last week of July. An appointment is required. Students will receive a specific request form to take with them in orientation.

CPR Certification:

- Each student admitted to the nursing program is required to complete CPR Certification, **BLS –Basic Life Support Course from American Heart Association**. Online courses are not accepted.
- Students must submit proof of certification to the Nursing Administrative Secretary by the first day of class. It is the student's responsibility to ensure that CPR certification remains current and valid while enrolled as a student in the nursing program. Students will be asked to show **a copy of their certification the first week of classes in campus lab each semester**.
- Failure to maintain to-date certification of your BLS certification will result in the student being ineligible to attend any clinical experiences.

Clinical Readiness Requirements (continued)

Hospital Required Trainings:

- Completion of OSHA and HIPPA ATI trainings are required prior to beginning clinical rotations.
- Computer training will be arranged by your clinical faculty.
- Additional requirements may be required by specific healthcare sites.

Confidentiality Statement:

Students in the Nursing Program are subject to institutional, state, and federal HIPPA regulations. Completion of required documentation is necessary for participation in clinical and community experiences. Students will sign a HIPAA confidentiality agreement at the start of each semester prior to clinical experiences. This is required by the clinical facility.

Confidentiality is both an ethical and a legal concern in nursing practice. As a nursing student, you are an important part of the health care profession. Confidentiality is the protection of private information gathered or observed about a patient during the provision of health care services in any health care facility. Faculty stress the important of **not discussing** your assigned client or any clinical learning experiences **outside of the clinical environment**.

Confidentiality behavior also includes the use of all technology, i.e., computer access to generated data. The photocopying and/or the printing of parts of a patient's Electronic Health Record is NOT permitted to be taken from the clinical facility.

BREACH OF CONFIDENTIALITY IS GROUNDS FOR PERMANENT SUSPENSION FROM THE PROGRAM! These regulations will be explained to you during your clinical orientation.

Transportation:

Students need their own reliable transportation. They are responsible for their own transportation to and from the college and clinical agencies. Students will travel to a variety of clinical agencies located in Ohio, WV, and Pennsylvania.

Clinical Readiness Requirements (continued)
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Liability:

Students are provided liability insurance coverage under the West Virginia Board of Risk & Insurance Management program while actively enrolled in the WVNCC nursing program. This policy covers nursing students regardless of setting, so long as the student is functioning within the student's role. Nursing students are legally responsible for their own actions. Nursing students providing care beyond their level of education is not covered.

If a student is employed outside the college setting, the student is not covered by the State of WV liability insurance while performing the duties of employment.

Release Form:

Health information, vaccine/titer record, CPR certification, and/or background check results will be shared with clinical facilities **upon request**. NORTHERN nursing students will sign a release and a copy of the form will be placed in the student's file.

West Virginia Northern Community College

Nursing Program

Dress Code

Procedure: Dress Code	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Last reviewed/Revised: 05/2021, 04/2022, 4/2023

Description: Compliance with this Dress Code is mandatory. The West Virginia Northern Community College Nursing program expects students to reflect professionalism and maintain high standards of appearance and grooming in all clinical and laboratory settings. While in uniform, the student must be clean, neat, reflect good health and act with professionalism. Non-compliance will be documented on the weekly Evaluation Tool. Lab/Clinical instructors will dismiss a student from the lab/clinical setting for failure to comply with the dress code and/or in personal grooming. The dismissal from the clinical/lab area and will result in a grade reduction in the course.

Procedure:

1. Students must maintain a professional appearance.

A. Uniform: The uniform is defined as the WVNCC nursing uniform, white laboratory coat, and a white warm-up jacket (optional), all with the school logo. A laboratory coat must cover the uniform when the uniform is worn outside of the clinical area. The uniform pants must not drag the ground. White or Black above the ankle socks. Female students must wear a full undergarment while in uniform. Male students must wear plain black undershirts and shorts with the school uniforms. Plain black masks are to be worn in the clinical facility as the required by the agency. Name tags/ badges must be worn while in uniform. No part of the uniform is to be worn in public places outside of the clinical/lab experience. It is imperative to have an appropriately fitting and well maintained uniform. If at any point during the program, your uniform is no longer professionally acceptable, you may be required to purchase a new uniform. This will be determined by your clinical/lab instructor and/or Nursing Program Director.

Dress Code (continued)

B. Professional Attire: The WVNCC lab coat, dress slacks and shirts must be worn when picking up assignments or at any time when professional attire is required. No jeans/leggings of any style or color are permitted. Either clean, neatly pressed pants or dress attire must be worn in the clinical facilities. Students are required to wear closed-toe shoes with socks. No stilettos, sandals, clogs, or flip-flops are appropriate.

2. Hair must be arranged so that it is **OFF** the collar and face, neat, clean, and contained. Hair color must be a naturally occurring color. No free-flowing hair is to touch the uniform. **NO PONY TAILS.** A thin solid colored headband, hair clips or elastic bands the same color as your hair, may be worn to assist in holding the “fly aways” in place. Scrunches are not permitted. Mustaches and beards are permitted, providing they are trimmed to less than one-half inch and do not obstruct lips or mouth.

3. No jewelry is permitted except for a plain wedding band, medical alert bracelets, and a **plain non-decorative watch with a second hand.** **No Smart watches** are to be worn in the clinical or lab setting.

4. All white, all leather, clean and polished nursing uniform type shoes/ tennis shoes must be worn in the clinical setting. Shoestrings must also be clean. Clogs or sling-back shoes are not permitted.

5. Eyelashes must be natural. No eyelash extensions /magnetic eyelashes are allowed to be worn while in uniform.

6. All body art must be covered. A student may wear an all-black thin long sleeve or high neck body shirt to cover body art. No turtlenecks allowed. **All piercings must be removed:** mouth, lip, nose, eye, ear, tongue, or any visible sites. “Spacers” are not permitted to be inserted during patient care. Daith (migraine) piercings must have medical documentation of necessity.

7. Fingernails must be cut or filed so that the nail does not extend beyond the fingertip. Unchipped, clear polish is allowed if permitted by the clinical facility. No acrylic or gel nails are permitted.

8. Smoking or vaping is not permitted in any areas during clinical experience. Uniforms that have an odor of smoke will not be permitted in the clinical or lab setting.

9. Students are not permitted to chew gum while in uniform in the lab or clinical areas.

10. Individual personal hygiene is required. No heavy makeup or odor of perfumes, colognes, or smoke. These odors may be unsafe to patients and staff.

11. If there is a change to the dress code for **a select rotation**, students will be notified by the assigned clinical instructor.

West Virginia Northern Community College

Nursing Program

General Guidelines for Clinical Experiences

Procedure: <i>General Guidelines for Clinical Experiences</i>	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Last reviewed/Revised: 05/21, 04/22, 04/2023

Description: Nursing students during their course of study will rotate through various acute care settings, community agencies, mental health agencies, clinical simulations, and other selected sites to enhance their learning. They will be expected to adhere to the policies and procedures of the Health Care Facility as well as the Nursing Program.

Clinical assignments are designed to meet course objectives. The following standards of behavior have been developed to promote student success and to ensure student and client safety. Repeated violations of these standards or a single serious violation may result in immediate dismissal from the clinical setting, the course, and/or the Nursing Program by the Director or designee.

Definition: Clinical experiences refer to campus/nursing lab, simulations and all assigned health care settings.

Procedure:

- Student are expected to attend all clinical sessions. A student unable to attend a clinical session for any reason is responsible for notifying the clinical instructor prior to the start of the shift. All clinical hours must be made up within 3 weeks of the absence.
- Students must arrive at the clinical unit at stated time. If the student is more than 30 minutes late, the student must arrange a make-up clinical experience.
- Excessive absences or tardiness (more than 2) is adequate reason for administrative withdraw from the course/program. Each student is responsible for providing their own transportation to clinical facilities and adhere to parking regulations according to agency guidelines.
- Each student is responsible for providing their own meals during clinical experiences.

General Guidelines for Clinical Experiences (continued)

- The student must come to the lab/simulation/clinical setting demonstrating evidence of preparation to provide responsible, safe nursing care. If the student is unprepared for the clinical experience, the student may be required to leave the lab/simulation/clinical unit with no make-up potential. Student will earn an unsatisfactory grade for the clinical day and be required to meet before the Nursing Disciplinary Committee. If this behavior is repeated, the student may be at risk from being academically withdrawn from the nursing program. The student is responsible for seeking direction from the clinical instructor prior to the performance of nursing skills.
- The student will perform nursing care only when the clinical instructor is present in the assigned agency during scheduled times. The student is to follow clinical agency policies, procedures, and student affiliation guidelines.
- Hospital-generated client information is not to leave the hospital.
- No smart watches, cell phones or computer devices are to be worn/taken to any clinical experience.
- The student must notify the clinical instructor prior to leaving the clinical unit.
- In the event, a student's health or behavior threatens or disrupts the clinical learning experience; the clinical instructor may require the student to leave the clinical unit. If a student is required to leave for health reasons, the incident will be documented and the student will be required to make up the clinical hours. If the incident is related to behavioral issues, the student will leave the unit and receive an unsatisfactory grade for the clinical day.
- A student who is required to leave the clinical site may be subject to an appearance before the Nursing Disciplinary Committee after completion of Counseling Form by Clinical Faculty.
- Any student who observes behavior by another student that threatens student or client safety has a responsibility to promptly report the behavior to the clinical instructor.
- Drug screening may be indicated at the student's expense IF behavior warrants.
- Additional guidelines will be provided by the instructor for each specific clinical rotation.

West Virginia Northern Community College

Nursing Program

Drug and Alcohol Testing

Procedure: Drug and Alcohol Testing	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Approved: 04/21 Date Last reviewed/Revised: 05/21, 04/22, 04/2023

Description: The West Virginia Northern Community College’s Nursing Program supports drug-free communities and has a responsibility to maintain a safe environment for its students, faculty and patients in a clinical experience. “Any student under the influence of drugs or alcohol may pose serious safety and health risks, not only to themselves, but to all who work with them and to patients for whom they provide care. Students are strictly prohibited from the use, abuse, presence in the body or reporting to school or clinical experiences under the influence of illegal drugs and/or reporting to the same under the influence of alcohol. Also prohibited is the manufacture, distribution, possession, transfer, storage, concealment, transportation, promotion or sale of controlled substances, or drug related paraphernalia and/or the consumption or use of alcoholic beverages, and/or the use of prescription or over-the-counter medications in a manner inconsistent with the recognized medical procedure at any time while performing work related duties on or off the school’s premises and/or traveling to and from school or clinical setting”.

<https://www.wvup.edu/wp-content/uploads/2021/01/Spring-2021-Handbook-11.12.20.pdf>
p.56.

Definition:

Reasonable Suspicion: Objectively justifiable evidence or reasonable cause to suspect Drug & Alcohol use by a student in the class, lab, or clinical facility.

Procedure:

1. A current list of prescribed medications must be listed on the student’s health form. Students are responsible for updating this list as necessary to stay in compliance.
2. Nursing students may be required to submit to an annual, randomized or suspected mandatory drug screening without notice.

Drug and Alcohol Testing (continued)

3. Any student demonstrating behavior of reasonable suspicion or impaired capacity in any class, clinical or lab setting or reported as using illicit drugs with reasonable suspicion will be required to undergo immediate drug/alcohol testing.
 - Observable signs of impairment may include, but are not limited to: slurred speech, odor of alcohol on breath, unsteady gait and coordination, changes in demeanor, changes in alertness, excessive absences from class with incomplete or missing class assignments.
4. Students who are suspected of being under the influence in the clinical setting will be required to follow clinical facility's policy for drug testing.
5. All costs incurred, as a result of these impaired behaviors are the responsibility of the student.
6. Failure to cooperate or complete the drug testing will be identified as a positive result and will result in the administrative dismissal from the Nursing Program.
7. Students who test positive for alcohol, illegal usage of a controlled substance, or illicit drugs will be immediately sent home with a responsible individual. The student will not be allowed to drive home. The student will be dismissed from the program and will not be eligible for readmission to the Nursing Program.
8. The student's confidentiality will be strictly maintained with all drug testing.
9. All positive drug screens results will be reported to the WV Board of Examiners for Registered Professional Nurses.

West Virginia Northern Community College

Nursing Program

Simulation Procedure

Procedure: <i>Simulation</i>	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Approved: 4/21 Date Last reviewed/Revised: 05/21, 04/22, 06/22, 04/2023

Purpose: The Simulation Procedure is to provide the student with the requirements and expectations during their participation in Simulated Clinical Scenarios.

Definition of Simulation: An activity or event replicating clinical practice using scenarios, high-fidelity manikins, medium-fidelity manikins, standardized patients, role playing, skills stations, or computer-based critical thinking simulations.

Simulations are included in the curriculum to:

- Provide the student with additional methods to identify their learning needs and to improve their performance in a supervised and safe environment.
- Assist the student in identifying ways to adapt care to meet the needs of a variety of patients in a range of settings.
- Support and enhance clinical judgement while a student in the nursing program.
- Integrate theory and practice to prioritize and implement evidence based practice.
- Foster collaboration and professional communication between interdisciplinary healthcare professionals.
- Use reflection to self-analyze performance.

Procedure:

1. Students will be assigned Clinical Simulations days during the second, third, and fourth semester of the nursing program.
2. Students will be given their schedule for simulations at the beginning of the semester.
3. The student's schedule for simulations may not be the same as their scheduled clinical days.

Simulation Procedure (continued)

4. Participation in Simulation is required.
5. Assignments (“Tickets to Simulation”) will be given approximately one week prior to the student’s scheduled simulation day.
6. All “Tickets to Simulation” must be completed as instructed prior to being admitted to simulation.
7. Dress code for Simulation is the same as all clinical experiences.
8. If the student does not come to Simulation prepared and the ticket to simulation not done, the student will not be permitted to proceed with the simulation. If unprepared, the student will earn an unsatisfactory for the day which will result in a 1 percentage point deduction from the correlating theory course.
9. If a student misses an assigned Simulation (unless a Physician’s release is provided) an Unsatisfactory will be given which will result in 1 percentage point deduction from the correlating theory course.
10. All missed Simulations must be made up on the date and time designated by the simulation faculty or Nursing Program Director.
11. In the case of a missed simulation that is no longer being offered, the student will be given an alternate assignment by either the simulation faculty member or Nursing Program Director.
12. Strict confidentiality regarding the scenarios and events during simulation is required by all participants and observers.
13. By signing the Nursing Student Handbook Acknowledgement of Receipt and Agreement to Comply form, the student agrees to maintain strict confidentiality regarding the specific scenarios, and both the student’s performance and the performance of others, whether seen in real time or on video.
14. Video recording of the student’s performance during the Simulation may occur for purposes including, but not limited to: debriefing, faculty review, and educational support of other learners.
15. A combination of techniques for evaluation could include: reflection to self-analyze performance, peer review, CPET, and/or rubrics.

West Virginia Northern Community College

Nursing Program

Occurrence Procedure

Procedure: <i>Occurrence Procedure</i>	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Approved: 12/2020 Date Last reviewed/Revised: 05/21, 04/22, 04/2023

Description: The Occurrence Procedure for the Nursing Program at West Virginia Northern Community College is to identify and track Errors and Near Miss occurrences. Failure to track Errors and Near Misses and learn from them actually increases the likelihood of more errors and near misses. To help student nurses become competent nurses, educators need systems and structures that allow trending and analysis of Errors and Near Misses. For student nurses to become competent nurses, they must be held accountable for individual actions yet understand how system issues can precipitate errors and how responsible reporting can help identify problems.

The information in the Occurrence Procedure is to inform the Nursing Director of all incidents in order to consider changes that might prevent similar incidents and to alert for the need for further investigation.

Definitions of an error and near-miss:

Error- a patient safety event that reached the patient (or simulator), whether or not the patient (or simulator) was harmed.

Near-miss- an incident that did not cause harm; events, situations or incidents that could have caused adverse consequences and harmed a patient/simulator but did not. Sometimes referred to as a “good catch”.

Occurrence Procedure (continued)

Procedure:

1. *The Occurrence Reporting Tool is to be completed by student and/or faculty member as soon as possible following the occurrence of an error or near-miss.*
2. *All patient information will remain confidential. There will be no identifiable source on the Occurrence Reporting Tool.*
3. *The student will have the opportunity to fill out the Reflection-On-Action form to assist with deepening development of knowledge and clinical judgment. This will, also, allow for a comprehensive reflection on the significant occurrence.*
4. *The student and faculty member will mutually decide a follow up action plan and submit the plan on the Occurrence Reporting Tool to the Director of Nursing.*
5. *Final approval of the follow up action plan will be at the discretion of the Director of Nursing. The Director of Nursing may give further direction or change the follow up action plan upon reviewing the information.*
6. *The student, faculty member, and Director of Nursing must sign the Occurrence Reporting Tool at completion of formulation of the plan.*
7. *The Occurrence Reporting Tool will be filed in the Nursing Office file.*
8. *At the end of the semester nursing meeting, all reported Occurrences will be discussed with faculty. A decision will be made as to whether any trends are evident and if any additional actions need to be implemented.*
9. *Refer to Appendix A for Occurrence Reporting Tool*

The Nursing Program's Occurrence Procedure does not take the place of the Policy of West Virginia Northern Community College's incident reporting.

West Virginia Northern Community College

Nursing Program

Unsafe Clinical Performance

Procedure: Unsafe Clinical Performance	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Last reviewed/Revised: 05/21, 04/22, 04/2023

Description: Clinical performance evaluation is a continuous, ongoing process designed to assist the student with the identification of strengths and areas of needed improvement. Clinical performance evaluation includes an assessment of the student’s performance both in the Nursing Laboratory and in the Clinical setting. The clinical performance evaluation is built on and integrates all the student course learning outcomes into clinical behaviors as outlined in the course description.

Description: Unsafe clinical practice shall be deemed to be behaviors demonstrated by the student which threaten or violate the physical, biological or emotional safety of the patient(s) assigned to his/her care.

Procedure:

1. If at any time a student performs in an “unsafe” manner which jeopardizes client safety, the student must receive immediate feedback (verbal/written) regarding the specific behavior in question. The student will receive an unsatisfactory grade for the day.
2. Students who perform unsafe clinical practice will be expected to complete an occurrence report and a counseling form with their clinical instructor.
3. Occurrence reports will be forwarded to the Nursing Program Director. The student will be expected to make an appointment to discuss the occurrence.
4. Students who perform unsafe clinical practice that is in violation of WVNCC Nursing Student Code of Conduct may be required to meet with the WVNCC Nursing Disciplinary Committee.
5. An unsatisfactory evaluation in any objective will result in a reduction of 1 percentage point from the overall corresponding course grade.
6. An unsatisfactory grade on the final Clinical Performance Evaluation Tool will result in a clinical failure. Students who receive a clinical failure will receive a grade of “F” for the corresponding nursing course.
7. Students may be dismissed from the program for unsafe behavior.

West Virginia Northern Community College

Nursing Program

Social Media / Social Networking

Procedure: Social Media/Social Networking	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Approved: 5/2021 Date Last reviewed/Revised: 7/21, 4/22, 4/2023

Description: This procedure applies to all currently enrolled WVNCC nursing students. This procedure is inclusive of all types of social media. Nursing students are professionally obligated to understand the nature, benefits, and consequences of participating in social networking. WVNCC nursing students are reminded that posts to any and all social networking or social media must reflect the same behavioral standards of honesty, respect, consideration and professionalism that are expected in college, clinical and health care work environments.

Definition: Social media is “a computer-based technology that facilitates the sharing of ideas, thoughts, and information through the building of virtual networks and communities” (Investopedia.com). The term “social media” includes web and mobile phone applications, blogs, photo and video sharing sites. Specific examples include but are not limited to LinkedIn, podcasts, Twitter, Facebook, YouTube, Snapchat and Instagram.

The term “patient” encompasses any clients, residents, healthcare consumers for whom students have interactions with in the clinical setting.

Provision 3.1 of the ANA Code of Ethics states:” The nurse has the duty to maintain confidentiality of all patient information, both personal and clinical in the work setting and off duty in all venues, including social media and any other means of communication” (p 9).

Social Media / Social Networking (continued)

Procedure: The following are current expectations for all current nursing students, full-time and adjunct faculty members of WVNCC.

- Nursing students are discouraged from participating in any form of social media with full-time and adjunct nursing faculty of WVNCC Nursing Department during the time in which they are currently enrolled in the Nursing program.
- Currently enrolled nursing students of WVNCC may not use or disclose any confidential or proprietary information of or about WVNCC or any clinical agency used by the nursing program
- Currently enrolled nursing students may not say or suggest that the views and opinions they express related to WVNCC, WVNCC Nursing Program or any clinical agency are communicated on behalf of or as a representative of WVNCC or the clinical agency.
- Students may not use or disclose any patient identifiable information of any kind on any social media. Even though an individual is not identified by name within the posted statement on the social media network, if there is a reasonable basis to believe that the Patient can be identified based on the statement, then the disclosure may constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA) and appropriate action will be taken.
- Negative posts about clinical sites, the WVNCC nursing program, WVNCC, fellow WVNCC students, patients, or any members of the health care team on social media puts the nursing student at **immediate risk** from the dismissal from the WVNCC nursing program.
- Refrain from argumentative behaviors on social media.
- Inappropriate humor can be detrimental to a nursing student or to a Nursing faculty member's professional reputation.
- No student shall video tape nursing instructors, fellow students, patients, or any health care provider and post on any social media site.
- Do not use ethnic slurs, personal insults, obscenity, pornographic images, photos of alcohol or illegal drug usage or engage in any other conduct that would not be acceptable in the professional workplace.
- Do not use WVNCC logos or trademarks without written consent.
- Use a personal email address on social media for your contact information and not your WVNCC email address.
- There is no such thing as a "private" social media site.
- You are legally liable for what you post on your own site and on the sites of others.
- Refer to the WVNCC Social Media Policy.

This list of expectations may be updated at any time.

(Procedure researched and adapted from other schools of nursing 5/2021)

Consequences for noncompliance: Any student found to be non-compliant with this procedure shall be referred to the Nursing Disciplinary Committee. Disciplinary action will be enacted including dismissal from the nursing program.

West Virginia Northern Community College

Nursing Program

Shared Governance

Procedure: Shared Governance	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Approved: 04/22, 04/2023

Definition: Students have the right and responsibility to participate in the decision making process and significantly contribute to program assessment.

Procedure:

Faculty Meetings:

- Each class from each campus will have at least one student represent them at regularly scheduled nursing meetings. Second level SNA Officers will represent the second level class on each campus. First level class representatives will take volunteers to allow for a variety of students to serve in a leadership role.
- Nursing Faculty will be responsible for notifying student representatives of scheduled meetings in a timely manner. Student representatives are expected to attend the nursing faculty meeting or arrange for an alternate. Attendance can be in person or on zoom.
- Student representatives will be a standing agenda item at each nursing meeting. Student can bring class updates, issues/concerns affecting students as well as program suggestions.

Meetings with the Director

- Regularly scheduled meetings will be held between students and the Nursing Program Director for purposes of providing input to the governance and for program improvements. Faculty will not attend these meetings.

Suggestion Boxes

- Students can submit issues or concerns in the Suggestion Box anytime. The program director will review any submitted suggestion forms in the faculty meetings.

Program Evaluations

- Students have the opportunity to complete course evaluations, clinical site surveys throughout the program to provide program input as well as a Program Completion Survey prior to graduation.

West Virginia Northern Community College

Nursing Program

Inclement Weather

Procedure: Inclement Weather	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Approved: 05/21 Date Last reviewed/Revised: 05/21, 04/22, 04/2023

Purpose: To provide guidelines to assure consistency in instruction during inclement weather.

Procedure:

1. All students are encouraged to sign up for the WVNCC text alert notification system in case of class changes due to inclement weather.
2. The student should refer to the news on area radio and television stations and websites, WVNCC text alert notification system, or the college website for class delays, remote days, cancellations, or school closings.
3. The college will determine class delays, remote days, cancellations, or school closings for morning classes no later than 6:30 am.

Classroom/Campus Lab/Simulation Lab:

- If the college is **closed** for the day, students will need to check their emails for communication from their nursing faculty member.
- If the college is **remote** for the day, students will have class and campus lab on zoom during their scheduled class time.
- Simulation lab experience will be rescheduled for all college remote and cancelled class days due to inclement weather. Students will need to check their emails for communication from their assigned faculty member.

Incident Weather (continued)

Clinical Experiences:

- In the event that the college classes are **cancelled**, clinical experiences for that day will be cancelled. Faculty may assign an alternate learning assignment for the scheduled clinical day.
- If the college classes are **remote** for the day, the Program Director along with the clinical instructor will determine if students already on their way to clinical sites or at clinical sites should stay at the clinical site as scheduled.
- Clinical instructors will maintain communication with their assigned students via group text message.
- First year students may have one remote clinical assignment. Additional missed clinical hours must be made up on the day available by the instructor and hospital facility.
- There are no remote clinical assignments for second level students. All missed clinical hours must be made up within 3 weeks on the day available by the instructor and hospital facility.

Summary

WVNCC encourages all students to use their own judgement when traveling to class, lab and clinical experiences during inclement weather. If the student determines that it is not safe to travel to the college or clinical sites, they need to report off to the instructor and to the clinical facility. The student will need to contact their instructor within **one week** to schedule a clinical, campus lab, or simulation lab make-up day. All make-up days need completed within **3 weeks** to promote the success of the nursing student in the semester.

West Virginia Northern Community College

Nursing Program

Employment

Procedure: Employment	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Date Last reviewed/Revised: 05/21, 04/2022, 04/2023

Description: Balancing employment with the demands of the Nursing Program is very difficult. Students are expected to actively participate in class, campus lab, simulation, and clinical learning experiences throughout the program. Nursing students are encouraged to limit work hours while enrolled in the nursing program.

Procedure:

1. Students will not be excused from scheduled classroom, campus lab, simulation or clinical experiences to go to work.
2. Students are not permitted to **work or precept** within 8 hours prior to any campus or simulation lab or clinical experience.
3. It is not recommended to **work or precept** 8 hours prior to class lecture. Students who fall asleep during class will be asked to leave.
4. Clinical schedules will not be changed to accommodate a student's employment schedule.
5. Classroom, campus lab, clinical, and/or simulation lab assignment deadlines will not be adjusted due to work schedules.
6. The WVNCC Nursing Program accepts no responsibility for a student's performance during employment activities in a health care agency.

West Virginia Northern Community College

Nursing Program

Graduation Requirements

Procedure: Graduation Requirements	
Program: Nursing	Section: Student Procedures
Approved by Nursing Faculty	Adopted: 04/20/21 Date Last reviewed/Revised: 04/2022, 04/2023

Description: Requirements for Graduation from the West Virginia Northern Community College Nursing Program are listed below.

Procedure:

1. Complete 60 credit hours as outlined in the Course of Study. (plus ORNT 99 as applicable)
2. Maintain an overall grade-point average of C (2.0) or higher in all courses required for earning an Associate's Degree in Applied Science.
3. Attend the 3- Day NCLEX Live Review offered by ATI during the final semester.
4. Submit a Portfolio to document achievement of program outcomes by the assigned date.
5. A comprehensive exam will be taken at the conclusion of the Nursing Program as a means of predicting success on the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The comprehensive exam will be administered during the end of the final semester of the Nursing Program. The student must earn a score of 90% likelihood of passing the NCLEX within 3 attempts in order to progress to the completion of their degree.
6. Schedule an Exit Interview prior to graduation with the Nursing Program Director or designee and sign a NCLEX Success Contract

Appendices

- A. Occurrence Reporting Tool**
- B. WVNCC Nursing Student Handbook Signature Page**
- C. WVNCC ADSN Responsibility Statement & Signature Page**
- D. Reinstate Policy Signature Page**
- E. Medical Release Form**
- F. Authorization to Release Information to Clinical Agencies**
- G. Authorization to Release Information to WV State Board of Nursing**
- H. Letter from the WV Board of Examiners for Registered Professional Nurses.**

Appendix A

Occurrence Reporting Tool

Name _____

Date _____

Information About Incident

<p>Recipient of Unsafe Event</p> <p>___ Patient</p> <p>___ Simulator</p> <p>___ Other</p> <p>Gender: Male ___</p> <p> Female ___</p> <p>Status of recipient: Harm ___</p> <p> No harm ___</p> <p> Death ___</p> <p> Other ___</p> <p>Age: _____</p>	<p>Location of event:</p> <p>___ Classroom</p> <p>___ Simulation lab</p> <p>___ Lab</p> <p>___ Clinical</p>
<p>Event Demographics</p> <p>Date _____</p> <p>Time _____</p> <p>Category of event:</p> <p>___ Error</p> <p>___ Near Miss</p>	<p>Who is completing the report?</p> <p>___ Student</p> <p>___ Faculty</p> <p>___ Student/faculty dyad</p>

Type of Incident:	Follow up action
<input type="checkbox"/> Medication error	Who is alerted?
<input type="checkbox"/> Needle stick	<input type="checkbox"/> Faculty
<input type="checkbox"/> Inadequate preparation for providing patient care	<input type="checkbox"/> Director of Nursing Program
<input type="checkbox"/> Blood/pathogen exposure	<input type="checkbox"/> Division Chair
<input type="checkbox"/> Fall event	<input type="checkbox"/> Patient/family
<input type="checkbox"/> Outside scope of practice	<input type="checkbox"/> Other
<input type="checkbox"/> Injury to body	Inform clinical agency?
<input type="checkbox"/> Change in patient condition	<input type="checkbox"/> Yes
<input type="checkbox"/> Deviation in protocols	<input type="checkbox"/> No
<input type="checkbox"/> Equipment safety – for self, patient, or others	Agency incident report completed?
<input type="checkbox"/> In appropriate or inadequate communication by: faculty, preceptor, other student, health care team, patient, or visitor	<input type="checkbox"/> Yes
<input type="checkbox"/> Breach of confidentiality	<input type="checkbox"/> No
<input type="checkbox"/> Other	<input type="checkbox"/> Unknown
	<input type="checkbox"/> N/A
	Changes occurring as a result of incident
	<input type="checkbox"/> System changes
	<input type="checkbox"/> Policy changes
	<input type="checkbox"/> Practice changes
	<input type="checkbox"/> Curriculum changes
	<input type="checkbox"/> Nothing at present

Event Description (enter N/A if there is no event description)	Information about student ____Semester ____Semesters in program ____Student age
Follow up actions with student or faculty: (Put N/A if no follow up action)	Anything else relevant to report:

Student Signature _____

Date _____

Faculty Signature _____

Date _____

Director of Nursing Signature _____

Date _____

Reflection On Action Form

What Happened? (Describe the situation)
When did you realize what happened?
Has this happened before?
Could it happen again?
What do you feel caused the situation?
How did you feel? What were you thinking and feeling?

What can be learned from this?
What would you do differently?
Who do you feel needs to be told about this situation?
What do you think would assist you to avoid this situation in the future?
How can you use what has been learned from this situation to improve patient care in the future?

Student Signature _____ Date _____

Appendix B

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE NURSING PROGRAM

Nursing Student Handbook 2023-2024

Nursing students are responsible for reading and complying with the information which appears in the current College Catalog and in the West Virginia Northern Community College Nursing Program's Nursing Student Handbook. Students are required to comply at their expense with any host health facility policies/ procedures related to background and drug screening, impairment, or suspected impairment on site. It will be the host health facility's option to permit student individual practice if background check identifies conviction of a crime. It is the intent of this Handbook to ensure client safety and professional, ethical, and legal conduct of all nursing students. Failure to comply with College, Nursing Program, and host health facility's policies will lead to a review of student behavior by the Nursing Program Disciplinary Committee and possible disciplinary action, including permanent suspension from the Program.

The West Virginia Northern Community College Nursing Program reserves the right to modify any statement in this Handbook. Changes will be given to students through a Nursing Student Handbook Addendum.

Nursing Student Handbook Acknowledgement of Receipt and Agreement to Comply

I, _____, acknowledge electronic availability of the Nursing Program Handbook and Student responsibility statement.

- I agree to comply with the policies stated within the Handbook and Student responsibility statement.
- I acknowledge that prior to signing I have been provided the opportunity to seek further clarification.
- I understand that this statement will placed in my nursing program student record.

Student Name (Print): _____ **NOW ID Number:** _____

Signature: _____ **Date:** _____

Appendix C

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE ASSOCIATE DEGREE NURSING STUDENT RESPONSIBILITY STATEMENT

A separate copy of this form is signed by each student and filed in the student's permanent file.

Instructions: Please read carefully and decide if you can commit to these requirements. Your signature on this document indicates that you have received and read the West Virginia Northern Community College Nursing Student Handbook and accept the conditions of the agreement.

1. I am aware of the criteria identified in the Standards in the Nursing Program. I agreed to and signed on admission to the Nursing Program. These standards must be maintained during my time in the Nursing Program.
2. Once admitted to the program, I understand it is my responsibility to read and adhere to all policies and procedures of West Virginia Northern Community College as defined in the College Catalog, Student Handbook and the Nursing Student Handbook or any presented addendums.
3. I understand that I am expected to follow the established chain of command while in the nursing program.
4. I have read and agree to comply with the uniform dress code. I realize I must wear a clean uniform to each clinical experience. WVNCC is a smoke free campus. There will be no smoking in the Nursing Program uniform on campus or on any campus extensions (host health facility). The lab coat must cover the unit when not on the clinical unit. The uniform is not to be worn in public places. When in uniform, students must adhere to the dress code.
5. It is my responsibility once admitted to the program to submit a completed health form, CPR, appropriate laboratory studies, immunization records and updates by the established due date. This confidential information can be mailed, emailed or delivered in person to Lisa Baker, Administrative Secretary SR - Allied Health Division, lbaker@wncc.edu, or Room 321 EC.
6. I am aware that any major changes in my health status must be reported to the Nursing Program Director and clinical instructor. A release stating that the student may return to class and clinical WITHOUT RESTRICTIONS is required from the treating physician before a student can return to class and clinical. Use the form in this handbook.

7. I realize that I may be subjected to (A) suspected drug screening at my expense at the host health facility in the emergency room or occupational health if my behavior puts patients, faculty, staff, or peers in jeopardy (B) A random drug screen in any semester of the nursing program. Unauthorized use of controlled substances will be cause for failure of nursing course.
8. I realize that I am expected to attend all nursing classes and lab/clinical experiences as scheduled.
9. I understand that travel is required while enrolled in the nursing program and is my responsibility. I will be assigned to acute care hospitals and selected community agencies for clinical experience while enrolled in the nursing program.
10. I have been informed that West Virginia Northern Community College does not provide individual health and accident insurance. I will be responsible for any expense incurred as a result of illness, accident, or screenings while in the program.
11. I understand that I am responsible for reporting changes in my name, address, telephone number and e-mail address to both Lisa Baker, Administrative Secretary SR - Allied Health Division and the Admissions Office.
12. I understand that I must earn a "C" grade in all nursing and co-requisite courses in the nursing program or I will be administratively suspended temporarily from the program for non-progression.
13. I understand that I must follow the recommended COVID-19 Guidelines for vaccines, boosters and mask mandates as determined by the College and assigned health care clinical facilities as supported by the CDC, Federal & State Governments, and Local Health Departments.
14. I understand that if I leave the program for any reason I must apply for readmission or reinstatement to the Nursing Program. I know readmission or reinstatement is not automatic and I must meet requirements outlined in the *Nursing Standards of Progress*.
15. I must abide by Section 30-7-11 of the West Virginia Code and Legislative Rules for Registered Professional Nurses related to disciplinary action. Failure to abide by these rules may result in permanent suspension from the program.

16. I further understand that failure to provide the above information or any falsification of records will result in permanent suspension from the program.
17. I am aware that I may or may not be allowed to take the licensure exam for Registered Nurses. I further understand that I must submit any information regarding a conviction or misdemeanor to the Nursing Program Director upon admission to the program and will provide that information to the Nursing Board in the chosen licensure state.
18. ADA guidelines are followed in the event of a disability. Accommodation requests must be in writing to the WVNCC Disabilities Coordinator. It is my responsibility to accept or reject the disability coordinator recommendations for accommodation for each course or request clarification from the Nursing Program Director.

With a clear understanding of what is required of me to be admitted to and to remain in the Nursing Program, I will date, sign, and retain a copy of this statement for future reference.

Student Signature _____ Date _____

Appendix D

Reinstatement Policy Signature Page

This document will supersede all previous Nursing Program Reinstatement and/or Re-Admission procedures and will be effective for all current nursing students.

Students who have interrupted their Nursing Program Course of Study **for any reason** may request to be reinstated to the nursing program if the following criteria is met.

A second Admission is only available once for an unsuccessful completion of Semester 1

For a second admission to the Nursing Program, the student must:

1. Complete a new application to the Nursing Program and pay the application fee.
2. Have successfully passed the TEAS Test within 3 years.
3. Have successfully completed a Castle Branch Background check and drug screen.
4. Have a cumulative GPA of 2.75.

The selection for second-admission is based on the criteria of the currently applied for admission year requirements for the Nursing Program. Admission will begin in the fall semester and all second admission students will start at the first semester of the Nursing Program.

Any student who is unsuccessful in the 2nd or 3rd or 4th semester of the nursing program must do the following to be reinstated:

1. Submit a letter of request to the Nursing Program Director by the end of September OR by the end of February prior to the start of the academic semester requesting reinstatement.
2. Meet with the Nursing Director for a reinstatement interview.
3. Have a cumulative GPA of 2.75.
4. Complete certified Background Check and drug screen through Castle Branch.
5. Pass a cumulative Theory/Pharmacology/Dosage Calculation exam with a score of 80% or better. The exam will be given in October and April at the convenience of the Program Director or designee of the academic semester requesting reinstatement.

Reinstatement Policy Signature Page (continued)
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6. The semester prior to reinstatement, students must practice previously learned skills in the nursing lab. The skills competency to demonstrate the mastery of learned technical skills will be done the same day as the reinstatement exam. The student must perform the selected skills at a satisfactorily level as determined by the Nursing Director or designee.

7. A review of academic records, exam scores, and skills competency performance will be done by the Nursing Selection Committee in May and/or December of the academic semester requesting reinstatement. The student will receive a letter with the committee's decision. Reinstatement will be based on the satisfactory completion of the above criteria as well as availability for clinical experience in the nursing program.

8. Upon reinstatement, the student will repeat all required nursing courses for the unsuccessful semester regardless of the previously earned grade or financial aid availability.

- Reinstatement is only available once per admission.
- Reinstatement is **only available** within the next academic year for the student to repeat the entire semester that the student was unsuccessful.

Reinstatement to the Nursing Program is based on availability of space, a review of past records, and evidence that the student's difficulty has been resolved. A student who is reinstated to the Nursing Program will be held to the current college catalog and Student Nurse Handbook in effect at the time of reinstatement.

- I have reviewed and been explained the WVNCC Nursing Program Standards of Progress Reinstatement Policy presented above.
- I have no further questions.
- I agree to abide by the requirements of the WVNCC Nursing Program Standards of Progress.
- A copy of this signed WVNCC Nursing Program Standards of Progress will be placed in my student file.

Signature _____ Date _____

Appendix E



Medical Release Form

Date: _____

Program: Nursing

_____ has been under my care and is able to return to **class, lab and clinicals without** restrictions to perform nursing lab activities and to provide direct patient care safely in the clinical setting as a West Virginia Northern Community College Nursing Student.

Health Care Provider's Name Printed

Health Care Provider's Signature

**The original form must be submitted to Lisa Baker, Allied Health Division Senior Administrative Secretary, Office 421A in the Educational Center, no later than 4:00 pm the day prior to your scheduled clinical day. A copy of your release needs given to your clinical instructor prior to the clinical experience.

Appendix F



Authorization to Release Information to Clinical Agencies

I, _____, hereby authorize West Virginia Northern Community College to release my comprehensive physical examination, any felony/misdemeanor conviction, background check, or drug screen results to any clinical agency **upon request**.

I understand that this information will be utilized to determine if I meet the requirements set forth by these medical facilities in relation to being eligible to participate in clinical education in these clinical agencies.

I understand I may consult an attorney at my own expense prior to signing this document.

Printed Student Name

Student Signature

Date

Faculty Signature

Date

Appendix G**Authorization to Release Information to WV State Board of Nursing**

I, _____, hereby authorize West Virginia Northern Community College to release to the West Virginia Board of Examiners for Registered Professional Nurses any and all information concerning me during the time I was enrolled in the nursing program at WVNCC. This authorization includes but is not limited to: any felony and or misdemeanor records, medical records or records relating to my physical, mental, or emotional condition and any treatment rendered to me; drug screen results; school transcripts, or other records relating to my attendance; disciplinary actions for academic dishonesty, professional misconduct, and/or violations of §30-7-11; or any other information relating to the professional standards and conduct expected of nurses.

Printed Student Name

Student Signature

Date

Appendix H



Letter from the WV Board of Examiners for Registered Professional Nurses

To Prospective Nursing Applicants:

Individuals who are considering entering the nursing profession and who may have a criminal history often ask about potential barriers to licensure following successful completion of an approved nursing program.

The West Virginia Board of Registered Nurses (Board) makes decisions about licensure based upon several questions on the application, results of the criminal background check and on an individual basis. The application (or the background screening) that indicates a criminal history is considered a non-routine application and must be reviewed by the Board staff and possibly referred to the Board's Disciplinary Review Committee. Each application is reviewed on its own merits. The Board of Nursing has created guidelines for specific offenses to be approved in the Board office.

However, West Virginia Code §30-1-24 "Use of Criminal Records as Disqualification from Authorization to Practice" states the following:

(4) An individual with a criminal record who has not previously applied for licensure may petition the appropriate board at any time for a determination of whether the individual's criminal record will disqualify the individual from obtaining a license. This petition shall include sufficient details about the individual's criminal record to enable the board to identify the jurisdiction where the conviction occurred, the date of the

WV Board of Examiners Letter (continued)

conviction, and the specific nature of the conviction. The Board shall provide the determination within 60 days of receiving the petition from the applicant. The board may charge a fee to recoup its costs for each petition. You will need to request a paper application and complete the form and include any court documents and narrative to questions on the application as needed. The information provided will be evaluated to determine if your criminal record, available at this time, will disqualify you from licensure as a Registered Nurse upon graduation from a board-approved nursing education program.

Felony convictions, violent crimes, other more serious misdemeanors, and repeat offenders are required to go before the Disciplinary Review Committee. Simple misdemeanors, such as some traffic violations, loitering and disturbing the peace can be approved by the disciplinary section of the Board. Any evidence of rehabilitation is important to the Board members when making a licensure decision.

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

Board applications also require an applicant who has substance use and/or mental health disorder to provide to the Board a copy of all treatment records. The applicant must sign a release with the treatment provider and have the documents sent directly from the provider to the Board office. A letter of explanation from the applicant must also be provided with this

WV Board of Examiners Letter (continued)

information. This letter should explain the applicant's history of use/abuse of drugs and/or alcohol and treatment for the condition(s) as well as any maintenance medications prescribed. Also, information as to the progress since treatment was completed.

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

Applicants who qualify may be referred to the Board's Alternative to Discipline Program. Alternative to Discipline programs can help nurse licensees receive needed treatment and maintain an unencumbered professional nursing license. WV Restore is the WV Registered Nurses Board's Alternative to Discipline Program. Its goal is to protect the public by providing a monitoring and recovery program for registered professional nurses with a substance use disorder or a qualifying mental health condition. WV Restore offers services in many different fashions including but not limited to case management and monitoring, nurse health coaching, peer support and outreach education.

As stated above, the license application requires disclosure of any criminal history and the disposition of all cases prior to Board review. The Board can also aid its nurses through Nurse Health Coaching. The West Virginia Registered Nurses Board has sponsored Nurse Health Coach Training for 80+ Registered Nurses. The coaches have been educated to provide support, resources, advocacy, and accountability for health care professionals experiencing any difficulty that would affect the nurse's ability to practice safely.

Acceptance into a nursing education program is the decision of the school. Entering and staying in the nursing education program is the prospective student's decision based upon the knowledge that he/she may, or may not, be granted a nursing license by West Virginia.

WV Board of Examiners Letter (continued)

However, every state has its own requirements, so an applicant may be licensed in another state even if West Virginia denies licensure.

Each school of nursing makes independent decisions about admissions into their program and may require criminal background screening and/or other information as part of that process. Clinical facilities may limit or prohibit students with criminal histories from participating in clinical experiences. Other options may not exist for the student to complete required clinical hours to obtain a nursing degree; thus, such a student may not be eligible for licensure in West Virginia.

All the above factors should be taken into consideration prior to deciding about a nursing career.

For more information or request a paper application, please contact the Board office at:

5001 MacCorkle Avenue SW

South Charleston, WV 25309

Phone: 304-744-0900

Web Address: www.wvrnboard.wv.gov

Email: rnboard@wv.gov