



Student Nurse Handbook 2020-2021

West Virginia Northern Community College

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West Virginia board of Examiners for Registered Professional Nurses

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WVNCC

Nursing Department 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 answered related to the nursing program. 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 office 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

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 accessible, high-quality nursing education to meet the diverse and changing health-care needs of the community and beyond.

Philosophy

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

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).

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.

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 (National League for Nursing, 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 (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. 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. (National League for Nursing, 2010, p.8.)

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

(Copyright National League for Nursing)

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.

Course 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 outcomes.

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, illness, 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. Clinical judgment refers to a process of observing, interpreting, responding, and reflecting situated within and emerging from the nurse's knowledge and perspective (Tanner, 2006). Integration of best evidence ensures that clinical decisions are informed to the extent possible by current research (Craig & Smith, 2007).

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)

***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.

Year One					
	Course	Credit		Course	Credit
First Semester			Second Semester		
	BIO114 Anatomy & Physiology I*	3		BIO115 Anatomy & Physiology II*	3
	NURS132 Drug & Dose Calculations I	1		NURS142 Drug & Dose Calculations II	1
	NURS133 Health Assessment & Diagnostics	2		NURS144 Nursing Concepts of Health & Illness I	9
	NURS134 Introduction to Nursing Concepts	8		NURS112 Clinical Applications in Nursing Practice	3
	PSYCH105 Introduction to Psychology	3			
Total		17			16

Year Two					
First Semester			Second Semester		
	ENG101 English Composition	3		NURS245 Professional Nursing & Health Issues Concepts	3
	NURS234 Nursing Concepts of Health & Illness II	9		NURS244 Synthesis of Nursing Concepts	9
	Humanities Elective*	3			
Total		15			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**

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 hybrid course is designed to focus on clinical applications used by the nurse at the patient bedside. By facilitating the analysis of assessment data, selection of appropriate nursing diagnosis, patient centered outcomes, and how medications affect the patient's outcomes by using the correct medical terminology to develop a patient-centered nursing concept care map plan of care.

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.

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:

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

Nursing Grading Policy

Grades in nursing courses will be determined by student performance on exams and assignments. The number and type of exams will be discussed in individual courses on the first day of class. Various class assignments will also be incorporated throughout the course to facilitate learning of course content i.e., study questions, mini-projects, case studies, computer based assignments, etc. Credit for completing designated assignments as instructed will be included into your course grade as designated by your instructor. **Refer to individual course syllabus.**

Testing Policy

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.

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:

1. No study aids (i.e. textbooks, notebooks, classroom notes) are allowed in the testing environment.
2. No cell phones, photographic equipment or any other electronic devices are allowed in the testing room.
3. No hats, drinks, or smart watches are allowed to be in the testing environment.
4. Scratch paper will be given to students by 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.
5. Test proctors will approve student calculators as necessary. Either computer drop down calculators or basic calculators will be allowed to be used during examinations.
6. Students may not leave the testing rooms during an examination. In an emergency or health situation – faculty will identify consequences based on the situation.
7. Test proctors may provide the pencils allowed for use during testing.
8. Students are required to leave personal belongings in designated areas.
9. 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.
10. Students who go outside the “browser” are subject to ejection from the testing room and will receive a zero grade on that exam.
11. Tardiness policy: Once the computer lab door is closed and the exam has BEGUN, the student will be counted as absent. The student will have to make arrangements with the instructor to make up the exam. 1% test deduction applies.
12. Technical difficulties occurring during a proctored exam will be evaluated by the instructor on an individual basis.
13. Respondus Lockdown Browser will be utilized for testing at the discretion of the instructor.
14. 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.

Attendance for all theory class sessions is expected/strongly encouraged. Three unexcused absences OR repeated tardiness in a theory class may result in administrative withdrawal from the WVNCC Nursing Program. Faculty may assign points for attendance. Theory quizzes or unit exams may or may not be made up at the faculty discretion or course grading policy. In the event of an absence, it is the student's responsibility to communicate to the instructor via voice mail or e-mail **PRIOR** to the class and to obtain lecture notes from a classmate prior to the next class session. Any assignments must be turned in on the day following the missed class session. Direct any specific questions regarding the missed content to the instructor prior to the next class. It is very important not to get behind!

Cell phones are not permitted in the clinical sites. If you are at the clinical site, **you must leave your cell phone in your vehicle** and give your family members the phone number for the unit at the hospital where you are scheduled. If you have a pending emergency, please discuss options with the faculty.

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.

Remediation Policy

Students who receive a grade at or below 80% on any and all nursing tests/exams will be required to attend a mandatory meeting with the corresponding faculty member.

Students will receive a remediation plan and/or a remediation assignment. Students who are given an assignment are required to complete it in its entirety by the due date and/or prior to the next exam. Student will be ineligible to take the exam until the assignment is complete. This may result in a 1% deduction per day from the test day until the assignment is completed and the exam is taken.

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.

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.
- 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.

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 state, administration or faculty without notice to insure the integrity of the program and safety of the students, colleges, and community at large.

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>

Class/Clinical/Campus Lab Attendance

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.

Punctual Attendance for class 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 cause a disruption in the classroom setting and may interfere with the learning of other students in the course (see below for excused absences, tardiness, or the need to leave early).

Nursing faculty monitor attendance. For an absence, tardiness or the need to leave early to be excused, students must:

- Notify the instructor via email, phone, voice message, or in person prior to the beginning of the class, clinical or lab.
- Notify the instructor in person prior to the need to leave class, clinical or lab early.
- 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.

Excused Absences Are:

- Serious Personal or Family Illness or Injury -
Must be documented by a medical certificate from a healthcare agency, signed by a physician, nurse practitioner, or healthcare provider, which may be verified by the faculty member.
- An emergency -
Must be verified by medical or legal documentation.
- Death of an immediate family member -
May be verified by faculty at their discretion.
- Military Requirements -
May be verified by faculty at their discretion.

Students may lose participation points for excused class absences. They are held responsible for the content covered during the missed class time. If the absence is a clinical/lab class, arrangements for all make-up clinical and lab experiences must be made within one week and make-up time needs completed within 3 weeks of absence.

Note: A tardiness, absence or the need to leave early without properly notifying the instructor as explained above will be counted as an unexcused absence, will result in a Performance Improvement Plan, and may result in a grade of “F” for the course, or the student may be administratively withdrawn from the course or the program.

Note: Should a student fail to provide acceptable documentation as explained above, the tardiness, absence or early departure will be counted as an unexcused absence may result in a grade of “F” for the course, or the student may be administratively withdrawn from the course or the program.

Clinical attendance is mandatory and it is expected that students be punctual and stay for the duration of the clinical experiences. It is the student’s responsibility to arrange for transportation to and from the clinical experiences. If a student is unable to attend a clinical experience the student must notify the instructor and the clinical unit at least 30 minutes prior to the scheduled time.

When notifying the clinical unit, the student must explain they are a WVNCC nursing student, identify their self by name, their status in the program, and clearly indicate the clinical unit to which s/he is assigned. The student must obtain the name of the individual to whom s/he reported the absence. It is the student’s responsibility to explain the absence to the instructor and to follow the clinical make-up guidelines.

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 to home as indicated. Return to the clinical unit after an illness is at the discretion of the clinical instructor and according to policy and procedure of the clinical agency.

Clinical Experiences

Students during their course of study will rotate through various acute care settings, community agencies, mental health agencies, and other selected sites to enhance their learning. You will be expected to adhere to the policies and procedures of the institution as well as the Nursing Program. Your clinical evaluator will provide you with specific guidelines for these experiences. You will be expected to provide your own transportation to these sites and adhere to parking regulations according to agency guidelines.

Clinical Preparation and Performance

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.

1. The student is 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. The instructor for the clinical rotation determines make-up assignments for college laboratory and clinical absences.
2. Each student is responsible for travel to clinical facilities, meals, and parking fees associated with clinical experiences.
3. The student must arrive at the clinical unit at stated time or may be required to leave the clinical site. This will be designated an absence.
4. The student must come to the 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 clinical unit with no make-up potential. Student will earn an Unsatisfactory in every category. (See item 13)
5. The student is responsible for seeking direction from the clinical instructor prior to the performance of nursing skills.
6. 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.
7. Hospital-generated client information is not to leave the hospital.
8. **There will be no telephone devices at any time in the clinical facility**
9. The student must notify the clinical instructor prior to leaving the clinical unit.
10. The student must attend pre and post clinical conferences unless excused by the clinical instructor prior to the conference.
11. 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 site. If a student is required to leave, the incident will be documented and the experience will be considered a full clinical absence with no make-up potential and an Unsatisfactory in every category. (See item 13)
12. 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.
13. 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.
14. Drug screening may be indicated at the student's expense IF behavior warrants.

Clinical Performance Evaluation

Students will be evaluated weekly on their performance of clinical behaviors, that reflect progress toward the achievement of the program student learning outcomes. Each course student learning outcomes are listed on the Clinical Performance Evaluation Tool (CPET) with expected behaviors. Students will receive a grade or satisfactory, needs improvement, unsatisfactory or not applicable in each objective. Students will also receive a formal summative evaluation at the end of each semester or at the end of specialty rotation in the Nursing Program. An unsatisfactory or failing 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.

WVNCC Nursing Education Program Dress Code

Compliance with this Dress Code is expected. Non-compliance will be documented on the weekly Clinical Performance Evaluation Tool under the CPET section Professional Development. Clinical instructors reserve the right to dismiss or restrict a student from the clinical setting for failure to comply with the dress code and/or extremes in personal grooming. Dismissal or restriction from the clinical area will result in a clinical unsatisfactory (U) for the day; and the day must be “made-up” according to the make-up clinical procedure. If a student feels that there are extenuating circumstances which may require an adjustment to the uniform policy, the student, must discuss these needs with the course instructor before the clinical learning experience begins.

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 knee-high socks or plain thin white above the ankle socks must be worn. Males must wear solid white or black socks. No tube socks or low cut tennis socks are to be worn by any student. Female students must wear a full undergarment while in uniform. Male students must wear **plain** black undershirts and shorts with the school uniforms. 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.

- 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. A thin solid colored head band, 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 inch and do not obstruct lips or mouth.
3. No jewelry is permitted except for plain wedding bands, 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. The shoestrings must also be clean. Clogs or sling-back shoes are not permitted.
5. 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. All piercings must be removed: mouth, lip, nose, eye, or any visible sites. Daith (migraine) piercings must have medical documentation of necessity.
6. 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.
7. In order to comply with universal precautions, goggles (for students who do not wear glasses) will be accessible to the student.
8. Smoking or vapping is not permitted in any areas during clinical experience. Uniforms that have an odor of smoke will not be permitted in the clinical setting.
9. Students are not permitted to chew gum while in the clinical area.
10. Individual personal hygiene is required. No heavy makeup or odor of perfumes, colognes or smoke. These odors may be hazardous to patients and staff.

School Closing /Inclement Weather

The student should refer to area radio and television stations, text notification system, or the College web site for class delays, late openings, cancellations or school closing. In the event that College classes are cancelled, clinical experiences for that date will be cancelled, clinical rotation faculty will review clinical site specific instructions and methods of communication. Make-up for cancelled clinical assignment may not be able to be rescheduled. An alternate assignment may occur per the instructor decision.

Travel

Students are responsible for transportation to and from the college and clinical agencies. Students will travel to clinical agencies located throughout the tri-state area and may need to travel to agencies located Ohio, West Virginia, and Pennsylvania.

Clinical Practice Requirements

Each student admitted into the WVNCC Nursing Program must complete the following:

STUDENT HEALTH RECORD

Students are responsible to submit a completed health record **upon admission** to the nursing program. Information for student health record is provided in the acceptance packet and reviewed in the summer nursing orientation. **Complete Health Records MUST be turned in by August 3rd, 2020 to Lisa Baker, Health Science Administrative Secretary Sr. lbaker@wvncc.edu. Failure to provide all required health records by the deadline may result in the student being administratively withdrawn from the Nursing Program.**

Second Level Nursing Student Health Record Requirements

Students are responsible to submit a second year health record form upon returning for the second year of the program. The following health requirements included:

- 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) / TST tuberculin test (as required by clinical host facilities) or have completed the Risk Form and submit the completed documentation or have a chest x-ray that is negative.
- **Annual influenza vaccines are due each year by November 1st.**

ONGOING WHILE IN PROGRAM:

Any changes in the student's health status (i.e. pregnancy) that would affect safe patient care during the course of the program must be self-disclosed and be submitted in writing 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 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.

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.

BLS CERTIFICATION

Each student admitted into the Nursing Program is **required to maintain current BLS certification** as well as complete in-service education as determined by the faculty and affiliate health care agencies. No online courses are accepted for this certification. This requirement will be verified by faculty at the start of each semester on the scheduled campus lab day.

DRUG SCREENING

WVNCC supports drug-free communities. Therefore, all students admitted to and enrolled in any program are subject to the Nursing Program's Drug and Alcohol Testing Policy.

Nursing students may be required to submit to an annual, randomized or suspected mandatory drug screening without notice. Failure to cooperate or complete will be identified as a positive and will result in administrative dismissal / permanent suspension from the Nursing Program. Students who test positive for alcohol, illegal usage of a controlled substance, or illicit drugs will be immediately dismissed / permanent suspension from the program and will not be eligible for readmission to the Nursing Program.

Any student demonstrating behaviors of reasonable suspicion or impaired capacity or reported as using illicit drugs with reasonable suspicion will be required to undergo immediate drug/alcohol testing. All costs incurred as a result of this action is the responsibility of the student. Failure to cooperate or complete will be identified as a positive and will result in administrative dismissal from the Nursing Program. Students who test positive for alcohol, illegal usage of a controlled substance, or illicit drugs will be immediately dismissed from the program and will not be eligible for readmission to the Nursing Program.

BACKGROUND CHECK

A criminal background checks is required for all students entering the WVNCC Nursing Program. Cost associated with the state and federal criminal history checks will be the responsibility of the student. 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.

HIPAA & OSHA TRAINING COURSE

All students are required to complete the HIPAA and OSHA training course at the Castle Branch Website by the first week of class and provide evidence of certification on the student's scheduled campus lab day.

CONFIDENTIALITY STATEMENT

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

CONFIDENTIALITY

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 hospital environment.**

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

You will be **REQUIRED** to sign a **Confidentiality Agreement** prior to clinical experiences. This is required by the clinical facility. **BREACH OF CONFIDENTIALITY IS GROUNDS FOR PERMANENT SUSPENSION FROM THE PROGRAM! You are also mandated to confidentiality by the federal HIPAA regulations.** These regulations will be explained to you during your clinical orientation.

Standards of Progress

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. 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 of Academic Appeal. See Academic Appeal Policy and Procedure at the WVNCC Website.

A grade of “C” or better is required in each course in the nursing curriculum to qualify for graduation or progression. 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 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.

Students must meet all course requirements to progress to the next course. Nursing courses are sequential and have prerequisite and/or course requirements which may include nursing and general education courses. All nursing and co-requisite course requirements must be successfully completed with a grade of C in the prescribed order according to the program of study. 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.

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 and will be an exception to Health Sciences Programs Standards of Progress WVNCC Policy No. 4.5.22 Implementation III.

Definitions:

Suspended Student: As defined in Health Science Programs Standards of Progress WVNCC Policy No. 4.5.22

Reinstatement: Student after being unsuccessful in a semester requests to restart the unsuccessful semester the next time it is offered in the program.

Reinstatement is only available once per admission. Reinstatement is only available in the next academic (12 months) year for the student to repeat the entire semester that the student was unsuccessful by receiving a WD or grade of D or F.

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.
6. Demonstrate mastery of previously learned technical skills. The skills competency will be done the same day as the 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 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** _____

Defined and adopted 11/1/01 by WVNCC Nursing Faculty
 Review: 5/2006, 6/2007, 12/2007, 5/2009 Revised: 5/2010, 5/2011, 1/2014, 1/2015, 3/2017, 4/2018
 Reviewed and revised WVNCC Nursing Faculty 4/2020

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.

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: following document:

West Virginia Northern Community College

Institutional Regulations

Title: Student Academic Rights and Responsibilities: Academic Sanctions and Appeals.

Student Code of Conduct

Nursing students are entering a profession that requires academic honesty and integrity. The Discipline of nursing requires assumption of personal responsibility and ethical behavior in all settings, in keeping with the American Nursing Association (ANA), Standards of Clinical Practice and ANA Code of Ethics for Nursing. Students are expected to conduct themselves in a manner consistent with the standards of professional behavior and clinical practice at all times. Measures are instituted throughout the program to preserve this integrity (WVNCC Code of Conduct). Any violation of conduct will be dealt with according to the policies outlined in this Nursing Student Handbook, the College Student Handbook and the WV State Board of Registered Nursing. Students are expected to abide by these standards of professional behavior and clinical practice at all times. Limited examples of expected professional behavior are as follows:

- **There will be no cell phones at any time in the clinical facility.** Your devices need to be left in your locked vehicle.
- WVNCC students are reminded that posts to any and all social networking or social media (including Facebook, Twitter, texting, personal blogs, and other types of social media accounts) must reflect the same behavioral standards of honesty, respect, consideration and professionalism that are expected in college, clinical and health care work environments. In any social media posts or communications, students must adhere to the same restrictions related to privacy for fellow students, faculty, and clients as they do in a classroom or clinical environment in accordance with federal Health Insurance Portability and Accountability Act (HIPAA) standards. Inappropriate use of social media by users with regard to the college, its faculty, students, clinical agencies or nursing clients is subject to appearance before the nursing program disciplinary committee.
- A student's written graded work is to be original and referenced using the American Psychological Association (APA) standards and done independently unless otherwise indicated. Cheating or plagiarism will not be tolerated.
- Students are required to adhere to all copyright policies. Violations of academic integrity will be dealt with in accordance with College policy. Violations of professional integrity will be dealt with in accordance with Section 30-7-11 of WV Code and Legislative Rules for Registered Professional Nurses.

Any student found in violation of these policies will be subject to an appearance before the Nursing Program Disciplinary Committee and may be permanently suspended from the nursing program.

Nursing Department Code of Conduct Policy



WVNCC Nursing Department Code of Conduct Policy

Code of Conduct

- 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 Policy. This policy 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 policy 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 policy 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 dealt with at the discretion of the program director.

I. Disciplinary Sanctions

The following sanctions may be imposed for violations of the Student Code of Conduct:

A. 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.

B. 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.

C. Permanent Suspension

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

II. Behavioral Conduct and Sanctions

Disciplinary Committee referral may be for any of the following behaviors:

- 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
- 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.

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 Director of the Nursing Program has the authority to issue discipline to any behavior not listed which is deemed to be severe enough to require discipline.

The Disciplinary Committee reserves the right to recommend permanent suspension of a student from the Nursing Program for any disciplinary violations.

III. Disciplinary Procedures for Behavioral Misconduct

A. 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.

B. The Disciplinary Committee will hold a hearing at which time the student will explain their behavior

C. 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*

*In the event the Program Director is involved in the original report, an alternate will be identified prior to the disciplinary hearing.

D. 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.

IV. Appeal Procedure

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

The Director of the Nursing Program or designee will decide whether the student may or may not 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.

Initial: 2012

Reviewed and Revised: 2014, 2017, 2018, 2019, 2020

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.

<http://www.wvrnboard.com/>

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

STANDARDS FOR PROFESSIONAL NURSING PRACTICE

'19-10-1. General.

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

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

1.3. Filing Date. -- March 31, 1994

1.4. Effective Date. -- April 1, 1994

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

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

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

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

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

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

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

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

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

2.1.1.g. The client's patterns of coping and interacting;

2.1.1.h. Environmental factors (e.g. physical, social, emotional and ecological);

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.9. The registered professional nurse shall report unsafe nursing practice to the Board and unsafe practice conditions to recognized legal authorities.

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

<http://www.wvrnboard.com/>

FACULTY ADVISING

Nursing faculty are assigned as nursing student advisors during the student's course of study at WVNCC. Upon declaration of major in nursing, each student will be assigned a faculty advisor on his/her respective campus and 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.

Students must meet with their advisor as soon as possible during the first semester in the program to discuss academic goals. 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 and Readmissions Procedure are included in this Nursing Student Handbook for review and reference.

CHAIN OF COMMAND

Students are EXPECTED to follow the established chain of command while in the nursing program. If any questions or problems arise in the theory/classroom setting, students are expected to make an appointment with that faculty member to discuss their concerns. Likewise, if a concern or problem arises during your clinical experience, the student is to address these issues with the assigned clinical instructor. Should a concern or problem arise that cannot be mutually agreed upon by the student and faculty member, the Nursing Program Director is to be consulted.

ACADEMIC DISHONESTY POLICY

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.

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 life-long commitment are expected values of the professional nurse. These values are reflected in the American Nurse Associations Code of Ethics.

PLAGIARISM/ CHEATING

WVNCC defines plagiarism as the following: "includes using someone else's ideas without identifying that person in an appropriate citation in required assignments. Also includes using someone else's words without placing them within quotation marks and/or identifying that person in an appropriate citation in required student assignments". In nursing, an example would include copying or paraphrasing another student's clinical paperwork or research papers.

WVNCC defines cheating as the following: “includes such things as receiving test answers from or giving answers to another student verbally-written-online-text or any method of transmission, submitting another student's work as one's own work... stealing tests or test items from faculty files or duplicating offices, etc...” (WVNCC College Catalog)

Cheating on exams can include looking at another student’s answer sheet or screen, using notes during an exam, having another person take the exam, or exchanging information with another while taking the exam. Examples of cheating specific to nursing include fabricating reports that clinical procedures or home visits were completed, and falsifying or stealing data.

The nursing faculty will not tolerate dishonesty in any form. Potential consequences for plagiarism and/or cheating are outlined in the WVNCC student policies. 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 (or herself) at risk for being denied the opportunity to become licensed as a Registered Nurse in the State of West Virginia.

ETHICS

Ethics refers to the expected standards and behavior related to your professional conduct as a nursing student. Respect for persons is the foundation of all ethical principles.

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.

NSNA House of Delegate, Nashville, TN, April 6, 2001

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE NURSING PROGRAM

SIMULATION CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO RECORD

During your participation in Simulated Clinical Scenarios (SCS) while a student in the WVNCC Nursing Program, you will be both an active participant and an observer.

The primary objectives of the SCS are to support and enhance your clinical judgement while a student in the Nursing Program. The faculty believe that these experiences will provide you with an additional method to identify your learning needs and to improve your performance in a supervised and safe environment. SCS are designed to challenge your response and judgment in a variety of clinical situations. Due to the possible sensitive nature of any SCS as well as to maintain optimal simulation experiences for all learners, strict confidentiality regarding the specific scenarios, including what occurred during the simulation experience, is required by all participants and observers.

By signing this agreement, you agree to maintain strict confidentiality regarding the specific scenarios, and both your performance and the performance of others, whether seen in real time, on video or otherwise communicated to you as part of the SCE. You will be discussing the scenarios during debriefing, with the understanding that

“All that takes place in the simulation environment – stays in the simulation environment!”

Each student is asked to agree to the following conditions:

My signature on the *Nursing Student Handbook Acknowledgement of Receipt and Agreement to Comply* indicates my agreement to maintain strict confidentiality about the details of any SCES, its participant(s), and the performance of any participant(s); I authorize the WVNCC faculty and staff to video record my performance during SCES as a participant or as an observer; and, I authorize the WVNCC faculty and staff to use the video recording(s) of my participation in SCES for purposes including, but not limited to: debriefing me, faculty review and the educational support of other learners by displaying the recording.

By signing this document, I acknowledge that my agreement is truly voluntary and that I have been provided the opportunity to seek further clarification of this document prior to signing from a WVNCC faculty member or the Nursing Program Director.

Student Signature _____ Date _____

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

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 balancing the checkbook, making deposits, etc.

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 be responsible for developing the photographs and keeping them in an organized fashion. The Reporter will also be responsible for any 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, 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. Times for the meetings will be discussed by the officers and set when it is 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.

REVISED: 1994; 1998 Nursing Faculty; 1999 Nursing Faculty; 2001 Nursing Faculty

REVIEWED: 2008 Nursing Faculty; 2009 Nursing Faculty; 2010 Nursing Faculty;
2011 Nursing Faculty; 2014 Nursing Faculty; 2019 Nursing Faculty, 2020 Nursing Faculty

STUDENT EMPLOYMENT

Balancing employment with the demands of the Nursing Program is very difficult. Students are expected to be attentive in both class and clinical learning experiences for academic success and client safety. The student is not permitted to work in the 8 hours prior to the clinical experience. Classroom and clinical expectations and schedules will not be altered to accommodate student employment. The WVNCC Nursing Program accepts no responsibility for a student's performance during employment activities in a health care agency.

Remember that you were selected as a student for the WVNCC program; you will, of course, reflect this in your appearance, attitudes, and behavior.

Revised June 2001 (Nursing Faculty)
 December 2001 (Nursing Faculty)
 May 2006 (Nursing Faculty)
 Reviewed June 2007 (Nursing Faculty)
 Revised & Reviewed May 2008 (Nursing Faculty)
 Reviewed & Revised May 2009 (Nursing Faculty)
 Reviewed & Revised May 2010 (Nursing Faculty)
 Reviewed & Revised May 2011 (Nursing Faculty)
 Reviewed & Revised May 2012 (Nursing Faculty)
 Reviewed & Revised May 2013 (Nursing Faculty)
 Reviewed & Revised May 2014 (Nursing Faculty)
 Reviewed & Revised April 2017 (Nursing Faculty)
 Reviewed and Revised April 2019 (Nursing Faculty)
 Reviewed & Revised April 2020 (Nursing Faculty)

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 of each respective school.

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE NURSING PROGRAM

Nursing Student Handbook 2020-2021

Nursing students are responsible for reading and complying with the information which appears in the current College Catalog and the College Student Handbook at the campus at which they are enrolled 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: _____

**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 students
permanent file in Nursing Office.**

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 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 any 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.**
- 4. It is my responsibility once admitted to the program to submit a completed health form, CPR, appropriate laboratory studies, immunization records and updates are mailed or emailed to Lisa Baker, Administrative Secretary SR - Allied Health Division lbaker@wvncc.edu.**
- 5. 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. .**
- 6. 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.**
- 7. I realize that I am expected to attend all nursing classes and clinical experiences as scheduled.**

8. 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.
9. 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.
10. I understand that I am responsible for reporting changes in my name, address, telephone number and e-mail address to both the Nursing Secretary and the Admissions Office.
11. 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.
12. I understand that I must follow the recommended COVID-19 Guidelines as determined by the College as supported by the CDC, Federal & State Governments, Local Health Departments and assigned health care clinical facilities.
13. 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*.
14. 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.
15. 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 Director of Nursing upon admission to the program and will provide that information to the Nursing Board in the chosen licensure state.
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. 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 _____